



REPUBLIC OF THE PHILIPPINES
CITY OF IMUS | PROVINCE OF CAVITE
OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 35

Series of 2022

AN ORDER RECONSTITUTING THE PERSONNEL SELECTION BOARD (PSB)

WHEREAS, Republic Act No. 7160 otherwise known as the "*Local Government Code of 1991*" provides for the creation of Personnel Selection Board (PSB) to primarily assist the candidates/personnel for appointment or promotion in the City Government, and in the formulation, development and implementation of policies which would contribute to the welfare of the City Government Employees.

WHEREAS, the Code mandates the creation, reorganization and reconstitution of the Personnel Selection Board (PSB) in every province, city, or municipality, prescribing therein its composition, organization, functions and other related matters in the implementation of its provisions.

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 3, Series of 2001 which provides for the composition of the Personnel Selection Board (PSB);

NOW, THEREFORE, I, HON. ALEX L. ADVINCULA, Mayor of the City of Imus, by virtue of the powers vested in me by law, do hereby reorganize and reconstitute the Personnel Selection Board of the City Government of Imus and do further order the following:

Section 1. Composition- The Personnel Selection Board shall be composed of the following:

Chairman: **Hon. Alex L. Advincula**,
City Mayor

Co-Chairman: **Hon. Homer T. Saquilayan**
City Vice Mayor

Members: **Ms. Athena Marie L. Tolentino**
Human Resource Management Officer

Department Head or Division Chief where the vacancy is



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Ms. Precilda D. Igtiben
1st Level Employee Representative

Engr. Reyjansen S. Sapinoso
2nd Level Employee Representative

An **Ad Hoc Committee on Personnel Affairs and Appointments** is also created to be composed of the following:

- Chairman: **Hon. Vice Mayor Homer T. Saquilayan**
Committee of the Whole
- Vice-Chairman: **Hon. Lloyd Emman D. Jaro**
- Members: **All SP Members**

The Board may also designate technical staff and engage consultants when necessary to effectively carry out the functions of the PSB.

Section 2. Term of Office - Unless sooner revoked or amended, the term of office of members, consultants and technical staff shall be co-terminus with the appointing authority, and as such, they sit upon his pleasure.

Section 3. Functions- The Personnel Selection Board (PSB) shall exercise the following functions:

- i. Formulate formal screening procedures like examination, interviews, criteria for evaluating the competence and qualifications of candidates for the position in the first and second levels of career service, involving original appointments, reemployment, transfer, or promotions;
- ii. Apply fairly and consistently reasonable and valid standards and methods of evaluating the competence and qualifications of all personnel competing for a particular position;
- iii. Set the criteria for the evaluation of qualifications of candidates for original appointments, reinstatements, reemployment, transfer and promotion to suit the job requirements of the position;
- iv. Make a systematic assessment of the competence and qualifications of the candidates, taking into consideration the qualification standards of the position and such other requirements which may be deemed necessary; and
- v. Inform all applicants/employees who are candidates of the criteria and procedures on the selection.



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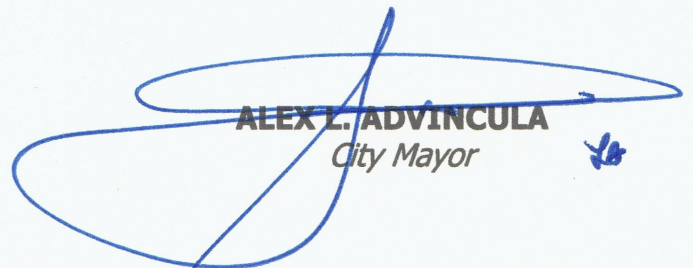
Section 4. Operational Expenses and Funding- Members, consultants and technical staff are hereby authorized to claim for incidental expenses relative to the service rendered in addition to their duties and responsibilities and for the work beyond office hours, subject to usual accounting and auditing rules and regulations chargeable against the budgetary allocation of the committee.

Section 5. Repealing Clause- Previous issuances or any part thereof inconsistent with the provisions of this Executive Orders are hereby repealed or modified accordingly.

Section 6. Separability Clause- If any of the foregoing provisions is declared unconstitutional or unlawful the remaining provision shall remain valid and enforceable.

Section 7. Effectivity- This Executive Order shall take effect immediately upon the date hereof and shall remain in effect until rescinded, repealed or amended.

DONE and **SIGNED** this 9th day of September 2022, City of Imus.


ALEX L. ADVINCULA
City Mayor