



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
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## **SPECIAL ORDER**

No. **249**

Series of 2024

### **SUBJECT : COMPOSITION OF THE DA-CENTRAL OFFICE RECRUITMENT TEAM**

In the exigency of service, the composition of the DA-Central Office Recruitment Team is as follows:

Team Leader	:	<b>MS. BELLA H. ARTIEDA</b>
Qualification Evaluators	:	<b>MS. ROSEMARIE Z. GO</b> (SG 16 and above) <b>MS. ANNWIN L. ALBAN</b> (SG 15 and below)
Technical Working Group Member	:	<b>MS. RIA T. BUENAVENTURA</b> <b>MS. REGINA C. EXTREMADURA</b> <b>MS. GERALYN L. DACULA</b> <b>MS. AMCHE ROSE M. REPOL</b>

They shall perform the following functions:

#### **A. Team Leader**

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

#### **B. Qualification Evaluators**

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

### **C. Technical Working Group**

1. Report directly to the Team Leader and communicate any issues and concerns regarding HRMPSB policies and guidelines;
2. Monitor the appropriateness and expediency of recruitment and selection procedures being implemented;
3. Perform coordination work and facilitate the conduct of meetings especially on improvement/enhancement of 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 procedures;
5. Provide support in the implementation of initiatives on recruitment and selection procedures consistent with 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 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 issuances inconsistent herewith are deemed revoked.

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

  
**FRANCISCO R. TIUA LAUREL, JR.**  
Secretary

