

Republic of the Philippines  
Province of Davao del Norte  
Municipality of Braulio E. Dujali  
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BEFORE THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 5<sup>TH</sup> REGULAR SESSION OF THE 7<sup>TH</sup> SANGGUNIANG BAYAN OF BRAULIO E. DUJALI, DAVAO DEL NORTE AND HELD AT THE SANGGUNIANG BAYAN SESSION HALL ON FEBRUARY 12, 2015, THURSDAY.

PRESENT:

HON. SAMUEL F. PACRES	Vice Mayor & Presiding Officer
HON. LEAH MARIE A. MORAL-ROMANO	Sangguniang Bayan Member
HON/ MELFAR C. AGUILUZ	Sangguniang Bayan Member
HON. JOELITO B. JURIANA	Sangguniang Bayan Member
HON. DANIEL G. HILARIO	Sangguniang Bayan Member
HON. ROMULO R. ESMINO, SR.	Sangguniang Bayan Member
HON. ADHEM F. FUNA	ABC Pres/Ex-Officio Member

ON OFFICIAL BUSINESS:

HON. DONNA MAE B. BERNADAS	Sangguniang Bayan Member
HON. RESTIE E. TABIRAO	Sangguniang Bayan Member

ABSENT:

HON. GREGORIO S. FACULA	Sangguniang Bayan Member
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RESOLUTION NO. 2015-26

Author: Hon. Gregorio S. Facula

Sponsor: Hon. Melfar C. Aguiluz

Co-Sponsors: Hon. Joelito B. Juriana, Hon. Leah Marie A. Moral-Romano, Hon. Daniel G. Hilario, Hon. Adhem F. Funa, Hon. Romulo R. Esmino, Sr.

A RESOLUTION DETERMINING THE COMPOSITION OF THE PERSONNEL SELECTION BOARD OF THE MUNICIPALITY OF BRAULIO E. DUJALI, AND LIKEWISE DEFINING ITS FUNCTIONS AND FOR OTHER PURPOSES.

WHEREAS, Section 80 paragraph (b) of R.A. 7160, otherwise known as the Local Government Code of 1991 mandates the establishment in every province, city or municipality a personnel selection board to assist the Local Chief Executive in the judicious and objective hiring of personnel for employment as well as for promotion and in the formulation of such policies as would contribute to employees welfare;



WHEREAS, furthermore, paragraph (c) of the same section states that the Personnel Selection Board shall be headed by the Local Chief Executive and its members shall be determined by resolution of the sanggunian concerned. A representative of the Civil Service Commission, if any, and the Personnel Officer of the Local Government Unit concerned shall be ex-officio members of the board;

WHEREAS, in pursuance to such mandate, this Local Government Unit hereby constitutes its Personnel Selection Board with membership of the following:

Chairperson- Executive Department : Municipal Mayor  
Chairperson- Legislative Department : Municipal Vice Mayor  
Vice Chairperson : Municipal Administrator

Members:

SB Chair-Committee on Labor & Employment  
Municipal Treasurer  
Municipal Budget Officer  
Municipal Accountant  
Human Resource and Management Officer  
Head of Office concerned or where vacancy exists  
2<sup>nd</sup> Level Representative  
1<sup>st</sup> Level Representative

WHEREAS, the Personnel Selection Board shall carry out the functions, duties and responsibilities enumerated as follows:

- a) Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment taking into consideration the reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position; and the criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position;
- b) Disseminate screening procedure and criteria for selection to all agency officials and employees and interested applicants. Any modification of the procedure and criteria shall likewise be properly disseminated;
- c) Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates towards this end, the Personnel Selection may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidates;



- d) Evaluate and deliberate en banc, the qualification of those listed in the selection line up;
- e) Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed. The list of recommended candidates should specify the top five (5) ranking candidates whose over all point scores are comparatively at par based on the comparative assessment;
- f) Maintain records of the deliberation which must be made accessible to interested parties upon written request for inspection and audit by the Civil Service Commission; and
- g) Orient the officials and employees in the agency pertaining to policies relative to personnel action, including the gender and development dimensions of the Merit Selection Plan.

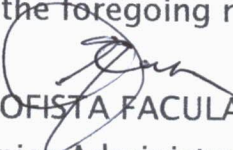
WHEREAS, an adequate funding shall be allocated in the General Fund of the municipality for purposes of attaining successful operation of the board;

WHEREFORE, on motion of Hon. Melfar C. Aguiluz and duly seconded by all members present, it is hereby

RESOLVED TO DETERMINE AS THIS BODY HEREBY DETERMINES THE COMPOSITION OF THE PERSONNEL SELECTION BOARD OF THE MUNICIPALITY OF BRAULIO E. DUJALI, AND LIKewise DEFINING ITS FUNCTIONS AND FOR OTHER PURPOSES.

CARRIED.

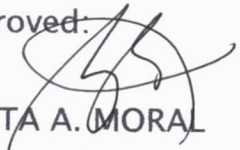
I HEREBY CERTIFY to the correctness of the foregoing resolution.

  
TEOFISTA FACULA-BACLAAN  
Senior Administrative Assistant I  
(Secretary Designate)

Attested to be duly adopted:

  
SAMUEL F. PACRES  
Vice Mayor & Presiding Officer

Approved:

  
LOLITA A. MORAL  
Municipal Mayor