



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

SPECIAL ORDER

No. 734

Series of 2023

SUBJECT: CREATION OF THE SPECIAL HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (SPECIAL HRMPSB) AND ITS COMPOSITION FOR THE SELECTION OF THE EXECUTIVE DIRECTOR III OF THE FERTILIZER AND PESTICIDE AUTHORITY (FPA)

In the exigency of the service and in reference to the FPA Board Resolution No. 6, Series of 2022 entitled "Publication of the Fertilizer and Pesticide Authority Vacant Positions", the **Special Human Resource Merit Promotion and Selection Board (Special HRMPSB) for the selection of the Executive Director III of the FPA is hereby created.** The composition of the Special HRMPSB are the following:

CHAIRPERSON : AGNES CATHERINE T. MIRANDA
Undersecretary for Administration and Finance

MEMBERS : ATTY. PAZ J. BENAVIDES II
Assistant Secretary for Operations

ATTY. ROLAND A. TULAY
Director IV, Administrative Service

SECRETARIAT : Chief, Finance and Administrative Division, FPA
Human Resource Management Officer, FPA
Board Secretary I, FPA

GENERAL FUNCTION OF THE SPECIAL HRMPSB

The Special HRMPSB shall assist the FPA Board, the appointing authority of officers of the FPA in the judicious and objective selection of candidates for appointment to the vacant position in accordance with the approved Agency Merit Selection Plan (MSP).

DUTIES AND FUNCTIONS OF THE SPECIAL HRMPSB SECRETARIAT

1. Prepare a systematic assessment of the qualifications of applicants for the position;
2. Schedule Special HRMPSB deliberation meetings and provide notices of such to the members of the Special HRMPSB as well as prepare the Minutes/Highlights of the Meeting;
3. Present to the Special HRMPSB the comparative assessment of applicants for deliberation;
4. Prepare endorsement memorandum for signature of the Special HRMPSB members;



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5. Maintain records of the deliberation meetings which shall be made accessible to interested parties only upon submission of a written request and upon approval of the Special HRMPSB; and
6. Perform other tasks as needed.

All expenses that may be incurred by the Special HRMPSB in the performance of their functions, duties and responsibilities in view of the designation are chargeable against FPA funds and other available funds, subject to existing government accounting and auditing rules and procedures

This Order shall take effect immediately shall remain in force until revoked in writing. All orders, memoranda and issuances inconsistent herewith are deemed revoked.

Done this 13th day of June, 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



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