



OFFICE OF THE SANGGUNIANG PANLUNGSOD

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MINUTES OF THE 126th REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF MABALACAT CITY, PAMPANGA HELD ON FEBRUARY 20, 2019 AT THE MABALACAT CITY HALL ANNEX, CLARKFIELD, PAMPANGA

PRESENT:	Hon. Christian C. Halili	- Vice Mayor/Presiding Officer
	Hon. Gerald Guttrie P. Aquino	- Member
	Hon. Roland D. Peña	- Member
	Hon. Moises Dwight Oliver P. Morales	- Member
	Hon. Eduardo D. Sotto	- Member
	Hon. Amauri M. Tiglao	- Member
	Hon. Carlo Nino C. Rivera	- Member
	Hon. Danilo B. Bayani	- Member
	Hon. Hans Christian G. Balingit	- Member
ABSENT:	Hon. Rogelio Q. Yumul	- Member
	Hon. Jerry M. Basilio	- Member
	Hon. Krizzanel C. Garbo	- Member
	Hon. Marjorie Grace M. Sambo	- Member
	Hon. Ruvielane S. Margarito	- Member

RESOLUTION NO. 492 Series of 2019

ADOPTING THE REVISED OMNIBUS RULES ON RECRUITMENT, SELECTION AND PLACEMENT PLAN OF THE CITY HUMAN RESOURCE MANAGEMENT OFFICE (CHRMO) OF THE CITY GOVERNMENT OF MABALACAT, PAMPANGA

WHEREAS, appointments in the civil service shall be made only according to merit and fitness to be determined, as far as practicable, except to positions which are policy-determining, primarily confidential, or highly technical, competitive examination;

WHEREAS, opportunities for employment in the City Government of Mabalacat, Pampanga, shall be open to all qualified candidates. Utmost effort shall be exerted to attract the best qualified to enter government service. Employees shall be selected on the basis of merit and fitness;

WHEREAS, there is a need to establish a Human Resource Merit, Selection and Placement Board (HRMPSB) in the City Government of Mabalacat, Pampanga, that would assist the City Mayor / City Vice Mayor in the judicious and objective selection of

personnel for employment as well as for promotion. The HRMPSB shall base their assessment on the Qualification Standards (QS) set for the vacant position;

WHEREAS, the Qualification Standards (QS) are the minimum and basic requirements for positions in the government in terms of education, training, experience, eligibility, physical fitness and other qualities required for successful performance of duties of the position. These shall serve as the guide in the selection of employees and in the evaluation of appointments to all positions in the City Government of Mabalacat, Pampanga;

WHEREAS, there is a need to institutionalized the recruitment, selection and placement of employees in the City Government of Mabalacat, Pampanga, in order to professionalize and boost the morale of the employees;

WHEREAS, there is a need for a Merit Selection Plan that would cover positions in the first and second level. There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliations;

WHEREAS, there is a need to constitute three (3) Human Resource Merit Promotion and Selection Board (HRMPSB), one (1) for Department Heads, one (1) for Non-Department Head both under the Executive and one (1) for the positions under the Office of the City Vice Mayor and Sangguniang Panlungsod, for the purpose screening the applicants for selection and promotion;

WHEREAS, there is a need to introduce a template for the Human Resource Merit, Promotion and Selection Board (HRMPSB) taking into considerations the qualification standards for the positions;

WHEREAS, the Human Resource Merit Promotion and Selection Board (HRMPSB) for both First and Second Level shall assist the City Mayor / City Vice Mayor in the judicious and objective selection of candidates for appointment in the City Government of Mabalacat. However, the final decision on whom to appoint shall belong to the proper appointing authority.

RESOLVED, as it is hereby resolved by the Sangguniang Panlungsod to adopt and promulgate the Revised Omnibus Rules on Recruitment, Selection and Placement Plan of the City Human Resource Management Office of Mabalacat City, Pampanga.

RESOLVED FINALLY that this Resolution shall apply only to Recruitment, Selection and placement of the appointive permanent plantilla employees in the first and second level positions of the City Government of Mabalacat, Pampanga, except Job Order, Casual and Confidential employees.

This Resolution shall take effect upon the approval and shall remain in force and in effect unless sooner repealed.

