



**Republic of the Philippines**  
**Province of Bulacan**  
**MUNICIPALITY OF SANTA MARIA**



**EXECUTIVE ORDER NO. 044-2024**

**AN EXECUTIVE ORDER REORGANIZING THE HUMAN RESOURCE MERIT PROMOTION AND  
SELECTION BOARD (HRMPSB) OF THE LOCAL GOVERNMENT UNIT OF SANTA MARIA,  
BULACAN**

**WHEREAS**, the Local Government Code of 1991 provides the general rule in filling vacant career positions through the established Personnel Selection Board (PSB) in accordance with the Civil Service Law and such other rules, regulations and issuances promulgated in accordance thereto;

**WHEREAS**, the Civil Service Commission issued CSC Memorandum Circular No. 14, s. 2017 re-establishing the current Personnel Selection Board (PSB) into Human Resource Merit Promotion and Selection Board (HRMPSB);

**WHEREAS**, the Local Government Unit of Santa Maria adheres to the principle of "Equal Employment Opportunity" wherein there shall be no discrimination in the selection of employees in the account of age, sex, sexual orientation and gender identity, disability, civil status, religion, ethnicity, or political affiliation;

**WHEREAS**, the Human Resource Merit Promotion and Selection Board (HRMPSB) shall serve as the recommending body for appointment. However, the final decision on whom to appoint shall be with the appointing officer/authority.

**NOW THEREFORE: I, BARTOLOME R. RAMOS**, Municipal Mayor of Santa Maria, Province of Bulacan by virtue of the power vested in me by law, do hereby constitute the Human Resource Merit Promotion and Selection Board (HRMPSB) of the Municipality of Santa Maria, Bulacan.

**SECTION I: COMPOSITION.** The Human Resource Merit Promotion and Selection Board (HRMPSB) of this municipality shall be composed of the following.

**Chairperson :**       **BARTOLOME R. RAMOS (or duly authorized representative)**  
Municipal Mayor

**PABLO L. JUAN**  
Municipal Vice Mayor  
(If the vacant position is under the Sangguniang Bayan)

**Members :**           **PRIMO F. SANTOS, JR.**  
Municipal Human Resource Management Officer

**ELIZABETH B. MENDOZA**  
Municipal Accountant  
Representative, Second Level Position

**MARIAN P. BAUTISTA**  
Municipal General Services Officer  
Alternate Representative, Second Level Position

**FERDINAND L. DE JESUS**  
Communications Equipment Operator III  
Representative, First Level Position





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**MARIA CONCEPCION P. FLORES**

Administrative Aide IV (Clerk II)  
Alternate Representative, First Level Position

**RUEL C. DEL ROSARIO**

Senior Administrative Assistant I (DEMO IV)  
Representative of Employees Association

**HEAD OF OFFICE WHERE VACANCY EXISTS**

**Secretariat : HRM OFFICE**

**SECTION II: FUNCTIONS.** The Human Resource Merit Promotion and Selection Board (HRMPSB) shall perform the following duties and functions:

1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration of the following:
  - a. *Reasonable and valid standards and methods of evaluating the competencies and qualifications of all applicants competing for all particular positions.*
  - b. *Adheres to the Equal Employment Opportunity Principle and makes sure that all applicants shall be treated equally regardless of age, gender, religion, ethnicity, disability, sexual orientation and religion.*
  - c. *A qualified applicant with disability shall be subject to same terms and conditions of employment and same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified and able bodied person.*
  - d. *Criteria for evaluation of the qualifications of applicants for appointment must suit the job requirements of the position.*
2. Disseminate screening procedure and criteria for selection to all department heads, LGU officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated;
3. Prepare a systematic assessment of the competencies and qualifications of the candidates for appointment. Maintain fairness and impartiality in the assessment of candidates. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;
4. Evaluate and deliberate en banc the qualification of those listed in the selection line-up;
5. Submit the shortlisted candidates for appointment from which the appointing authority shall choose the applicant to be appointed;
6. Maintain records of the deliberations, which must be made accessible to interested parties upon written request and for inspection and audit by the Civil Service Commission;






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**SECTION III: EFFECTIVITY**

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

Done this 20<sup>th</sup> day of August, 2024 at Local Government Unit of Santa Maria, Province of Bulacan.

  
BARTOLOME R. RAMOS  
Municipal Mayor

