



ADMINISTRATIVE ORDER NO. 10
Series of 2016

7/16-07-4389
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**AN ORDER CREATING THE
PERSONNEL SELECTION BOARD (PSB)
OF THE PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE**

WHEREAS, Section 77 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, states that the chief executive of every local government unit shall be responsible for human resources and development and shall take all personnel actions in accordance with Constitutional provisions on civil service, pertinent laws, rules and regulations thereon, including such policies, guidelines and standards as the Civil Service Commission may establish;

WHEREAS, the Civil Service Commission pursuant with its Resolution No. 010114 dated 10 January 2001 issued Memorandum Circular No. 03, s. 2001 providing policies on the recruitment and selection of personnel based on merit and fitness;

WHEREAS, Policy No. 6 of said circular requires the establishment of Personnel Selection Board (PSB) in every government agency, the main function of which is to assist the appointing authority in the exercise of his wide latitude of discretion;

WHEREAS, to effectively implement a recruitment and selection process which is based on merit and fitness, there is a need to create a Personnel Selection Board of the Provincial Government of Davao del Norte;

NOW, THEREFORE, I, ANTONIO RAFAEL G. DEL ROSARIO, Governor, Province of Davao del Norte, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. *Creation and Composition of the Personnel Selection Board (PSB) of the Provincial Government of Davao del Norte.* There shall be a Personnel Selection Board of the Provincial Government of Davao del Norte which shall be composed of the following:

Chairperson for the : **PROVINCIAL GOVERNOR**
Executive Branch This Province

Authorized Representative:

PROVINCIAL ADMINISTRATOR
This Province

Chairperson for the : **PROVINCIAL VICE GOVERNOR**
Legislative Branch This Province

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BASTA DavNor, THE BEST!



Hon. Anthony G. del Rosario
Governor, Davao del Norte

Authorized Representative:

STAFF OF THE VICE GOVERNOR'S OFFICE
This Province

Members : **SANGGUNIANG PANLALAWIGAN MEMBER**
Chairperson, Committee on Labor and Employment
This Province

P.G. DEPARTMENT HEAD
(Provincial Human Resource Management Officer)
This Province

2ND LEVEL RANK-AND-FILE REPRESENTATIVE
This Province

**PERMANENT ALTERNATE OF THE
2ND LEVEL RANK-AND-FILE REPRESENTATIVE**
This Province

1ST LEVEL RANK-AND-FILE REPRESENTATIVE
This Province

**PERMANENT ALTERNATE OF THE
1ST LEVEL RANK-AND-FILE REPRESENTATIVE**
This Province

P.G. DEPARTMENT HEADS CONCERNED
(Heads of the Offices where the vacancy exist)

SECTION 2. *Functions and Responsibilities of the Personnel Selection Board.* The primary role of the PSB is to assist the appointing authority in the exercise of his wide latitude of discretion. As such, the PSB shall perform the following functions and responsibilities, in addition to those specifically provided under Memorandum Circular No. 03, s. 2001 of the Civil Service Commission, to wit:

- 2.1. Follow strictly the process on the selection of employee for appointment in the government service;
- 2.2. 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 position to be filled;
- 2.3. Comply with the policy on three-salary grade limitation on promotion;
- 2.4. Check the approved agency System of Ranking Position (SRP) in identifying the next-in-rank positions to be considered in filling a vacant position;
- 2.5. Ensure that the minutes of all deliberations are recorded, properly filed and maintained, which must be made accessible to interested parties upon request, and for inspection and audit by the CSC, if necessary;

2.6. Through the Provincial Human Resource Management Office, make accessible the following information or documents upon written request;

2.6.1. Screening procedure and criteria for selection, and its amendments;

2.6.2. Policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan and the Merit Promotion Plan; and

2.6.3. Approved Agency Merit Selection Plan;

2.7. Notify all applicants assessed anent their individual rating on the basis of education, experience, eligibility, and interview, as well as the outcome of the PSB Evaluation; and

2.8. Provide information about the individual rating of a particular applicant upon written request subject to the approval of the appointing authority.

SECTION 3. Secretariat. The Secretariat of the Personnel Selection Board (PSB) shall be the Appointment and Personnel Records Division (APRD) of the Provincial Human Resource Management Office (PHRMO).

SECTION 4. Budgetary Requirements. The Personnel Selection Board (PSB) shall be provided with funds to carry-out its functions and to develop its competency in screening of applicants.

SECTION 5. Effectivity. This Order shall take effect immediately thereby revoking or superseding all other issuances inconsistent thereto.

Issued this JUL 11 2016 at the Provincial Government Center, Mankilam, Tagum, Tagum City, Davao del Norte.


ANTONIO RAFAEL G. DEL ROSARIO
Governor