Let this Resolution be implemented by the City Human Resource Management Office (CHRMO) in their Recruitment, Selection and Placement of employees in the City Government of Mabalacat, Pampanga.

**RULE I
GENERAL PROVISION
APPLICABILITY AND CONSTRUCTION**

Section 1. This Resolution shall be known as the Revised Omnibus Rules on Recruitment, Selection and Placement (Revised ORRSP) of appointive employees in the City Government of Mabalacat, Pampanga. This rule shall not apply to Job Order (JO) workers, Casual and Confidential employees;

Section 2. The City Mayor / City Vice Mayor shall ensure and uphold the Constitutional mandate that appointment and promotion of appointive employees in the City Government of Mabalacat, Pampanga, shall be based on merit and fitness. In pursuance to this mandate, the City Human Resource Management Office (CHRMO) shall promulgate and implement a Merit Selection Plan (MSP);

Section 3. The City Mayor / City Vice Mayor should take into consideration the approved Qualification Standards (QS) for positions for Mabalacat City in terms of education, training, experience, eligibility, physical fitness and other qualities required for the successful performance of duties of the position;

Section 4. Applicants who are currently employed for at least one (1) year in the City Government of Mabalacat, Pampanga, should be given preference, except when the insider lacks the necessary education, training, experience and eligibility;

Section 5. This Resolution shall serve as the guide in the recruitment, selection and placement of appointive employees and in the evaluation of appointments to all positions in the City Government of Mabalacat, Pampanga. This Resolution should not in any way be in conflict with the 2017 Revised Omnibus Rules on Appointments and Other Human Resource Actions (2017 ORAOHRA, Revised July 2018) or any other existing Civil Service rules and regulations.

**RULE II
SELECTION STAGE**

Section 3. The City Human Resource Management Office (CHRMO) is hereby authorized to promulgate rules and regulations that would attract and identify potential employees based on the Merit Selection Plan of the City Government of Mabalacat,

Pampanga. To achieve this objective, the CHRMO shall constantly improve the Qualification Standards set for the positions and the Merit Selection Plan;

Section 7. The CHRMO is mandated to provide pecuniary benefits to attract the best and brightest potential employees for the City Government;

Section 8. In the recruitment of possible employees for the City Government, the CHRMO is mandated by law to publish and post all vacant positions, in the following locations:

1. Bulletin Board of the CHRMO;
2. Official Website of Mabalacat City; and
3. Civil Service Commission.

Section 9. The CHRMO is mandated to publish and post the vacant positions of not less than fifteen (15) calendar days before the convening of the Human Resource Merit Promotion and Selection Board (HRMPSB);

Section 10. The CHRMO shall submit in electric and printed copies of the list of vacant positions, together with their corresponding qualification standards and plantilla item, to the Civil Service Commission Field Office (CSCFO) Pampanga, who has jurisdiction over the city;

Section 11. The City Human Resource Management Office (CHRMO) shall use the prescribed "**Notice of Vacancy**", hereto attached as "**ANNEX A**", in the posting of the vacant positions in the preceding section;

Section 12. Applicants shall submit at least one (1) accomplished Personal Data Sheet (PDS), together with the necessary documents, to the City Human Resource Management Office on the day stated in the Notice of Vacancy. Failure to file the Personal Data Sheet on the designated deadline may be a ground for the disqualification of his application. Disqualifications based on failure to file Personal Data Sheet (PDS) on the designated deadline shall be decided by the HRMPSB by a simple majority vote of all the members present;

Section 13. The CHRMO shall notify in writing the qualified applicants of the scheduled meeting of the Human Resource Merit Promotion and Selection Board (HRMPSB) at least three (3) days before the intended date of interview. The written notice shall be prepared and signed by the Department Head of the City Human Resource Management Office and approved by the duly appointed representative of the City Mayor. The CHRMO shall also notify the members of the HRMPSB of the date, time and place of the meeting. The Notice of Meeting of the HRMPSB is hereby attached as "**ANNEX B**";

Section 14. From the list of qualified applicants, the CHRMO shall make a Summary of Evaluation of Applicants, showing their qualifications and shall furnish each members of the HRMPSB for their guidance. The Summary of Evaluation of Applicants, showing their individual qualifications, is hereby attached as "**ANNEX C**";

Section 15. The Notice of the Meeting and Summary of Evaluation of Applicants shall form part of the record of the HRMPSB;

