



**EXECUTIVE ORDER NO. 046**  
Series of 2021

**AN ORDER RECONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION  
AND SELECTION BOARD (HRMPSB) OF THE MUNICIPAL GOVERNMENT OF  
LOS BAÑOS, LAGUNA**

**WHEREAS**, Section 80, Title Three, Book I of the Local Government Code of 1991 (Republic Act No. 7160), provides for the (b) establishment of a Personnel Selection Board to assist the local chief executive in the judicious and objective selection of personnel for employment as well as for promotion, and in the formulation of such policies as would contribute to employee welfare, and that it shall be (c) headed by the local chief executive, and its members shall be determined by resolution of the sanggunian concerned.

**WHEREAS**, Section 85, Rule IX, Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board of the 2017 Omnibus Rules on Appointments and Other Human resource Actions (2017 ORAOHRA), as Amended states that the HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the Agency Merit Selection Plan (MSP).

**NOW THEREFORE**, By virtue of the powers vested in me by law, I, ANTONIO L. KALAW, Municipal Mayor of Los Baños, Laguna hereby reconstitute the composition of the HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) of LGU – Los Baños, Laguna as follows:

**A. COMPOSITION**

**CHAIRPERSON** - **HON. ANTONIO L. KALAW**  
Municipal Mayor

*If the vacant position is in the Office of the  
Municipal Vice Mayor and/or Office of the  
Sangguniang Bayan:*

**HON. JOSEPHINE S. EVANGELISTA**  
Municipal Vice Mayor

**MEMBERS** - **ATTY. ROBERT T. LAVIÑA**  
Municipal Administrator  
*Municipal Mayor's Authorized Representative*



*If the vacant position is in the Office of the Municipal Vice Mayor and/or Office of the Sangguniang Bayan:*

- **MS. DONA T. ALBORIDA**  
Sangguniang Bayan Secretary  
*Municipal Vice Mayor's Authorized Representative*
- **HON. MIKO C. PELEGRINA**  
SB Representative
- **MS. TWILA T. TORRES**  
Municipal Planning and Development Coordinator
- **MS. HEIDI M. DELA ROSA – BACULO**  
HRMO III
- **MS. JENETTE M. PALISOC**  
Registration Officer II  
*2<sup>nd</sup> Level Representative*
- **MR. ERICK PAOLO C. DIZON**  
Data Controller III  
*2<sup>nd</sup> Level Representative (Alternate)*
- **MS. IMELDA Y. MENGUITO**  
Bookbinder II  
*1<sup>st</sup> Level Representative*
- **MS. LYLANI JOYCE H. AGTOTOBO**  
Clerk I  
*1<sup>st</sup> Level Representative (Alternate)*
- **Head of Office where the vacancy exists**

**B. MEMBERSHIP**

As stated in Section 90, Rule IX of the 2017 ORAOHRA, membership of the HRMPSB can be modified, provided it conforms to the prescribed composition. Agencies may add a reasonable number of members, but the prescribed composition may not be reduced.

**C. TERM OF OFFICE**

Rank-and-file representatives shall serve for a period of two (2) years.



**D. DUTIES AND RESPONSIBILITIES**

1. Implement a formal screening procedure and formulate criteria for evaluation of candidates.
2. Ensure equal opportunity for men and women.
3. Maintain fairness and impartiality in the assessment of candidates for appointment.
4. Deliberate en banc the qualification of those listed in the selection line-up.
5. Further assessment of candidates such as: written examination, skills test, hands-on, interview and others may be conducted as deemed necessary.
6. Strictly follow the selection process of the candidates for appointment.
7. Make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions.
8. The comparative competence and qualification of candidates for appointment shall be determined on the basis of performance, education, training, experience, potential, and personality traits.
9. Submit to the appointing authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.
10. Ensure the minutes of all deliberations are recorded.
11. The HRMPSB through the HRMO shall:
  - a. Notify the applicants of their application result.
  - b. A notice announcing the appointment of an employee shall be posted in three conspicuous places in the municipal hall for at least fifteen (15) calendar days.

**E. EFFECTIVITY**

This Executive Order takes effect immediately. Any existing order found inconsistent thereto shall be deemed repealed or modified.

Done this \_\_\_ day of July 2021 at the Municipality of Los Baños, Laguna, Philippines.

**HON. ANTONIO L. KALAW**  
Municipal Mayor