

**SPECIAL ORDER**

No. **248**

Series of 2024

**SUBJECT : AMENDMENT TO SPECIAL ORDER NO. 1196, SERIES OF 2023, ENTITLED:  
"COMPOSITION OF THE DA-CENTRAL OFFICE HUMAN RESOURCE MERIT  
PROMOTION AND SELECTION BOARD (HRMPSB) SECRETARIAT"**

In the interest of service, the composition of the DA-Central Office Human Resource Merit Promotion and Selection Board (HRMPSB) Secretariat is as follows:

Secretariat Head : **MS. BELLA H. ARTIEDA**, Supervising Administrative Officer  
Secretariat Assistant Head : **MS. ROSEMARIE Z. GO**, Administrative Officer V  
Secretariat Member : **MS. ANNWIN L. ALBAN**, Administrative Officer II

They shall perform the following functions:

**Secretariat Head**

1. Provide guidance and technical expertise to HRMPSB;
2. Ensure that proceedings are in accordance with Human Resource Merit Promotion and Selection Board policies and guidelines, CSC issuances, and other relevant laws and regulations;
3. Oversee the work of the HRMPSB Secretariat Assistant Head and Member by monitoring, reviewing, and approving outputs; and
4. Manage the workload of the Secretariat Assistant Head and Member.

**Secretariat Assistant Head**


1. Report directly to the Secretariat Head;
2. Discuss proposed innovations and improvements, Recruitment Plan and calendar, issues and concerns encountered, and performance;
3. Ensure that HRMPSB Members have all undergone orientations about Recruitment, Selection, and Placement procedures;
4. Assist in providing guidance and technical expertise to HRMPSB;
5. Ensure that the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) requirements with regard to the Recruitment, Selection, and Placement areas are satisfied;
6. Conduct orientations among applicants and end-users;
7. Monitor the Committee's orders/instructions, deliverables and milestones for proper reporting during board meetings; and
8. Discuss results as indicated in HRMPSB Form No. 04.

### **Secretariat Member**

1. Report directly to the Secretariat Assistant Head;
2. Provide administrative support to the Board:
  - Prepare Notices of Meetings and coordinate with attendees;
  - Prepare Minutes of Meetings and Resolutions and ensure approval of the same;
  - Ensure distribution of necessary materials to concerned personnel at least three (3) days before the next meeting;
  - Organize and make necessary arrangements for board meetings;
  - Act as the central channel of communications of the Committee;
3. Prepare and present HRMPSB Form No. 04;
4. Prepare the subsequent shortlist of candidates; and
5. Perform other duties and responsibilities as may be assigned by the Secretariat Head and/or Assistant Head.

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

Done this 19<sup>th</sup> day of February 2024.

  
**FRANCISCO P. TIÚ LAUREL, JR.**  
Secretary

