



JUL 05 2024

SPECIAL ORDER)
)
 NO. 118)
)
Series of 2024

SUBJECT: Reconstitution of the DPWH Central Office Human Resource Merit Promotion and Selection Board (DPWH – CO HRMPSB)

on 7/5/2024

In accordance with CSC Resolution No. 1800692 re: 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised 2018), and approved DPWH Merit Selection Plan, the DPWH Central Office Human Resource Merit Promotion and Selection Board (DPWH-CO HRMPSB) is hereby reconstituted as follows:

Chairperson : **MARICHU A. PALAFOX, CESO II**
 Undersecretary for Support Services

Members : **Atty. MICHAEL S. VILAFRANCA, CESO III**
 OIC, Assistant Secretary for Support Services

RHALF B. CAWALING
 Director IV, IMS

Head of Office where the vacancy exists

ROLANDO C. RODOLFO (Principal)
RICHARD DEAN D. SANTOS (Alternate)
 2nd Level Rank & File Representative

MARIA FE V. CARBONEL (Principal)
JANET S. CARILLO (Alternate)
 1st Level Rank & File Representative

The DPWH-CO HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the Department in accordance with the approved DPWH Merit Selection Plan and shall have the following functions and responsibilities:

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- a. Assist the appointing officer/authority by submitting, insofar as practicable, the top five (5) ranking candidates deemed most qualified for appointment to the vacant position;
- b. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment;
- c. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and partiality in the assessment of candidates; and
- d. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up.

The DPWH-CO HRMPSB shall be assisted by a Technical Working Group and Secretariat from the **Human Resource Management Division** composed of the following:

Head : **ZALDY F. FALEJO**, Chief Administrative Officer

Members : **CECILIA A. ITCHON**, Administrative Officer IV

AUBREY ERROLYN C. FUMAR, Administrative Officer II

The TWG Secretariat shall perform the following functions and responsibilities:

- a. Prepare comparative assessment and final evaluation of candidates and shall submit selection line-up to the HRMPSB for deliberation en banc. It shall also conduct, evaluate and analyze results of structured background investigation for second level and supervisory positions.
- b. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by CSC.

This Order supersedes Special Order No. 03 s. 2024 and other issuances inconsistent herewith and shall take effect immediately.

MANUEL M. BONOAN
Secretary

Department of Public Works and Highways
Office of the Secretary



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