



EXECUTIVE ORDER NO. 7
Series of 2026

AN EXECUTIVE ORDER ON THE RECONSTITUTION OF THE MUNICIPAL HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF THE MUNICIPALITY OF DUMINGAG, ZAMBOANGA DEL SUR.

WHEREAS, it is the policy of the State to ensure the efficient delivery of public service by strengthening the government workforce through the Civil Service Commission (CSC), the central personnel agency of the government;

WHEREAS, the Civil Service Commission has caused the institutionalization and promulgation of the Personnel Mechanism to ensure the highest standards in personnel recruitment and human resource development and management within the government;

WHEREAS, the selection of employees for appointment in the government service shall be open to all qualified Municipal Government employees, regardless of gender, civil status, disability, religion, ethnicity or political application, according to the principles of merit and fitness;

NOW, THEREFORE, I GERRY T. PAGLINAWAN, Mayor of the Municipality of Dumingag, by virtue of the powers vested in me by law, do hereby order the adaptation of the reconstitution of the Municipal Human Resource Merit Promotion and Selection Board of the Municipality of Dumingag.

SECTION 1. CREATION AND COMPOSITION.

The Municipal Human Resource Merit Promotion and Selection Board (HRMPSB, for brevity) of the Municipality of Dumingag is hereby created and shall be composed of the following with the corresponding designations, namely:

- Chairperson : **HON. GERRY T. PAGLINAWAN**, *Municipal Mayor*
Secretariat : **EMILY GEOGRAPHIA**, *Human Resources Management Officer*
Members :
1. **JANICE MAE D. PAGLINAWAN**, *Municipal Administrator*
2. **RAPHAEL CLAUDE ROUSSEAU**, *Community Affairs Officer IV*
3. **MERCY FE DE GUZMAN**, *Administrative Officer III*
4. Head of the Office is determined based on where the vacancy exists.

SECTION 2. FUNCTIONS.

Pursuant to the Civil Service Commission (CSC) Resolution No. 1701009 (2017 Omnibus Rules on Appointments and Other Human Resource Actions), as amended by the CSC Resolution No. 1800692, the HRMPSB shall perform the following functions, namely:

- a. Assist the appointing officer or authority in the judicious and objective selection of candidates for appointment and other human resource actions.
- b. Ensure equal opportunity for all candidates and recommend any necessary changes to the appointing authority.
- c. Undergo training and orientation on selection, promotion, and appointment policies of the CSC.
- d. Maintain fairness and impartiality in the assessment of candidates and innovate methods for determining qualified candidates.
- e. Comply faithfully with the procedures set forth by the CSC.
- f. Perform other functions as handed down by competent authority.

SECTION 3. SECRETARIAT.

The HRMO will act as the Secretariat of the HRMPSB, providing technical support and ensuring the HRMPSB's compliance with its functions. They will set the periodic meetings, ensure the venue and logistical support, record and disseminate minutes, and liaise with relevant government departments, offices, or agencies.

SECTION 4. COMPENSATION.

Membership in the HRMPSB is a civic duty. Attendance at every meeting shall be compulsory and shall be a prerequisite for the receipt of an honorarium, the amount of which will be determined in accordance with local budgetary guidelines.

SECTION 5. REPEALING CLAUSE.

Any order or similar directive inconsistent with any provision found herein shall be deemed revoked, rescinded, amended or superseded accordingly.

SECTION 6. EFFECTIVITY CLAUSE.

This Executive Order shall take effect immediately upon signing hereof and shall remain in full force and effect until revoked, rescinded, amended or superseded.

Done this 8th day of January, 2026 in Dumingag, Zamboanga Del Sur.

HON. GERRY T. PAGLINAWAN

Municipal Mayor
Dumingag, Zamboanga Del Sur

