



Republic of the Philippines
PROVINCE OF PANGASINAN
Lingayen
www.pangasinan.gov.ph

OFFICE OF THE SANGGUNIANG PANLALAWIGAN SECRETARY

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that at the regular session duly constituted of the Sangguniang Panlalawigan, Province of Pangasinan, held on October 23, 2017 at Lingayen, Pangasinan, the following provincial ordinance was approved:

Authored by SP Member Generoso D. Tulagan

PROVINCIAL ORDINANCE NO. 213-2017

AN ORDINANCE DEFINING THE DUTIES, FUNCTIONS AND RESPONSIBILITIES OF THE PERSONNEL SELECTION BOARD (PSB) IN THE PROVINCIAL GOVERNMENT OF PANGASINAN

WHEREAS, Section 80 of RA 7160, otherwise known as the Local Government Code of 1991, provides that a Personnel Selection Board must be established in every province to assist the local chief executive in the judicious and objective selection of personnel for employment as well as for promotion and in the formulation of such policies as would contribute to employee welfare;

WHEREAS, Provincial Resolution No. 332-2016 of the Sangguniang Panlalawigan approved on July 11, 2016 determined the Membership of the Personnel Selection Board as provided for under RA 7160, otherwise known as the Local Government Code of 1991;

WHEREAS, in compliance to the provisions of CSC Memorandum Circular No. 3, S-2001, the duties, functions and responsibilities shall therefore be defined by the Sangguniang Panlalawigan;

WHEREFORE, in view of the foregoing, on motion of SP Member Generoso D. Tulagan, Jr., duly seconded,

Be it enacted by the Sangguniang Panlalawigan in session assembled:

SECTION 1. TITLE – This ordinance shall be known as “**AN ORDINANCE DEFINING THE DUTIES, FUNCTIONS AND RESPONSIBILITIES OF THE PERSONNEL SELECTION BOARD (PSB) IN THE PROVINCIAL GOVERNMENT OF PANGASINAN.**”



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SECTION 2. GENERAL PROVISION. The PSB shall assist the appointing authority in the judicious and objective selection of candidates for appointment in accordance with the approved Provincial Government of Pangasinan Merit Selection Plan (MSP). The appointing authority shall be guided by the PSB's comprehensive evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable from among the top five applicants deemed most qualified for appointment to the vacant position.

SECTION 3. DUTIES, FUNCTIONS AND RESPONSIBILITIES. In the performance of the role of assisting the appointing authority in the discharge of his wide latitude of discretion, the PSB shall perform the following duties, functions and responsibilities:

- 3.1 Follow strictly process in the selection of employees for appointment in the Province.
- 3.2 Determine comparatively the competence and qualification of candidates for appointment which shall be determined on the basis of:
 - 3.2.1 Performance
 - a) For appointment by promotion, the performance rating of the appointee for the last one (1) year rating period prior to the effectivity date of the appointment should be at least very satisfactory.
 - 3.2.2 Education and Training
 - 3.2.3 Work Experience
 - 3.2.4 Psychological Test
 - 3.2.5 Competency Based Interview by the HRMDO
- 3.3 Submit comparative reports and minutes of the meeting of candidates screened by the HRMDO for appointment so that the appointing authority will be guided in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled.



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- 3.4 Comply with the policy on the three (3) – salary grade limitation on promotion. This policy is intended to minimize possible abuse of discretion in the appointment process and to exercise greater scrutiny in the screening of candidates. It should be pointed out that the 3 salary grade limitation shall apply only to promotion and not to transfer, reemployment, reappointment and reclassification/upgrading, including appointment from non-career service positions to career service positions and vice-versa.
- 3.5 Check the approved agency System of Ranking Positions (SRP) in identifying the next in rank positions to be considered in filling a vacant position.
- 3.6 Ensure that the minutes of all deliberations are recorded, properly filed and maintained, which must be made accessible to interested parties upon written request.
- 3.7 Through the HRMDO make accessible the following information or documents upon written request:
 - a) Screening procedure and criteria for selection, and its amendments;
 - b) Approved Provincial Government of Pangasinan Merit Selection Plan (MSP).

SECTION 4. CHANGES IN THE COMPOSITION. Any change to be made in the composition of the PSB shall be reported to the CSC Regional Office or Field Office concerned.

SECTION 5. MEETINGS. Regular meetings of the Board shall be held at least once a month. Special meetings may be held upon request of the Department/Office Head and upon approval of the Governor. No Board Meeting shall be held unless there is a quorum of three (3) members present, including the Chairman or his representative and only after due notice to all the Members of the Board.

SECTION 6. REPEALING CLAUSE – All other orders, rules, regulations and issuances or parts thereof which are inconsistent with this Provincial Ordinance are hereby repealed or modified accordingly.



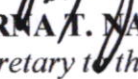
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SECTION 7. EFFECTIVITY CLAUSE. – This ordinance shall take effect immediately after approval of the Sangguniang Panlalawigan.

CERTIFIED BY:


VERNA T. NAVA-PEREZ
Secretary to the Sanggunian

ATTESTED:


JOSE FERDINAND Z. CALIMLIM, JR.
Vice Governor
(Presiding Officer)

APPROVED:


AMADO L. ESPINO III
Governor