



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Bonifacio Drive, Port Area Manila



DPWH 017.12  
01.05.2024

JAN 05 2024

**SPECIAL ORDER** )  
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**NO.** 03 )  
**Series of 2024** )

**SUBJECT: Reconstitution of the DPWH Central Office Human Resource Merit Promotion and Selection Board (DPWH CO – HRMPSB)**

11/5/2024

In accordance with CSC Resolution No. 1800692 re: 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised 2018), and approved DPWH Merit Selection Plan, the DPWH Central Office Human Resource Merit Promotion and Selection Board (DPWH CO – HRMPSB) is hereby reconstituted as follows:

Chairperson : **MARICHU A. PALAFOX, CESO II**  
Assistant Secretary for Support Services

Vice Chairperson : **Atty. MICHAEL S. VILLAFRANCA, CESO III**  
Director IV, Human Resource and Administrative Service

Members : **RHALF B. CAWALING**  
Director IV, Information Management Service

**Head of Office where the vacancy exists**

**ROLANDO C. RODOLFO (Principal)**  
**RICHARD DEAN D. SANTOS (Alternate)**  
2<sup>nd</sup> Level Rank & File Representative

**MA. FE V. CARBONEL (Principal)**  
**JANET S. CARILLO (Alternate)**  
1<sup>st</sup> Level Rank & File Representative

The DPWH CO – HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the Department in accordance with the approved DPWH Merit Selection Plan and shall have the following functions and responsibilities:

- a. Assists the appointing officer/ authority by submitting, insofar as practicable, the top five (5) ranking candidates deemed most qualified for appointment to the vacant position;
- b. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment;
- c. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and partiality in the assessment of candidates; and
- d. Evaluate and deliberates en banc the qualifications of those listed in the selection line – up. The DPWH CO – HRMPSB shall be assisted by a Technical Working Group and Secretariat from the Human Resource Management Division composed of the following:

**ZALDY F. FALEJO**, Chief Administrative Officer  
Member

**CECILIA A. ITCHON**, Administrative Officer IV  
Member

The TWG Secretariat shall perform the following functions and responsibilities:

- i. Prepare comparative assessment and final evaluation of candidates and shall submit selection line-up to the HRMPSB for deliberation en banc. It shall also conduct, evaluate and analyze results of structured background investigation for second level and supervisory positions.
- ii. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by CSC.

This Order supersedes Special Order No. 201 s. 2023 and other issuances inconsistent herewith and shall take effect immediately.

  
**MANUEL M. BONOAN**  
Secretary

10.1. MBG/MSV

Department of Public Works and Highways  
Office of the Secretary

