



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097.12 DPWH
08-22-2019

AUG 22 2019

SPECIAL ORDER)

NO. 101)

Series of 2019)

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

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 Management Committee Human Resource Merit Promotion and Selection Board (DPWH-CO HRMPSB) is hereby reconstituted as follows:

Chairman : **Assistant Secretary for Support Services**
(Officer-in-Charge)

Vice Chairman : **Atty. EDUARDO S. RAMOS, JR.**
Assistant Secretary for Office of the Secretary and Special Concerns

Members : **Atty. MICHAEL S. VILAFRANCA**
Director IV, HRAS

Head of Office where the vacancy exists

ANDRO V. SANTIAGO
2nd Level Rank and File Representative

LEONISA M. DELA CRUZ
1st Level Rank and 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:

- a. Recommend, if possible, to the appointing officer/authority 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 impartiality in the assessment of candidates; and
- d. Evaluate and deliberate en banc the qualification of those listed in the selection line-up.



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The DPWH-CO HRMPSB shall be assisted by a Technical Working Group and Secretariat that 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 deliberations which must be made accessible to the interested parties upon written request and for inspection and audit by the CSC.

This Order supersedes Special Order No. 95, series 2015 and other issuances inconsistent herewith and shall take effect immediately.

MARK A. VILLAR
Secretary

Department of Public Works and Highways
Office of the Secretary



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