

August 29, 2023

SPECIAL ORDER

No. 157

Series of 2023

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 the Civil Service Commission (CSC) Memorandum Circular No. 24, s. 2017 dated August 24, 2017, the 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. HRMPSB for First and Second Level up to SG23

Chairperson: **Ms. Maribel M. Querijero**
Officer-in-Charge, Deputy Executive Director for Pesticide

Vice-Chairperson: **Dr. Gina C. Tomimbang, CPA**
Chief Administrative Officer

Member: Head of organizational unit where the vacancy exists, or his/her designated alternate

Ms. Madonna Bella C. Flavier
Administrative Officer V / HRMO

Ms. Mirasol O. Bacarisas
Administrative Officer V
FPAEA Representative (Level II)

Ms. Sharmaine D. Tecson
Chemist III
FPAEA Representative (Level II Alternate for CO positions)

Mr. Gabriel B. Atole
Supervising Agriculturist
FPAEA Representative (Level II Alternate for RFU positions)

Ms. Anjaneth B. Palcutilo
Administrative Assistant III
FPAEA Representative (Level I)

Ms. Rea T. Lariosa
Administrative Assistant III
FPAEA Representative (Level I Alternate)

Head Secretariat: **Atty. Janelyn I. Aquino-Pabalate**
Attorney IV

Member: **Ms. Rachelle D. Almoite**
Administrative Officer II

Ms. Reiya Colis
Administrative Aide VI

B. HRMPSB for Second Level SG24

Chairperson: **Ms. Julieta B. Lansangan, MSA, MSES**
Executive Director III

Vice-Chairperson: **Dr. Gina C. Tomimbang, CPA**
Chief Administrative Officer

Member:
Deputy Executive Director

Ms. Mirasol O. Bacarisas
Administrative Officer V
FPAEA Representative (Level II)

Ms. Sharmaine D. Tecson
Chemist III
FPAEA Representative (Level II Alternate for CO positions)

Mr. Gabriel B. Atole
Supervising Agriculturist
FPAEA Representative (Level II Alternate for RFU positions)

Head Secretariat: **Atty. Janelyn I. Aquino-Pabalate**
Attorney IV

Member: **Ms. Rachelle D. Almoite**
Administrative Officer II

Ms. Reiya Colis
Administrative Aide VI

HRMPSB for first and second level shall have the following functions and responsibilities:

1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - a. Reasonable and valid standards and methods of evaluating the competence and qualification of all applicants completing for a particular position;
 - b. Criteria for evaluation of qualifications of applicants for appointment must suit the job requirement of the position;
2. Disseminate this Merit Selection Plan 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 on determining the best and most qualified candidate.

The external of independent resource persons may assist the HRMPSB but are precluded to give the final ratings on the factors mentioned in the Item No. V, No. 4.1 as would be shown on the Comparative Assessment Sheet of the individual Evaluation Form;

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 unit deemed for disposition by the agency's Records Disposition Schedule (RDS); and
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.

8. The HRMPSB shall assist the appointment 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 will be adopting Department of Agriculture (DA) Department Order No. 08, s. 2019 dated June 26, 2019.

The HRMPSB shall be primarily responsible for the judicious and objection selection of candidates for appointment in the agency in accordance with the approved Agency 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.



JULIETA B. ANSANGAN, MSA, MSES
Executive Director III