EXECUTIVE ORDER NO. 04
Series of 2026

RECONSTITUTING THE COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD OF THE PROVINCIAL GOVERNMENT OF BULACAN AND DEFINING ITS FUNCTIONS AND RESPONSIBILITIES

WHEREAS, Section 80 (b) of Republic Act No 7610 (Local Government Code of 1991) mandated the establishment of a Personnel Selection Board in every province;

WHEREAS, the Civil Service Commission (CSC) issued Memorandum Circular No. 14, s. 2018 (2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018) to govern the preparation, submission and actions to be taken on appointments and other human resource movements and has retitled the Personnel Selection Board into the Human Resource Merit Promotion and Selection Board (HRMPSB);

WHEREAS, in order to institutionalize empowerment and ensure transparency in the selection process, there shall be established an HRMPSB which shall assist the Local Chief Executive in the judicious and objective selection of personnel for employment as well as for promotion based on the approved Provincial Government of Bulacan Merit Selection Plan (Revised 2021);

WHEREAS, anchored on the People's Agenda 10 of the Provincial Government of Bulacan is to establish Good and Responsive Governance that is accountable, responsive, equitable, inclusive and respects the rule of law which is best exemplified through the selection, appointment and promotion of personnel best qualified and most competent for the position;

WHEREAS, there is a need to reconstitute the members of the HRMPSB so that it may be able to fully respond to the latest personnel selection and promotion requirements to complement the development initiatives of the Provincial Government;

NOW THEREFORE, I, DANIEL R. FERNANDO, Provincial Governor of the Province of Bulacan, by virtue of the powers vested in me by law, do hereby order the reconstitution of the composition of the Human Resource Merit Promotion and Selection Board of the Provincial Government of Bulacan and defining its functions and responsibilities --

SECTION 1. COMPOSITION

The Human Resource Merit Promotion and Selection Board of the Provincial Government of Bulacan is hereby reconstituted as follows:

A. PGB HRMPSB for First and Second Level Positions

Chairperson	:	Hon. DANIEL R. FERNANDO, Provincial Governor; ; or ANTONIA V. CONSTANTINO, Provincial Administrator; or Hon. ALEXIS C. CASTRO, Provincial Vice-Governor or Atty. GERALD DICK B. BARO, as the authorized representative, if the vacant position is in his Office or in the Office of the Secretary to the *Sangguniang Panlalawigan*

Members	:	Hon. RENATO DL. DE GUZMAN, JR., Board Member Representing the Sixth District of Bulacan/Chairperson, Committee on Civil Service, *Sangguniang Panlalawigan*; JOSE FERNANDO G. MANAHAN, Officer-in-Charge, Provincial Human Resource Management Office. DR. HJORDIS MARUSHKA B. CELIS, Provincial Health Officer II, if the vacant position is in any Health Office or Hospital. ATTY. NIKKI MANUEL S. CORONEL, Chief of Staff, Office of the Governor. DEPARTMENT HEAD or CHIEF OF HOSPITAL of the organizational unit where vacancy exists or his/her designated alternate; and ELMER C. DELA CRUZ, Watchman III, First Level Representative or ROSENDO LUIS P. GONZALES, Computer Operator I as the alternate representative; or ROSEMARIE S. SACDALAN, Executive Assistant II, Second Level Representative or MARIA HEIDELIZA B. SAN PEDRO, Fiscal Examiner II, as the alternate representative

The first level representative or alternate shall participate during the screening of candidates for vacancies for first level positions; the second level representative or alternate shall participate in the screening of candidates for vacancies for second level positions.

