

EXECUTIVE ORDER NO. 052-2024

**AN ADDENDUM TO EXECUTIVE ORDER NO. 044-2024 ADDING
FUNCTIONS TO THE HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB) OF THE LOCAL GOVERNMENT UNIT
OF SANTA MARIA, BULACAN**

WHEREAS, under the provisions of the Local Government Code of 1991 (Republic Act No. 7160), the process for filling vacant career positions within local government units is governed by the Personnel Selection Board (PSB), which shall operate in accordance with the Civil Service Law (Republic Act No. 2260) and all applicable laws, rules, regulations, and issuances;

WHEREAS, the Civil Service Commission (CSC), through CSC Memorandum Circular No. 14, Series of 2017, has re-established the Personnel Selection Board (PSB) under a new designation as the Human Resource Merit Promotion and Selection Board (HRMPSB), defining its roles, functions, and the procedures for the recruitment, selection, and promotion of government employees;

WHEREAS, in adherence to the principles of fairness and inclusivity, the Local Government Unit of Santa Maria remains committed to upholding the concept of "Equal Employment Opportunity," ensuring that all employees are selected based on merit and qualifications, free from discrimination on the basis 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 act as the recommending body for the appointment of employees, with the final decision regarding appointments vested in 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 issue this addendum to Executive Order No. 044-2024 to incorporate the following functions into the existing Human Resource Merit Promotion and Selection Board (HRMPSB).

SECTION I: ADDITIONAL FUNCTIONS OF THE (HRMPSB). The Human Resource Merit Promotion and Selection Board (HRMPSB) shall undertake the following additional functions:

1. Ensure adherence to the established policy of equal employment opportunity, without regard to gender identity, sexual orientation, disability, religion, or group membership.



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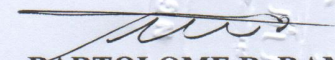
MUNICIPALITY OF SANTA MARIA
OFFICE OF THE MUNICIPAL MAYOR



- a. Guarantee that employees with disabilities are provided with the necessary support and assistance.
 - b. Ensure that the venues for screening and interviews are accessible, safe, and accommodating to applicants with physical limitations or health-related conditions.
2. Develop and implement additional assessment tools to further enhance the efficiency and effectiveness of the screening process and coordinate with government agencies who specialized on handling the needs of differently abled applicants in the conduct of the recruitment process such as written exams and other skills test.
 3. Formulate specialized questionnaires or examinations tailored to the specific requirements of the positions being filled, such as for technical and trade positions and ensure its safekeeping for security purposes.
 4. Provide orientation to officials and employees of the agency on policies pertaining to human resource actions, including the gender and development considerations as outlined in the Merit Selection Plan.

SECTION II: EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 8th day of October, 2024, at the Municipal Hall of Santa Maria, Bulacan.


BARTOLOME R. RAMOS
Municipal Mayor

