



Republic of the Philippines
MUNICIPALITY OF CONCEPCION
Province of Tarlac



OFFICE OF THE MUNICIPAL MAYOR

BAGONG PILIPINAS

EXECUTIVE ORDER NO. 45
Series of 2025

RECONSTITUTION OF THE COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR FIRST AND SECOND LEVEL POSITIONS AND SECOND LEVEL EXECUTIVE/MANAGERIAL POSITIONS OF THE MUNICIPAL GOVERNMENT OF CONCEPCION, TARLAC

WHEREAS, Section 80 (b) of Republic Act 7160 otherwise known as the Local Government Code of 1991 states that every province, city or municipality shall establish a personnel selection board to assist the local chief executive in the judicious and objective selection of personnel for employment as well as for promotion, and in the formulation of such policies as would contribute to employee's welfare;

WHEREAS, Section 80 (c) of the same law provides further that the personnel selection board shall be headed by the local chief executive, and its members shall be determined by a Resolution of the Sanggunian concerned;

WHEREAS, Section 84 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) provides that each agency may constitute two (2) Human Resource Merit Promotion and Selection Boards (HRMPSB) – one for the First and Second Level Positions and another for Second Level/Managerial Positions;

WHEREAS, Sangguniang Bayan Resolution No. 009-19, renamed the Personnel Selection Board of the Municipality of Concepcion, Tarlac to Human Resource Merit Promotion and Selection Board, and amended its composition;

WHEREAS, considering that some of the members of the said Board are no longer incumbent or designated, and in order to respond fully to the latest personnel selection and promotion requirements, there is an imperative need to reconstitute the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB);

WHEREAS, the incumbent Sangguniang Bayan, through Resolution No. 061-2025, resolved to reconstitute the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) for First and Second Level Positions and Second Level Executive/Managerial Positions in the Municipality of Concepcion, Tarlac;

WHEREAS, Section 90, Rule IX of the 2017 ORAOHRA, duly adopted in Sec. 3 of SB Resolution No. 061-2025, states that membership of the HRMPSB can be modified, provided it conforms to the prescribed composition, and agencies may add a reasonable number of members, but the prescribed composition may not be reduced. In no instance should the HRMPSB be composed entirely of the members of the local Sanggunian;

NOW THEREFORE, I, NOEL L. VILLANUEVA, Municipal Mayor, by virtue of the powers vested in me by law, do hereby reconstitute the composition of the HRMPSB of the Municipality of Concepcion, Tarlac, to wit:





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SECTION 1. COMPOSITION

FIRST AND SECOND LEVEL POSITIONS:

CHAIRMAN:

HON. NOEL L. VILLANUEVA Municipal Mayor
or his authorized representative

If the vacant position is in the Office of the Vice Mayor
or in the Office of the Sangguniang Bayan

HON. EVELYN A. RIVERA Municipal Vice Mayor
or her authorized representative

MEMBERS:

DEPARTMENT HEAD Head of organizational unit
or his/her designated alternate where vacancy exists, or
his/her designated alternate

HON. ATTY. MARY KRISSEIN M. GOMEZ SB-Chairperson of the
or her designated alternate Committee on Anti-Graft
and Good Government

HON. ERWIN JAMES S. VILLANUEVA SB-Chairperson of the
or his designated alternate Committee on Appropriation,
Ways and Means

HON. MARVIN P. MACALINO SB-Chairperson of the
or his designated alternate Committee on Labor and
Employment and Livelihood

FLORA S. PEREZ Head, MHRMO
or her designated alternate

ATTY. MYLA M. MATIC Municipal Legal Officer
or her designated alternate

RENATO M. LINDO Senior Administrative Assistant V
or his designated alternate

Regular Representative of the rank-and-file career employees (First Level)
MICHELLE A. TORRES Engineering Assistant

Alternate Rep. of the rank-and-file career employees (First Level)
CHRISTINE C. YTURRALDE Administrative Assistant II

Regular Rep. of the rank-and-file career employees (Second Level)
WALTER GLENN U. LOMBOY Licensing Officer III

Alternate Rep. of the rank-and-file career employees (Second Level)
MA. RUSYA LYNDA D. MUÑOZ Registration Officer I

SECRETARIAT:

ELSA C. MENDOZA Admin Officer V-HR Staff





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FOR SECOND LEVEL EXECUTIVE/MANAGERIAL POSITIONS:

CHAIRMAN

HON. NOEL L. VILLANUEVA Municipal Mayor
or his authorized representative

If the vacant position is in the Office of the Vice Mayor
or in the Office of the Sangguniang Bayan

