



Republic of the Philippines  
**BICOL UNIVERSITY**  
Legazpi City  
Telefax: (052) 821-7939 / 480-0167  
Email: bicol\_university1969@yahoo.com

*Manila Office:*

No. 4 Lopez St., M. H. del Pilar  
Roosevelt Ave., Quezon City,  
Manila, Philippines  
Telefax: (02) 921-1586

*Office of the President*

21 June 2023

**ADMINISTRATIVE ORDER**

No. 483 s. 2023

**SUBJECT : COMPOSITION OF THE UNIVERSITY HUMAN RESOURCE  
MERIT PROMOTION AND SELECTION BOARD (UHRMPSB)**

Pursuant to the Revised Merit Selection Plan for Non-Teaching Staff of Bicol University as embodied in Administrative Order No. 22 s. 2004 dated October 19, 2004 issued by this Office consistent with the Civil Service Commission MC No. 14 s. 2018 and the 2017 Omnibus Rules on Appointments and other Human Resource Actions (ORA-OHRA), you are hereby constituted as the University Human Resource Merit and Selection Board (UHRMPSB):

Chairperson: **ATTY. NORLY P. REYES**  
Vice President for Administration and Finance

Vice Chairperson: **PROF. ALWIN JOSEPH M. MACERES**  
Chief, Planning and Development Office

Members: Dean/Director/Head of Office where vacancy exists

**ATTY. NORLY P. REYES**  
Concurrent Chief Administrative Officer for Administrative Services Division

**MS. MA. MYRA O. AUSTERO-CAPARAS**  
Administrative Officer I (Alternate)

**DR. JENNIFER T. BARRAMEDA**  
Supervising Administrative Officer, HRMDO

**MS. SIERNA L. CEDRO**  
Administrative Officer IV, HRMDO (Alternate)

**MS. MARY JANE A. VICUÑA**  
BUANTS President (1<sup>st</sup> Level Representative)

**MS. FEBBIE N. DOMINGUIANO**  
BUANTS Officer (1<sup>st</sup> Level Representative, Alternate)

**MS. KAREN B. SAMPAGA**  
BUANTS Officer (2<sup>nd</sup> Level Representative)

**MS. LAILA A. BELARDO**  
BUANTS Officer (2<sup>nd</sup> Level Representative, Alternate)

Secretariat: HRMDO Personnel

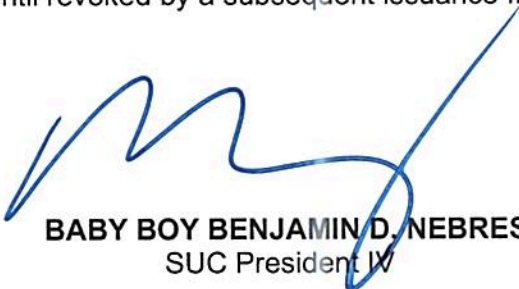
As UHRMPSB, you shall assist the appointing authority in the judicious and objective selection of candidates for appointment, in accordance with the CSC-approved Merit and Selection Plan (MSP). As such, you are expected to perform the following duties and responsibilities:

- a. Evaluate the qualifications of the applicants based on the approved criteria in the Merit Selection Plan;
- b. 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 UHRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;
- c. Submit the list of top five (5) ranking candidates recommended for appointment from which the appointing authority shall choose from the applicant to be appointed. The list of recommended candidates should specify the top five (5) ranking candidates;
- d. Maintain records of the deliberation through its secretariat which must be made accessible to interested parties upon written request and for inspection and audit by the Civil Service Commission; and
- e. Orient the officials and employees in the Bicol University pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan.
- f. Update/review Behavioral Event Interview (BEI) guide whenever necessary to upkeep with the required competencies;
- g. Ensure the adherence to Equal Employment Opportunity (EEOP) for all applicants.

The UHRMPSB membership of the BUANTS representative shall remain effective until a replacement is identified thru General Assembly. The first level representative or alternate shall participate during the screening of candidates for vacancies for first level; the second level representative or alternate shall participate in the screening of candidates for vacancies for the second level.

This order shall take effect immediately until revoked by a subsequent issuance from this office on the same subject.

Please be guided accordingly.



**BABY BOY BENJAMIN D. NEBRES III**  
SUC President IV

cc: All Vice Presidents  
Deans, Directors  
Heads/Chief of Offices  
File