



Republic of the Philippines
DEPARTMENT OF HEALTH
Regional Office XI
Southern Philippines Medical Center
J.P. Laurel Avenue, Davao City
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February 14, 2024

HOSPITAL MEMORANDUM

No. 74, s. 2024

TO : ALL CONCERNED

SUBJECT : Reconstitution of the SPMC Human Resource Merit Promotion & Selection Board (HRMPSB)

Pursuant to the *Civil Service Commission (CSC) 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018 (2017 ORAOHRA rev. 2018)*, the *DOH Department Order No. 2019-0437 Internal Recruitment, Selection, and Placement Guidelines for Appointment to First, Second, and Executive/Managerial Positions in the Second Level in the Department of Health (DOH) and its Offices*, this hospital, in its pursuit for organizational responsiveness, efficiency and excellence in Human Resource, hereby reconstitute the membership of the HRMPSB:

Chairperson : Atty. **Oscar P. Mata** - Chief Administrative Officer, HOPSS
Vice-Chairperson : Ms. **Lani P. Paler** - Chief Health Program Officer, AHPS
Members : Dr. **Fitzgerald C. Arancel** - Chief Medical Professional Staff II, Medical Service
Dr. **Maria Elinore A. Concha** - Medical Specialist IV, PETD
Ms. **Cecil B. Japson** - Financial and Management Office II, Finance Service
Ms. **Jessica Mae D. Alaban** - Nurse VI, Nursing Service
Ms. **Christine A. Aquino** - Nurse VI, Nursing Service
Mr. **Emmanuel R. Driz** - Supervising Administrative Officer, HRMO
SPMCEA Representative

Secretariat : Ms. **Lilah V. Siason** - Administrative Officer II, HRMO
Ms. **Jenis Jean S. Unabia** - Administrative Assistant III, HRMO

The members of the HRMPSB are enjoined to visit the *CSC 2017 ORAOHRA rev. 2018* and the *DOH DO No. 2019-0437*. Aside from the functions explicitly stated in the aforementioned rules and order, the HRMPSB shall perform the following additional functions:

1. To prepare and conduct systematic assessment and deliberation of applicants' qualifications as against the CSC Minimum Qualification Standards and the applicants' competencies as against the DOH Competency Framework.
2. To ensure the strict observance of the Equal Employment Opportunity Principle (EEOP) in all the recruitment, selection, and placement activities.
3. To utilize information generated from other HR systems such as Learning and Development (L&D), Performance Management (PM), and Rewards and Recognition (R&R) in the relevant recruitment, selection, and placement activities.
4. To produce and disseminate information materials about recruitment, selection and placement.

5. To judiciously utilize their access to, and preserve the confidentiality of all information acquired from, the Human Resource Information System (HRIS).

This order shall take effect immediately and shall subsist until revoked, superseded or amended accordingly.


RICARDO B. ADDAN, MD, FPAFP, MPA, CHA
Medical Center Chief II