HON. EVELYN A. RIVERA Municipal Vice Mayor
or her authorized representative

MEMBERS

HON. ATTY. MARY KRISSEIN M. GOMEZ SB-Chairperson of the
or her designated alternate Committee on Anti-Graft
and Good Government

HON. ERWIN JAMES S. VILLANUEVA SB-Chairperson of the
or his designated alternate Committee on Appropriation,
Ways and Means

HON. MARVIN P. MACALINO SB-Chairperson of the
or his designated alternate Committee on Labor and
Employment and Livelihood

REGGIE E. BONDOC Municipal Accountant
or his designated alternate

JOY ANNE W. LORENZO Head, MGSO
or her designated alternate

FLORA S. PEREZ Head, MHRMO
or her designated alternate

ATTY. MYLA M. MATIC Municipal Legal Officer
or her designated alternate

RENATO M. LINDO Senior Administrative Assistant V
or his designated alternate

SECRETARIAT

ELSA C. MENDOZA Admin Officer V-HR Staff

SECTION 2. DUTIES AND FUNCTIONS

The HRMPSB shall perform the following duties, functions, and responsibilities:

- a. Adopt a formal screening procedure and formulate criteria for the evaluation of the candidates for appointment;
- b. The HRMPSB shall serve as the RECOMMENDING BODY for appointment; however, the final decision on whom to appoint shall be with the appointing authority;
- c. The Board shall be primarily responsible for the judicious and objective selection of candidates for appointment in the LGU Concepcion, Tarlac in accordance with the CSC





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laws and rules and the LGU's Merit Promotion and Selection Plan and shall recommend to the appointing authority the top five (5) ranking applicants deemed most qualified for appointment for the vacant position;

- d. Ensure equal employment opportunity for men and women at all levels in the position, provided they meet the minimum requirements of the position to be filled. Merit and fitness shall be determined, as far as practicable, by competitive examinations. However, this does not apply to positions which are policy determining, primarily confidential or highly technical. There shall be no discrimination in the selection of employees on account of age, gender, identity, civil status, disability, religion, ethnicity or political affiliation. Opportunity for suitable employment shall be open to all qualified Persons with Disability.
- e. Submit a comprehensive evaluation report of candidates screened for appointment so that the appointing authority will be guided in choosing the candidate who can efficiently discharge the duties and responsibilities of the vacant position to be filled. The evaluation report should include observations and comment on the candidate/s competencies;
- f. Comply with the CSC policy on the three-salary grade limitation on promotion;
- g. Check the approved LGU System of Ranking Positions (SRP) in identifying the next-in-rank positions to be considered in filling a vacant position;
- h. Ensure that the minutes of the meeting of all deliberations are recorded, properly filed and maintained, which must be made accessible to the interested parties upon written request and for inspection and audit of the CSC, if necessary.
- i. The HRMPSB through the Human Resource Management Office (HRMO) shall: (1) Notify the applicants of their application result; (2) A notice announcing the appointment of an employee shall be posted in three conspicuous places in the municipal hall for at least fifteen (15) calendar days.

SECTION 3. MEETINGS AND QUORUM

The HRMPSB shall meet as often as necessary, which shall be presided by the Chairperson. In the absence of the Chairperson, the members present constituting a quorum shall elect among themselves who may preside for such meeting only. But in cases where the presence of the Chairperson is required by law or rules and regulations of the Board, the meeting must only be presided by the Chairperson.

The affirmative vote of a majority of the members present during the meeting shall be necessary to approve an action of the board.

A quorum shall mean the presence of the majority of the members.

SECTION 4. RECORDS OF THE BOARD

The records of the Board shall be kept by the Secretariat of the Board. The HRMO shall perform secretariat and technical support function to the HRMPSB but the HRM Officer, who is a member of the HRMPSB, shall not act as secretariat to HRMPSB.

SECTION 5. NON-ENTITLEMENT TO COMPENSATION

The designation made to the members of the HRMPSB, which is in addition to the duties and functions of their positions in the Municipal Government of Concepcion, Tarlac, shall not entail additional compensation, and shall continue to be effective until rescinded.





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SECTION 6. REPEALING CLAUSE

All orders, issuances, rules and regulations or parts thereof, which are inconsistent with this Executive Order are hereby repealed, amended or modified accordingly.

SECTION 7. EFFECTIVITY

This Executive Order shall take effect immediately.

Done this 13th day of November 2025 at Concepcion, Tarlac.

NOEL L. VILLANUEVA
Municipal Mayor

