



REPUBLIC OF THE PHILIPPINES

CITY OF ISABELA

Province of Basilan

Office of the City Mayor

Isabela City Hall Complex, Sunrise Village, Isabela City, Basilan, Philippines



CITY INFORMATION OFFICE

RECEIVED

By: Jm Aucho Jr.  
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EXECUTIVE ORDER NO. 024

Series of 2022 ad

**AN ORDER RECONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) IN THE CITY OF ISABELA, PROVINCE OF BASILAN.**

**WHEREAS**, pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), CSC Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and the CSC Memorandum No. 38, s. 1989, as further amended by the CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum Circular No. 8, s. 1999, CSC Memorandum Circular No. 3, s. 2001 and the 2018 revised Omnibus Rules on Appointments and other Human Resource Actions (ORA-OHRA) has been established;

**WHEREAS**, the selection of employees for appointment in government service shall be open to all qualified men and women according to the principle of merit and fitness;

**WHEREAS**, there shall be equal employment opportunity for men and women at all levels of position in the agency, provided they meet the minimum requirements of the position to be filled;

**WHEREAS**, there is a need to reconstitute the composition of the HRMPSB in the City Government of Isabela, Basilan;

**NOW THEREFORE, I SITTI DJALIA A. TURABIN-HATAMAN**, City Mayor of the City of Isabela, by the power vested in me by law, do hereby declare the reconstitution of the Human Resource Merit Promotion and Selection Board.

**Section 1. COMPOSITION of the Human Resource Merit and Selection Board (HRMPSB) of the City Government of Isabela.** The reconstituted HRMPSB shall be composed of the following:

**Chairperson Executive Branch**

**HON. SITTI DJALIA A. TURABIN-HATAMAN**  
City Mayor

Alternate: **ATTY. ADZLAN S. IMRAN**  
City Administrator

**Members:**

**HON. YUSUP I. ABUBAKAR**  
Chairman, Committee on Personnel  
Labor & Employment

**ROSELLA T. LUNA**  
CHRMO

Alternate: **MOJAHEDEN S. COSAIN**  
Asst. CHRMO

**Chairperson Legislative Branch**

**HON. JHUL KIFLI L. SALLIMAN**  
Vice-Mayor

Alternate: **RODELA A. NUÑAL**  
Secretary to the Sanggunian

*Your City Government at Work!*

City Government of Isabela de Basilan  
[www.isabelacity.gov.ph](http://www.isabelacity.gov.ph)  
[mayor@isabelacity.gov.ph](mailto:mayor@isabelacity.gov.ph)

#HAPIsabela



**ARADELRIA T. BELLENG**  
CGDH-I (PESO Manager)

**VILMA S. ALCANTARA** Rep. 2<sup>nd</sup> Level Position  
SAO

**Alternate: Lino A. Ventulero**  
AO V

**ALEXANDER T. GARCIA** Rep. 1<sup>st</sup> Level Position  
SAA II

**Alternate: Karlo Marlon DL. IGNACIO**  
Bookbinder IV

**GEMMA C. PACULIO** PWD Representative  
Disability Affairs Officer II

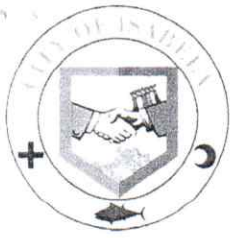
**DEPARTMENT HEAD**  
(Where Vacancy Exists)

**Section 2. Technical Staff/Secretariat.** The Secretariat shall be headed by the City Human Resource Management Office staff directly responsible for the recruitment, selection and placement, comparative report assessment and final evaluation of candidates. The Secretariat shall also analyze results of structured background investigation for first level, second level, supervisory and managerial positions.

**Section 3. Functions. The Human Resource Merit and Selection Board (HRMPSB) shall exercise the following functions:**

- a. Serve as the recommending body for appointment;
- b. Primarily responsible for the judicious and objective selection of the candidates for appointment in accordance with the CSC-approved Merit Selection Plan (MSP) and shall recommend to the City Mayor the top five ranking candidates deemed most qualified for the appointment of vacant position;
- c. Formulate formal screening procedures such as but not limited to examination, interviews, criteria for evaluating the competence and qualification of candidates for the position in the first and second levels of the career service, involving original appointments, reemployment, transfer or promotions;
- d. Make a systematic assessment of the competencies and qualifications of the candidates, taking into consideration of the qualification standards of the position and such other requirements which may be deemed necessary;
- e. Inform all applicants of the criteria and procedures of the recruitment and selection process;
- f. Ensure fairness, objectivity and impartiality in the evaluation of candidates for appointment;





- g. Ensure that all qualified men and women, including those persons with disability and indigenous people, in all position levels, shall be provided equal opportunity for employment; and
- h. Attest to the fact that all appointments have been properly screened and evaluated.


The HRMPSB shall be represented by at least a majority of its members during the deliberation of candidates for appointment.

**Section 5. Operational Expenses and Funding.** Members and technical staff/secretariat are hereby authorized to claim incidental expenses relative to the services 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.

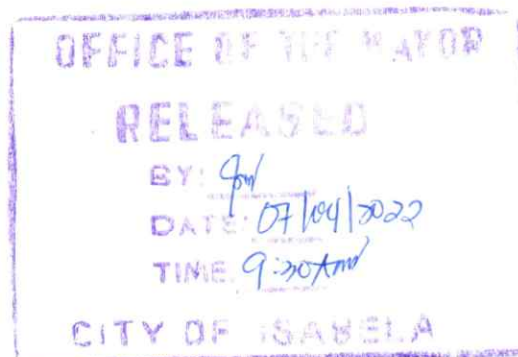
**Section 6. Repealing Clause.** All executive orders or issuances inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

**Section 7. Effectivity.** This Executive Order shall take effect immediately.

Done this 1<sup>st</sup> day of JULY, 2022, Isabela City, Basilan.

  
SITTI DJALIA A. TURABIN-HATAMAN  
City Mayor

Copy furnished:  
The City Director, CSC  
All Department Heads  
All of this City



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