



Republic of the Philippines
Province of Tarlac
MUNICIPALITY OF PURA

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Office of the Municipal Mayor

Executive Order No. 001, s. 2017

AN ORDER RECONSTITUTING THE PERSONNEL SELECTION BOARD (PSB) OF THE LOCAL GOVERNMENT UNIT OF PURA, TARLAC

WHEREAS, Article 166, Rules And Regulations Implementing the Local Government Code of 1991 provides that there shall be established in every province, city or municipality, a personnel selection board to assist the local chief executive or where applicable, the presiding officer of the sanggunian, in the judicious and objective selection of personnel for employment as well as for promotion;

WHEREAS, the personnel selection board shall be composed of the local chief executive or his duly authorized representative as chairman, and members to be determined by resolution of the sanggunian concerned in accordance with pertinent civil service law, rules and regulations;

NOW, THEREFORE, I, CONCEPCION AKOL-ZARATE, M.D., Municipal Mayor of Pura, Tarlac by virtue of the powers vested in me by law, do hereby order the re-constitution of the Personnel Selection Board to be composed of the following:

Chairman: **HON. CONCEPCION AKOL-ZARATE**, Municipal Mayor

HON. MANUEL N. MADDELA JR., Municipal Vice Mayor (In case the vacancy is at the Office of the Vice Mayor/Sanggunian)

Members: **MRS. MELANIE C. RUFINO-ICO HRMO**

HON. JOHN PAUL M. BALMORES, Municipal Councillor

MRS. ARLEE P. AYSON, Municipal Accountant,

Representative, 2nd Level Positions

MR. FLAVIANO PASCUA, Administrative Aide III

Representative, 1st Level Positions

HEAD OF OFFICE WHERE THE VACANCY EXISTS

DUTIES AND FUNCTION OF THE PERSONNEL SELECTION BOARD:

1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration of the following:

- Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for all particular positions

- 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 interest 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 interest 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.

This Executive Order takes effect immediately. Any existing order found inconsistent thereto shall be deemed repealed or modified. Done this 17th day of January, 2017 at the Municipality of Pura, Tarlac.

CONCEPCION A. ZARATE, M.D.
Municipal Mayor