

Republic of the Philippines
PROVINCE OF SORSOGON
MUNICIPALITY OF GUBAT

OFFICE OF THE MAYOR

Received by:

Aida E. Mendivil

8/2/16

EXECUTIVE ORDER NO. 2016-008

**AN ORDER CREATING THE PERSONNEL SELECTION BOARD (PSB)
OF THE MUNICIPALITY OF GUBAT**

WHEREAS, the present administration aim to establish a well-integrated human resource development and enhance personnel management in the area of recruitment and selection of employees for service excellence;

NOW THEREFORE, I, SHARON ROSE G. ESCOTO, Mayor of the Municipality of Gubat, Sorsogon by virtue of the power vested in me by law, do hereby order the following:

Section 1. COMPOSITION:

1. Chairpersons

Hon. Sharon Rose G. Escoto – Local Chief Executive for LGUs or the authorized representative;

Hon. Sixto F. Estareja – Vice Mayor or the authorized representative if the vacant position is in his office or in the Office of the Sanggunian;

2. Division Chief or the authorized career service representative of the organizational unit where the vacancy is;

- a. **Aida E. Mendivil** – Human Resource Management Officer or the career service employee directly responsible for personnel management;
- b. Two representatives of the rank-and-file career employees, one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association in the agency.

1st Level Representative
Alternate

Rhalen B. Endeno
Ria A. Mercader

2nd Level Representative
Alternate

Villa Espinola
Aida D. Handig

[Signature]
8/3/16
8/2/16

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative


shall participate in the screening of the candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years. For continuity of operation, the agency accredited employee association may designate an alternate.

Section 2. FUNCTIONS:

1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - a. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position
 - b. Criteria for evaluation of 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 competence and qualifications of the candidates for appointment. Maintain fairness and impartiality in the assessment of candidates. Toward 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 candidates;
4. Evaluate and deliberate en banc the qualification of those listed in the selection line-up;
5. Submit the list of candidates recommended 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 CSC;
7. Orient the officials and employees of the municipality pertaining to policies relative to personnel actions, including the gender development dimensions of the Merit Promotion and Selection Plan.

Section 3. EFFECTIVITY. This order shall take effect immediately.

Done in the Municipality of Gubat, Province of Sorsogon, Philippines this 1st day of August 2016.


SHARON ROSE G. ESCOTO
Municipal Mayor