



February 9, 2016

DOH-CAR PERSONNEL ORDER
No. 2016 - 167

SUBJECT: Reconstitution of the Personnel Selection and Promotions Board (PSPB)

In response to changes in staffing, the Personnel Selection and Promotions Board is hereby reconstituted as follows:

I. COMPOSITION:

Chairperson: **Dr. AMELITA M. PANGILINAN**
Director III

- Members:
- (1) **ALL DIVISION CHIEFS (or Officers-in-Charge of the Division in the event of his/her absence)**
 - (2) **2nd LEVEL REPRESENTATIVE:**
Ms. FELINA S. CARLOS, A.O. V (Primary)
Ms. JOYCELYN Z. RILLORTA, Nurse V (Alternate)
 - (3) **1st LEVEL REPRESENTATIVE:**
Ms. ANA LISA R. ATIOAN, Admin. Asst. III (Primary)
Ms. ANNA ELAINE B. CAYAD-AN, HPR (Alternate)
 - (4) **Ms. FRANCISCA F. CAYAT, A.O. V, Head, HRMDU**
- Secretariat: **Mr. REX A. BATE, Training Specialist II** (Primary)
Ms. SIENA VERONICA D. JUDAN, Administrative Assistant III (Alternate)

- First and Second Level Representatives shall serve in the Board for a two-year period, after which the general assembly shall elect a new set of representatives.

II. FUNCTIONS: The above shall ensure the proper, efficient, effective and timely filling of vacancies by attracting and selecting the best talents and by performing the following tasks:

1. Ensure the timely posting and/or publication of vacancies, screening/checking of applications for completeness and matching of candidate qualifications *vis a vis* the minimum qualification standards,

The round metal gong of the Cordillera known locally as "gangsa" is a symbol of the upland people's culture that has been passed on from generations to another.

The profile of a person blowing a "tangguyub" represents a community being called for an important matter or action.

The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a *geographic* area such as the Cordillera.

All the symbols combined represent unity and harmony of its people with culture and environment in beating the gong for self determination.



2. Set competency-based qualification standards for the vacancy if necessary,
3. Devise various competency assessment methods and tools, and establish an appropriate rating/scoring system
4. Schedule, administer and rate tests/examinations,
5. Devise effective interview questions, schedule and conduct targeted selection interviews
6. Conduct character investigation interviews and other necessary tasks for recruitment and selection,
7. Submit Board Resolutions as needed to the Appointing Authority,
8. Ensure that Civil Service Commission rules are followed during the recruitment and selection process, and make the necessary referrals,
9. Conduct deliberations as necessary, and submit the Comparative Assessment Form to the Head of Agency,
10. Communicate and coordinate with the candidates/applicants,
11. Maintain the necessary files and submit any needed reports, and
12. Perform other necessary related activities not mentioned above.

Under this Order, office supplies, meals and snacks during meetings, traveling and other allowable expenses incurred by the Committee in performing their tasks shall be charged against the HRMDU funds (augmented by LHSDA), subject to its availability and the usual accounting and audit rules and regulations.

All other previous related issuances inconsistent herewith are hereby rescinded. This Order shall take effect immediately.


LAKSHMI I. LEGASPI, MD, RN, MAN
Director IV