



BAGONG PILIPINAS



*Masaganang Agrikultura,
Maunlad na Ekonomiya*

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SPECIAL ORDER

No. 1193
Series of 2023

SUBJECT : COMPOSITION OF THE DA-CENTRAL OFFICE RECRUITMENT TEAM

In the exigency of the service, DA-Central Office Recruitment Team shall be composed of the following:

Team Leader : **MS. BELLA H. ARTIEDA**

Qualifications Evaluators : **MS. ROSEMARIE Z. GO (SG 20 and above)**
MS. FAITH C. SOLIGUEN (SG 15 and above)
MR. ROGELIO A. PAGTAKHAN (SG 14 and below)

Technical Working Group Members : **MS. RIA T. BUENAVENTURA**
MS. REGINA C. EXTREMADURA
MS. GERALYN L. DACULA
MS. AMCHE ROSE M. REPOL

They shall perform the following:

A. Team Leader

1. Supervise the overall activities of the Team, provide guidance and expertise;
2. Ensure the accurate implementation of the policies and guidelines of the Human Resource Merit Promotion and Selection Board (HRMPSB);
3. Monitor the activities of the Team and ensure the timely implementation of activities with the established calendar of activities; and
4. Review and endorse the HRMPSB Forms, submitted by the Technical Working Group, policy proposals and other recruitment-related documents for approval of the HRMPSB.

B. Qualification Evaluators:

1. Report directly to the Team Leader and discuss the concerns on the preliminary evaluation of qualifications of applicants;
2. Conduct preliminary evaluation of the qualifications of applicants who passed the Online Entrance Examination taking into consideration with the Civil Service Commission (CSC) minimum qualification standards;
3. Inform the applicant/s who did not meet the required qualifications via electronic mail; and
4. Address queries/appeals of the applicants and provide reply/resolution to the issues and concern that may arise during recruitment.

C. Technical Working Group

1. Report directly to the Team Leader and inform any issue and concern regarding PSB policies and guidelines;
2. Monitor the appropriateness and expediency of the recruitment and selection procedure being implemented;
3. Perform coordination work and facilitate the conduct of meetings especially on the improvement/enhancement of the recruitment and selection procedures and preparation of proposal for the improvement/enhancement of the same;
4. Coordinate and work with other Operating Units of the Department for the digitalization of the recruitment and selection procedure;
5. Provide support in the implementation of the initiatives on recruitment and selection procedure consistent with the HRMPSB policies and guidelines;
6. Act as proctors on the conduct of Online Entrance Examination;
7. Review and assess the completeness of documentary requirements submitted by the applicants; and
8. Prepare the HRMPSB Forms and endorse the same to concerned end users for their appropriate action.

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

Done this 25th day of September 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary

