



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority
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February 24, 2022

OFFICE ORDER
NO. 15
Series of 2022

**SUBJECT : RECONSTITUTION OF THE FERTILIZER AND PESTICIDE
AUTHORITY (FPA) HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD (HRMPSB)**

In the interest of the service and pursuant to Civil Service Commission Memorandum Circular No. 24, s. 2017 dated August 24, 2017, and Department of Agriculture (DA) Department Order No. 08, s. 2019 dated June 26, 2019, on the 2017 Omnibus Rules on Appointments and Other Human Resource Action (ORA-OHRA) revised July 2018 and the DA Merit Selection Plan, the FPA-HRMPSB is hereby reconstituted/amended as follows:

A. HRPSMB for First and Second Level up to SG 23

POSITIONS	MEMBERS	ALTERNATE REPRESENTATIVE
Chairperson	DR. MYER G. MULA Deputy Executive Director for Fertilizer	
Vice-chairperson	DR. GINA C. TOMIMBANG Chief Administrative Officer, Finance and Administrative Division	
Members	1. Division Chief/ Head of the Organizational Unit where the vacancy exists 2. JONSIE D. BAYSA Administrative Officer V, Human Resource Section 3. ANGELO S. BUGARIN	Assistant Division Chief where the vacancy exists GABRIEL B. ATOLE



*A food-secure and resilient Philippines
with empowered and prosperous farmers and fisherfolk*



FPA-PMID
By: AWAON
Date: 3/01/22
0202-74

	FPAEA Representative (Level II) RACHELLE D. ALMOITE FPAEA Representative (Level I)	FPAEA Representative (Level II Alternate) NANCY Y. DURLAO FPAEA Representative (Level I Alternate)
Head Secretariat	JANELYN I. AQUINO- PABALATE Attorney IV	
Secretariat	MADONNA BELLA C. FLAVIER Administrative Officer IV MARY ANN B. BALLEGA Administrative Aide VI	

HRMPSB for Second Level SG 24

POSITIONS	MEMBERS	ALTERNATE REPRESENTATIVE
Chairperson	DR. MYER G. MULA Deputy Executive Director for Fertilizer	
Vice-chairperson	DR. GINA C. TOMIMBANG Chief Administrative Officer, Finance and Administrative Division	
Members	1. ERIC C. DIVINAGRACIA Deputy Executive Director for Pesticide 2. JONSIE D. BAYSA Administrative Officer V, Human Resource Section 3. ANGELO S. BUGARIN	GABRIEL B. ATOLE



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	FPAEA Representative (Level II)	FPAEA Representative (Level II Alternate)
Head Secretariat	JANELYN I. AQUINO- PABALATE Attorney IV	
Secretariat	MADONNA BELLA C. FLAVIER Administrative Officer IV MARY ANN B. BALLEGA Administrative Aide VI	

Human Resource Merit Promotion and Selection Board for first and second levels shall have the following functions and responsibilities:

1. Adopt the formal screening procedure and the criteria for the evaluation of candidates for appointment, taking into considerations 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 recruitment of the position;
2. Disseminate the FPA Guidelines on the Policies and Guidelines of the Fertilizer and Pesticide Authority (FPA) on the Recruitment, Selection, Promotion, and Placement of Personnel (RSPP) to all agency 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 candidates for appointment. Maintain fairness and impartiality in the assessment of candidates. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.

The external or independent resource persons may assist the HRMPSB but are precluded to give the final ratings on the Comparative Assessment of the candidates;



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4. Evaluate and deliberate on the qualifications of individuals listed in the selection line-up by at least a majority of its members;
5. Submit the shortlist of candidates who passed the HRMPSB assessment, 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, subject to the approval of the HRMPSB, and for the inspection and audit by the CSC until deemed for disposition by the agency's Records Disposition Schedule (RDS);
7. Orient the officials and employees in the agency pertaining to policies relative to the human resource actions, including the gender dimensions of the Merit Promotion Plan; and
8. The HRMPSB shall assist the appointing officer/ authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP). In this case, FPA adopts the Department of Agriculture (DA) Department Order No. 08, s. 2019 dated June 26, 2019.

The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the adopted DA MSP and shall submit to the appointing authority the top (5) ranking candidates deemed most qualified for appointment to the vacant position.

As such, membership in the Board shall be considered part of the member's regular duties and responsibilities.

This Order shall take effect immediately and revoke previous orders inconsistent herewith and shall remain in force until revoked in writing.


WILFREDO C. ROLDAN
Executive Director



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