



Republic of the Philippines  
Quezon City

# OFFICE OF THE MAYOR

3/F Bulwagang Amoranto,  
High Rise Building,  
Quezon City Hall Compound,  
Diliman, Quezon City  
Trunkline 988-4242

## EXECUTIVE ORDER NO. 8 Series of 2021

### CREATION OF A SEARCH COMMITTEE TO IDENTIFY AND SCREEN THE QUALIFIED APPLICANTS FOR THE POSITION OF HOSPITAL DIRECTOR OF THE NOVALICHES DISTRICT HOSPITAL (NDH), DEFINING ITS FUNCTIONS PURSUANT TO PERTINENT LAW AND RULES

WHEREAS, the NDH established under City Ordinance No. SP 997, s. 2001, with a total workforce of 405 provides quality health care services to poorest residents in Greater Novaliches Area and other neighbouring communities;

WHEREAS, the Director of Hospital Dr. Eduardo F. Aldana, has reached his compulsory age of retirement on February 8, 2021 thus the position of Hospital Director is now vacant;

WHEREAS, to fast track the search for the Hospital Director of the NDH, there is hereby a need to create an SC that will assist the local chief executive through the Human Resource Merit Promotion and Selection Board (HRMPSB) in the selection of Hospital Director of the NDH and shall be responsible for the adoption of a formal screening procedure and formulation of criteria for evaluation of candidates' credentials;

NOW, THEREFORE, I, MA. JOSEFINA G. BELMONTE, Mayor of Quezon City, by virtue of the powers vested in me by law, do order:

**SECTION 1. CREATION.** The Search Committee to identify and screen the candidates for the Hospital Director of the NDH is hereby created as follows:

Chairperson: **The City Administrator**

Members: **Director of Hospital, Quezon City General Hospital**  
**Head, Quezon City Health Department**  
**Representative from the Philippine Medical Association**  
**Human Resource Management Department**

**SECTION 2. FUNCTIONS AND GUIDELINES.** The Search Committee shall assist the City Mayor through the HRMPSB in the functions and objective recruitment and selection of the Hospital Director of the NDH. In this regard, the Search Committee adheres to the following:



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- a) Evaluates the qualifications of the candidates applying for Hospital Director of the NDH in accordance with the QCG Merit Selection Plan requiring the rankings of candidates.
- b) Submits to the City Mayor through HRMPSB the top three (3) applicants deemed most qualified for the Hospital Director position. If there are less than three (3) applicants, the Committee shall recommend the most qualified applicants. If there is only one applicant, the Committee may choose to provide or withhold its recommendation.
- c) Recommends a candidate who is neither next-in-rank, but who possesses superior qualifications and competence as determined by thorough evaluation.


**SECTION 3. CONVENING.** The Search Committee shall convene immediately upon approval of this order and shall automatically be dissolved upon its submission of the most qualified candidate/s to the HRMPSB.

**SECTION 4. FUNDING.** Funding requirements of the Search Committee shall be drawn from the available funds of the Office of the City Administrator.

**SECTION 5. REPEALING CLAUSE.** All prior Orders, Issuances or Guidelines inconsistent herewith are deemed amended, modified or superseded accordingly.

**SECTION 6. EFFECTIVITY.** This Order shall take effect immediately.,

DONE, 24 February 2021, Quezon City.

  
MA. JOSEFINA G. BELMONTE  
City Mayor

Copy furnished:  
Committee Chairman and Members  
HRMD  
File