



SPECIAL ORDER

No. 323
Series of 2024

SUBJECT : RECONSTITUTION OF THE DA-BAR HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

In the exigency of service and pursuant to the provisions of Civil Service Commission Memorandum Circular No. 14, s. 2018, otherwise known as the Revised Omnibus Rules on Appointments and Other Human Resource Action (ORAOHRA), the DA-BAR Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby reconstituted as follows:

Chairperson : **JOELL H. LALES**
Assistant Director

Members : Division Chief(s) where the vacancy (ies) exist (s):
RAYMOND PATRICK L. CABRERA, Head, PDD, Principal
ADRIEL C. ABANDO, Assistant Head, PDD, Alternate

SALVACION M. RITUAL, Head, KMISD, Principal
EVELYN H. JUANILLO, Assistant Head, KMISD, Alternate

ANTHONY B. OBLIGADO, PhD., Head, PMELD, Principal
JULIA A. LAPITAN, Assistant Head, PMELD, Alternate

JUDE RAY P. LAGUNA, Head, HRMU/ OIC-Head, AFD, Principal
ROBERTO S. QUING, JR., OIC-Assistant Head, Alternate

JENNIFER T. ALIANZA, 2nd Level Representative, ABARE,
Principal

MELODY T. MEMITA, 2nd Level Representative, ABARE,
Alternate

DOROTEA B. CALICA, 1st Level Representative, ABARE,
Principal

CHRISTOPHER F. LAZARO, 1st Level Representative, ABARE,
Alternate

FUNCTIONS AND RESPONSIBILITIES:

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

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- a. Reasonable and valid standards and methods of evaluating competence and qualifications of all applicants competing for the particular position
 - b. Criteria for evaluation of qualifications of applicants for appointment must suit the job requirement of the position
2. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates;
 3. Evaluate and deliberate on the qualifications of individuals listed in the selection line-up by at least a majority of its members; and
 4. Submit the shortlist of candidates who passed the HRMPSB assessment, from which the appointing authority shall choose the applicant to be appointed.

Secretariat : **JOCEL ANNE C. YAMSON**
MARJORIE M. MOSENDE
LYN D. PARDILLA

FUNCTIONS AND RESPONSIBILITIES:

1. Perform secretariat and technical support to the HRMPSB for the comparative assessment and final evaluation of candidates;
2. Prepare the necessary documents or templates to be used by the HRMPSB during the screening, interview and deliberation process; and
3. Prepare the necessary documents for the endorsement of applicants to the Appointing Authority.

All expenses to be incurred by the committee and its members, in the performance of its official functions, shall be charged against BAR funds, subject to government accounting and auditing rules and regulations.

This order shall take effect immediately and shall remain in effect unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed superseded or repealed.

Done this 8th day of October 2024


JUNEL B. SORIANO, PhD
Director