



Office of the President

21 June 2023

ADMINISTRATIVE ORDER

No. 485 s. 2023

SUBJECT	: COMPOSITION OF THE UNIVERSITY FACULTY MERIT AND SELECTION BOARD (UFMSB)
Chairperson	DR. MA. JULIETA B. BORRES Vice President for Academic Affairs
Co- Chairperson	DEAN/DIRECTOR/HEAD OF OFFICE WHERE VACANCY EXISTS
Members	DEPARTMENT CHAIRPERSON WHERE VACANCY EXISTS ENGR. FERNAN D. DEMATERA BUUFAl President DR. FRANCIA D. OCTEZA BUUFAl VP for Internal Affairs, (Alternate) DR. JENNIFER T. BARRAMEDA Supervising Administrative Officer, HRMDO MS. SIERNA L. CEDRO Administrative Officer IV, HRMDO (Alternate)
Secretariat	HRMDO Personnel

You are hereby designated to compose the University Faculty Merit Selection Board (UFSMB) in accordance with CSC MC 19 s. 2005 (Model Merit Systems for Faculty Members of State Universities and Colleges and Local Colleges and Universities) and 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA), revised July 2018.

As UFSMB, 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) for Bicol University. As such, you are expected to perform the following duties and responsibilities:

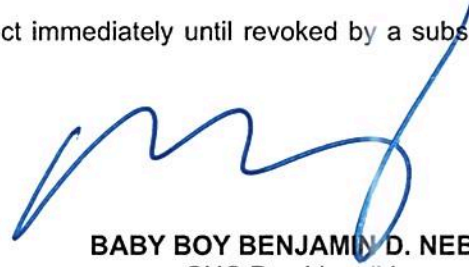
- a. Evaluate the qualifications of the applicants based on the approved criteria in the Merit Selection Plan for Faculty;
- b. Prepare a systematic assessment of the competence and qualifications of candidates for appointment; maintain fairness and impartiality in the assessment of candidates by strictly adhering to the Equal Employment Opportunity Principle (EEO). Towards this end, the UFMSB 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 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;
- 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 for Faculty;
- f. Update/review Behavioral Event Interview (BEI) guide whenever necessary to upkeep with the required competencies;

The UFMSB membership of the BUUFAI representative including the designated alternate representatives shall remain effective until a replacement is identified thru General Assembly.

This Administrative Order shall take effect immediately until revoked by a subsequent issuance 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