B. PGB HRMPSB for Second Level Executive/Managerial Positions

Chairperson	:	Hon. DANIEL R. FERNANDO, Provincial Governor; or ANTONIA V. CONSTANTINO, Provincial Administrator as the authorized representative; or Hon. ALEXIS C. CASTRO, Provincial Vice-Governor or Atty. GERALD DICK B. BARO, as the authorized representative, if the vacant position is in his Office or in the Office of the Secretary to the *Sangguniang Panlalawigan*
Members	:	Hon. RENATO DL. DE GUZMAN, JR., Board Member Representing the Sixth District of Bulacan/Chairperson, Committee on Civil Service, *Sangguniang Panlalawigan*; ATTY. NIKKI MANUEL S. CORONEL, Chief of Staff, Office of the Governor. JOSE FERNANDO G. MANAHAN, Officer-in-Charge, Provincial Human Resource Management Office

SECTION 2. FUNCTIONS

In the performance of the role of assisting the appointing authority in the discharge of his wide latitude of discretion, the HRMPSB shall perform the following functions and responsibilities:

1. Follow strictly the process in selecting employees for appointments in the provincial government, taking into consideration the following:
    a. Equal Employment Opportunity Principle (EEOP) – non-discriminatory and non-bias treatment of all applicants/employees to a position/designation/assignment following the principle of equal opportunity to all regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing and others that may be identified by the provincial government. The HRMPSB is hereby directed to develop specific guidelines in the application and implementation of EEOP in the Human Resource Management systems of the provincial government.
    b. Determine comparatively and objectively the competence and qualifications of candidates for appointments based on the approved Qualification Standards of the Provincial Government of

Bulacan in the implementation of the commitment to comply that merit and fitness shall govern all human resource management actions.

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. The evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observation and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position.
   The Appointing Authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates. The Appointing Authority may appoint an applicant who is ranked higher than those next-in-rank to the vacant position on the assessment of qualifications/competence evidenced by the comparative ranking.
3. Comply with the policy on the three (3) salary grade limitations on promotion. The policy is intended to minimize possible abuse of discretion in the appointment process and to exercise greater scrutiny in the screening of candidates. The 3-salary grade limitation shall apply only to promotion and not to transfer, reemployment, reappointment and reclassification/upgrading, including appointments from non-career service positions to career service positions and vice-versa.
4. Check the approved agency System of Ranking Positions (SRP) om identifying the next-in-rank position/s to be considered in filling a vacant position. In connection thereto, the HRMPSB members shall lead in the updating of the SRP which shall be submitted for approval of the appointing authority. The CSC-Regional Office and Field Office shall be furnished with a copy of the approved PGB SRP.
5. Ensure that all deliberations are recorded, properly filed and maintained, which must be accessible to interested parties upon written request, and for inspection and audit by the CSC, if necessary.
6. Through the HRMPSB Secretariat, make accessible the following information or documents upon written request:
   a. Screening procedure and criteria for selection and its amendments, if any; and
   b. Policies related to human resource actions.
7. Notify all applicants assessed by the HRMPSB of their individual rating on the basis of education, training, experience, eligibility and interview, as well as the outcome of the evaluation of the HRMPSB.
8. Provide information about the individual rating of a particular applicant upon written request subject to the approval of the appointing authority.
9. In addition to these functions, the Committee shall lead the formulation and/or amendment of customized screening criteria, guidelines and tools for the continuous improvement and transparency of the recruitment process.

SECTION 3. PROHIBITIONS

A member of the HRMPSB shall inhibit himself or herself from sitting in the deliberation thereof under any of the following circumstances:

1. He/She is a candidate for promotion for the vacant position being deliberated upon; or
2. He/She is related by consanguinity or affinity within the fourth civil degree to any candidate for selection or promotion

SECTION 4. SEPARABILITY CLAUSE

If any part or provision of this Executive Order is held invalid or unconstitutional, by any court of competent authority, the other parts or provisions not affected shall remain valid and effective.

SECTION 5. REPEALING CLAUSE

All executive orders, related rules and regulations and other issuances or parts thereof that are inconsistent with this Executive Order are hereby replaced or modified accordingly.

SECTION 6. EFFECTIVITY CLAUSE

This Executive Order shall take effect immediately upon signing

Issued this 1ST day of FEBRUARY, 2026 at the Office of the Governor, Antonio S. Bautista Building, City of Malolos, Bulacan.

SO ORDERED.

DANIEL R. FERNANDO
Governor