



Republic of the Philippines
Department of Health
MARGOSATUBIG REGIONAL HOSPITAL
Margosatubig, Zamboanga del Sur



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MRH MEMORANDUM

No. 005 s., 2020

TO : ALL CONCERNED OFFICIALS/EMPLOYEES
This Hospital

FROM : RICHARD B. SISON, MD, MHA, FPCHA, FPSMS
Medical Center Chief II

SUBJECT : RECONSTITUTION OF MARGOSATUBIG REGIONAL HOSPITAL HUMAN
RESOURCE MERIT PROMOTION AND SELECTION BOARD

DATE : 31 JANUARY 2020

Pursuant to 2017 Omnibus Rules on Appointments and Other Human Resource Actions and in view of the resignation, retirement and/or separation from service of some of the members of the previous composition of the Personnel Selection and Promotion Board, the Human Resource Merit Promotion and Selection Board is hereby reconstituted to be composed of the following, to wit:

Chairperson : **IRVIN C. SAMONTE** - SAO/HRMO

Members:

1. HOPSS: **JESSA C. EMIA** - Administrative Officer III
Alternate: **JOEL L. LUNA** - Administrative Officer III
2. Medical: **LORRAINE B. EMPALMADO, MD** - Medical Officer IV
Alternate: **HYDE M. VILLAMOR** - Supervising Administrative Officer
3. Nursing: **MA. FLORDEVIDA A. PARAGAS, RN, MN** - Nurse V
Alternate: **MAYPHINE V. SACATROPEZ** - Nurse VI
4. Finance: **MAY KRISTALIZ G. EIJANSANTOS, CPA** - Accountant IV
5. **CATHERINE ROSE B. SUZON** - Administrative Officer II
6. **PERCYBELL C. ROSALES** - Nutritionist/Dietitian V
7. **ROSEVIE R. GANUB** - Training Assistant

Secretariat: **CHRISTOPHER C. FERNANDEZ** - Administrative Officer III
MARY GRACE M. GASALATAN - Administrative Officer I
LOREN C. OCAPAN - Administrative Officer I

GENERAL POLICIES:

1. The recruitment and selection process for the vacant positions, whether existing vacant or new, shall follow the provisions and criteria stated in Administrative Order No. 2016-0031.
2. The HRMO shall be responsible in the publication of the said vacancy through posting in conspicuous places and/or in General Publication or CSC Publication.
3. The vacant positions shall be open to all qualified and interested applicants from within and external of the organization.
4. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall start evaluating applicants at least ten (10) working days after the publication of vacant positions.



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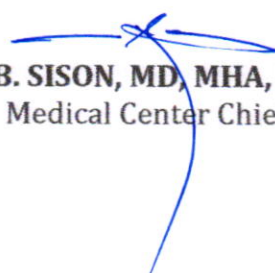


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5. All applicants shall be screened by the HRMPSB except for:
 - a. Substitute appointment due to their short duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position should be screened and passed upon by the SPB;
 - b. Appointment to personal and primarily confidential positions;
 - c. Renewal of temporary appointments issued to incumbent personnel.
6. HRMPSB shall meet en banc to deliberate on vacancies.
7. Candidates who pass the initial evaluation shall be made to undergo further assessment.
8. Any applicants related within the third degree either of consanguinity or of affinity of any incumbent hospital employees exercising immediate supervision over the appointee, may not be considered to a vacant plantilla position, subject to CSC Qualification Standards, Recruitment Rules and Regulations, pursuant to Section 9, Rule XIII of CSC Memorandum Circular No. 40 of 1998 which provides the "Revised Omnibus Rules on Appointments and other Personnel Actions" states that, "No appointment in the national, provincial, city or municipal governments or any branch or instrumentality thereof, including government owned or controlled corporations with original charters shall be made in favor of relative or the appointing or recommending authority, or of the chief of the bureau or office or of the person exercising immediate supervision over the appointee." Thus, upholding the rule on Nepotism.
9. Applicants who are presently employed in the hospital and wish to apply for promotions should comply with at least two (2) rating period in the present position.

THIS MEMORANDUM shall take effect upon its approval and shall remain enforced until sooner rescinded.

Please be guided accordingly.


RICHARD B. SISON, MD, MHA, FPCHA, FPSMS
Medical Center Chief II