



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR
EXECUTIVE ORDER NO. 020
Series of 2025

**AN ORDER RECONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD (HRMPSB)**

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, in Civil Service Commission Resolution No. 1701009 dated June 16, 2017, the CSC adopted and promulgated the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) to govern the preparation, submission of, and actions to be taken on appointments and other human resource movements in the Philippine Government;

WHEREAS, the CSC, pursuant to CSC Resolution No. 1800692 dated July 3, 2018, approved the amendments and additional provisions to the 2017 ORAOHRA;

WHEREAS, the CSC issued Memorandum Circular No. 14, Series of 2018 providing for the revision of 2017 ORAOHRA;

WHEREAS, in CSC No. 1701009 dated June 16, 2017, the Personnel Selection Board shall be renamed Human Resource Merit Promotion and Selection Board (HRMPSB).

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 Human Resource Merit Promotion and Selection Board (HRMPSB) of the City Government of Imus and do further order the following:



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

Chairman: **HON. ALEX L. ADVINCULA**
City Mayor

Alternative Representative of the Chairperson:

MR. LAURO D. MONZON
Officer-in-Charge, Office of the City Administrator

Co-Chairman: **HON. HOMER T. SAQUILAYAN**
City Vice Mayor
Chairman, Ad Hoc Committee on Personal Affairs and Appointments

Members: **MS. VAN CARLYNE F. ROCHA**
Officer-in-Charge, Office of the City Human Resource and Management Officer
Human Resource Management Officer IV

Department Head or Division Chief where the vacancy is

MR. ALVIN A. ANGKICO
2nd Level Employee Representative

MR. DERICK ALFRED M. UNAWA
1st Level Employee Representative

The Board may also designate technical staff and engage consultants when necessary.

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.



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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.

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.



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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 11th day of March 2025, City of Imus.


ALEX L. ADVINCULA
City Mayor 