



Republic of the Philippines
Province of Misamis Oriental
Municipality of Salay
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Office of the Municipal Mayor

Executive Order No. 4
Series of 2016

"AN EXECUTIVE ORDER REORGANIZING AND EXPANDING THE PERSONNEL SELECTION BOARD"

WHEREAS, The Local Government Code of 1991 provides for the establishment in every Municipality of a Personnel Selection Board to assist the Local Chief Executive, where applicable, the Presiding Officer of the Sangguniang, in the judicious and objective selection of personnel for employment as well as for promotion.

WHEREAS, The Personnel Selection Board shall formulate policies on employees welfare in accordance with Civil Service law, rules and regulations.

Section 1. Composition. The Personnel Selection Board is hereby reorganized and shall be composed of the following:

Chairperson :	HON. ANGELO G. CAPISTRANO, JR. HON. REY AMELITO K. TAN	-Municipal Mayor (Executive) -Municipal Vice-Mayor(Legislative) if the vacant position is in his/her office or in the office
Members :	HON. CANESIO G. TAGARDA	-Sangguniang Bayan
Representative	Head of Office	-where vacancy is
	AUDINES A. BAANG	-Administrative Officer II-HRMO-I
	ROLANDO BAYLIN JR.	-1 st Level Representative
	FRANCIS R. SOLDEVILLA (alternate)	
	ENGR. EDWIN B. VENTURA, G.E	-2 nd Level Representative
	AVA VIERA V. MAGLUPAY (alternate)	
	HURLEY V. SALVAÑA	-Mun. Planning Dev't Coordinator

Section 2. OBJECTIVES.

1. Formulate formal screening procedures like examination, interviews, criteria for evaluating the competence and qualifications of candidates in the first and second level of the career service involving original appointments.
2. Apply fairly and consistently reasonable and valid standards and methods of evaluating the competence and qualification of all personnel competing for a particular position.
3. Set criteria for evaluation of qualification of candidates for original appointment, reinstatement, reappointment, transfer and promotion to suit the job requirements of the position.
4. Make a systematic assessment of the competence and qualification of the candidates taking into consideration the qualification standards of the position and other requirements which may be deemed necessary and,
5. Inform all applicants/employees who are candidates of the criteria and procedures on the selection.
- 6.

Section 3 . Effectivity. This Executive Order shall take effect immediately.

Done in the Municipality of Salay, province of Misamis Oriental, this 25th day of July, in the year of Our Lord two thousand and sixteen.


ANGELO G. CAPISTRANO, JR.
Municipal Mayor