



**EXECUTIVE ORDER NO. 29**  
Series of 2022

**RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION  
AND SELECTION BOARD (HRMPSB), DEFINING ITS FUNCTIONS  
PURSUANT TO THE 2017 OMNIBUS RULES ON APPOINTMENTS  
AND OTHER HUMAN RESOURCE ACTIONS**

**WHEREAS**, Pursuant to Section 80 (b) of the Local Government Code of 1991, a Personnel Selection Board shall be established in every province, city or municipality to assist the local chief executive in the judicious and objective selection of personnel for employment as well as for promotion of such policies as would contribute to employee's welfare;

**WHEREAS**, the city government adheres to the principle that appointments in the civil service shall be made only according to merit and fitness pursuant to Section 12, Rule VI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987, requiring a system of Merit Promotion in the selection and promotion of employees and officials;

**WHEREAS**, in order to effectively implement the aforementioned Rules as mandated under CSC Memorandum Circular No. 24, S-2017, as amended by MC No. 14, S-2018 (CSC Omnibus Rules on Appointments 2018), there is hereby a need to reconstitute the existing HRMPSB which is responsible for the adoption of a formal screening procedure and formulation of criteria for evaluation of candidates' credentials for selection and promotion.

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

**SECTION 1. RECONSTITUTION OF THE HRMPSB FOR EXECUTIVE DEPARTMENT.** The HRMPSB Executive Department is hereby reconstituted as follows:

- Chairperson :** City Mayor or her authorized representative
- Members :**
1. **Head of Department or Chief of Office** where the vacancy exists, or his/her authorized representative
  2. **Majority Floor Leader of the Quezon City Council** or his authorized representative<sup>1</sup>
  3. **Minority Floor Leader of the Quezon City Council** or his authorized representative<sup>2</sup>
  4. **Chairperson of the Sangguniang Panlungsod Committee on Civil Service, Appointments and Reorganization** or his authorized representative

<sup>1</sup> QC Council Resolution No. SP-24, S-92

<sup>2</sup> *Ibid.*

5. **Head, Human Resource Management Department**  
(HRMD) or his/her authorized representative

6. **One rank and file employee representative or**  
**his/her alternate<sup>3</sup>**

For the screening of candidates for 1<sup>st</sup> level vacancies, there shall be one (1) rank and file employee representative or an alternate, who are themselves career 1<sup>st</sup> level employees.

For the screening of candidates for 2<sup>nd</sup> level vacancies, there shall be one (1) rank and file employee representative or an alternate, who are themselves career 2<sup>nd</sup> level employees.

The rank and file representative and their alternates shall be chosen through an appropriate mode of selection as determined by HRMPSB.<sup>4</sup>

For the screening of candidates for executive or managerial vacancies, the rank and file employee representative shall not participate (and shall not be counted for purposes of quorum).

The Appointing Authority for the Executive Department shall be the City Mayor.<sup>5</sup>

**SECTION 2. RECONSTITUTION OF THE HRMPSB FOR LEGISLATIVE DEPARTMENT.** The HRMPSB for the Legislative Department is hereby reconstituted as follows:

Chairperson : **Vice Mayor** or his authorized representative

Members : 1. **Head of Department or Chief of Office** where  
the vacancy exists, or his/her authorized representative

2. **Majority Floor Leader of the Quezon City Council** or his authorized representative<sup>6</sup>

3. **Minority Floor Leader of the Quezon City Council**  
or his authorized representative<sup>7</sup>

4. **Chairperson of the Sangguniang Panlungsod Committee on Civil Service, Appointments and Reorganization** or his authorized representative

5. **Head, Human Resource Management Department**  
(HRMD) or his/her authorized representative

6. **One rank and file employee representative or his/her alternate<sup>8</sup>**

<sup>3</sup> Sec. 88, CSC Omnibus Rules on Appointments 2018

<sup>4</sup> Sec. 88, par. 3, CSC Omnibus Rules on Appointments 2018

<sup>5</sup> Sec. 455 (b) (I) (v). Local Government Code

<sup>6</sup> *Ibid*

<sup>7</sup> *Ibid*

<sup>8</sup> Sec. 88, CSC Omnibus Rules on Appointments 2018



(The same persons chosen as rank-and-file representative for the Executive Department's HRMPSB shall also serve in the same manner on the Legislative Department's HRMPSB, with the same limitations provided above.)<sup>9</sup>

The Appointing Authority for the Legislative Department shall be the Vice Mayor.<sup>10</sup>

**SECTION 3. FUNCTIONS AND GUIDELINES.** The HRMPSB shall assist the Appointing Authority in the judicious and objective selection of personnel for employment as well as for promotion. In this regard, the HRMPSB shall adhere to the following:

- a) The HRMPSB shall evaluate the qualifications of an employee being considered for promotion in accordance with the Quezon City Government Merit Selection Plan requiring the ranking of candidates for selection and promotion.
- b) The HRMPSB shall submit to the Appointing Authority the top five (5) ranking applicants deemed most qualified for the appointment to vacant position. If there are less than five (5) applicants, the HRMPSB shall recommend not more than half of the applicants. If there is only one applicant, the HRMPSB may choose to provide or withhold its recommendation.
- c) The HRMPSB may recommend a candidate who is neither next-in-rank nor holds an existing government position, but who possess superior qualifications and competence as determined by thorough evaluation.
- d) The HRMPSB shall not recommend promotion of an employee to a position more than three (3) salary, pay, or job grades higher than employee's present position except in very meritorious cases or under other exceptions allowed under civil service rules.<sup>11</sup>
- e) 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.

**SECTION 4. MEETINGS.** The HRMPSB shall meet at least once a month at any venue convenient to its members. The HRMPSB shall have a quorum to take any action provided that: (i) at least a majority of the HRMPSB members or their authorized representatives should be present; (ii) this majority should include the Chairperson or his/her authorized representative. If a quorum does not exist, the HRMPSB members present may nonetheless constitute themselves as an executive committee. The executive committee may proceed to deliberate and propose recommendations for future ratification of the quorum.

**SECTION 5. FUNDING.** Funding requirements of the HRMPSB shall be drawn from the available funds of the Office of the City Mayor and the Office of the Vice Mayor for the Executive and Legislative Department, respectively.

**SECTION 6. REPEALING CLAUSE.** All prior Orders, Issuances or Guidelines inconsistent herewith are deemed amended, modified or suspended.

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<sup>9</sup> Sec. 88, CSC Omnibus Rules on Appointments 2018


<sup>10</sup> Sec. 456 (a) (2) Local Government Code: CSC Resolution No. 828 dated March 28, 2000; CSC Resolution No. 702 dated March 15, 2000

<sup>11</sup> Sec. 97-98, CSC Omnibus Rules on Appointments 2018

**SECTION 7. DISSEMINATION.** A copy of this Executive Order shall be furnished to Heads of Departments and Offices for information and guidance pursuant to Section 455(1)(xii) of RA 7160, as amended, and shall be posted at the official website of the Quezon City Government.

**SECTION 8. EFFECTIVITY.** This Order shall take effect immediately.

DONE, 18 August 2022, Quezon City.

  
MA. JOSEFINA G. BELMONTE  
Mayor