Section 16. Failure of the Department Head of the CHRMO to provide the necessary Notice of the Meeting and Summary of Evaluation of Applicants shall constitute an administrative offense;

**RULE III
RECRUITMENT STAGE
HRMPSB and SECRETARIAT**

Section 17. There shall be a Human Resource Merit Promotion Selection Board Secretariat (**HRMPSB SEC**) who will assist the Board in all of the stages of the Selection, Recruitment and Placement Stages. The HRMPSB Secretariat shall be composed of three (3) members all belonging to the CHRM Office and as follows:

1. Assistant Department Head of the CHRMO;
2. CHRMO Staff In-Charge of Appointment; and
3. CHRMO Staff.

Section 18. There shall be two (2) Human Resource Merit Promotion and Selection Boards (HRMPSB). One (1) for **Non-Department Head** and another one (1) for **Department Head** positions in the City Government of Mabalacat, Pampanga;

Section 19. The HRMPSB for **Non-Department Head** positions shall be composed of **six (6) members** as follows:

Chairperson	City Mayor or his duly authorized representative
Vice Chairperson	City Administrator
Members	Sangguniang Panlungsod Member for HR and CS
	Department Head where vacancy exist
	City Human Resource Management Officer
	Representative from the Rank and File

Section 20. The HRMPSB for **Department Head** positions shall be composed of **five (5) members** and as follows:

Chairperson	City Mayor or his duly authorized representative
Vice Chairperson	City Administrator
Members	Sangguniang Panlungsod Member for HR and CS
	City Human Resource Management Officer
	Representative from Department Heads to be designated by the City Mayor

Section 21. The Secretariat shall prepare a folder for each member of the HRMPSB to include the following forms based on the vacant positions:

ANNEX "A"	Notice of Vacancy
ANNEX "B"	Notice of Meeting HRMPSB
ANNEX "C"	Summary of Evaluation of Applicants
ANNEX "D"	Summary of Votes HRMPSB Members with Ranking of Applicants
ANNEX "E"	Final Ranking of Applicants
ANNEX "F"	HRMPSB Form 1 (First Level) (Without Eligibility) (Insider)
ANNEX "G"	HRMPSB Form 2 (First Level) (Without Eligibility) (Outsider)
ANNEX "H"	HRMPSB Form 3 (First Level) (With Eligibility) (Insider)
ANNEX "I"	HRMPSB Form 4 (First Level) (With Eligibility) (Outsider)
ANNEX "J"	HRMPSB Form 5 (Second Level) (Insider)
ANNEX "K"	HRMPSB Form 6 (Second Level) (Outsider)
ANNEX "L"	HRMPSB Form 7 (Department Head) (Insider)
ANNEX "M"	HRMPSB Form 8 (Department Head) (Outsider)

Section 22. The HRMPSB for vacant positions in the Office of the City Vice Mayor and Sangguniang Panlungsod shall be composed of **five (5) members** and as follows:

Chairperson	City Vice Mayor or his duly authorized representative
Vice Chairperson	City Administrator
Members	Sangguniang Panlungsod Member for HR and CS
	City Human Resource Management Officer
	Representative from the Rank and File

RULE IV TRANSITORY PROVISION

Section 26. This Omnibus Rules on Recruitment, Selection and Promotion shall be supplementary to the 2017 Revised Omnibus Rules on Appointments and Other Human Resource Actions by the Civil Service Commission and should not be conflict with the existing Civil Service Rules and Regulations.

RESOLVED FINALLY, that copies of this resolution be provided to all concerned for their information and guidance.


APPROVED: February 20, 2019


CERTIFIED CORRECT:


Aileen G. Peña
SP Secretary

ATTESTED BY: 
CHRISTIAN C. HALILI
Vice Mayor/Presiding Officer



CHRISTIAN C. HALILI
Presiding Officer


ROLAND D. PEÑA
Member



EDUARDO D. SOTTO
Member


CARLO NIÑO C. RIVERA
Member


HANS CHRISTIAN G. BALINGIT
Member

APPROVED: 
GERALD GUTTRIE P. AQUINO
Member


MOISES DWIGHT OLIVER P. MORALES
Member


AMAURI M. TIGLAO
Member


DANILO B. BAYANI
Member