



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Manila

097.12 DPWH  
11.22.2021

NOV 22 2021

**SPECIAL ORDER** )

NO. 303 )

Series of 2021  
At 11/22/2021

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

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 Management Committee Human Resource Merit Promotion and Selection Board (DPWH-CO HRMPSB) is hereby reconstituted as follows:

Chairman : **ARDELIZA R. MEDENILLA, MNSA, CESO I**  
Undersecretary for Support Services

Vice Chairman : **MARICHU A. PALAFOX, CESO III**  
Assistant Secretary for Support Services

Members : **Atty. MICHAEL S. VILLAFRANCA**  
Director IV, HRAS

**ERNESTO S. GREGORIO JR.**  
Director IV, BOM

Head of Office where the vacancy exists

**ROLANDO C. RODOLFO**  
2<sup>nd</sup> Level Rank and File Representative

**LEONISA M. DELA CRUZ**  
1st Level Rank and 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. Recommend, if possible, to the appointing officer/authority 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 impartiality in the assessment of candidates; and
- d. Evaluate and deliberate en banc the qualification of those listed in the selection line-up.



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The DPWH-CO shall be assisted by a Technical Working Group and Secretariat that shall perform the following functions and responsibilities:

- a. 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.
- b. Maintain records of deliberations which must be made accessible to the interested parties upon written request and for inspection and audit by the CSC.

This order supersedes Special Order No. 101, series of 2019 and other issuances inconsistent herewith and shall take effect immediately.

**ROGER G. MERCADO**  
Acting Secretary

Department of Public Works and Highways  
Office of the Secretary



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