

**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**  
**College, Laguna, Philippines 4031**

**Office of the Vice-Chancellor for Administration**

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13 January 2021

**MEMORANDUM NO. 04**

Series of 2021


**T O: All Vice Chancellors, Deans, Directors and Heads of Units**

**SUBJECT: Composition of the College/Unit Human Resource  
Merit Promotion and Selection Board (HRMPSB)  
for Administrative Staff**

In compliance with the attached Memorandum No. NGY 18-179 dated 17 October 2018 re: Revised Composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) for Administrative Staff, please submit your College/Unit HRMPSB composition to HRDO on or before 18 January 2021.

The effectivity of appointment is from 01 January 2021 until 31 December 2021.

Please be guided accordingly.

  
**ROLANDO T. BELLO**  
Vice-Chancellor

Encl.: a/s



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION  
**UNIVERSITY OF THE PHILIPPINES**

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17 October 2018

**MEMORANDUM NO. NGY 18 – 179**

FOR : Chancellors  
 Director, UP PGH

ATTENTION : HRDO Directors/Heads

SUBJECT : **Revised Composition of the Human Resource Merit  
 Promotion and Selection Board (HRMPSB) for  
 Administrative Staff**

Based on the clarifications raised and discussed<sup>1</sup> by the HRDO Directors/Heads regarding the composition of the HRMPSB as prescribed in Memorandum No. NGY 18-133, issued on 24 July 2018, it was agreed that the following revisions shall be implemented:

**First and Second Level Positions**

*College/Office HRMPSB*

Chairperson	Head of the college/office
Members	Administrative Officer or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate
	One (1) regular and one (1) alternate representatives of the rank and file career employees, from the first level who shall be chosen by the duly accredited employees association (i.e. negotiating union)
	One (1) regular and one (1) alternate representatives of the rank and file career employees, from the second level who shall be chosen by the duly accredited employees association (i.e. negotiating union)
	<b>Revision: One (1) additional member representing the administration who will be selected through voting.</b>

*Constituent University (CU) HRMPSB*

Chairperson	Vice-Chancellor for Administration / Vice-Chancellor for Finance and Administration / Deputy Director for Administration
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<sup>1</sup> during the HRDO Directors/Heads meeting held on 11 September 2018

Members	<b>Revision: Head of organizational unit where vacancy exists, or his/her duly authorized representative</b>
	HRDO Director/Chief/Head or the career service employee directly responsible for recruitment, selection and placement
	One (1) regular and one (1) alternate representatives of the rank and file career employees, from the first level who shall be chosen by the duly accredited employees association (i.e. negotiating union)
	One (1) regular and one (1) alternate representatives of the rank and file career employees, from the second level who shall be chosen by the duly accredited employees association (i.e. negotiating union)
	<b>Revision: One (1) additional member representing the administration who will be selected through voting.</b>

**UP System HRMPSB (For UP System Offices)**

Chairperson	Vice President for Administration
Members	Assistant Vice President for Administration
	<b>Revision: Head of organizational unit where vacancy exists, or his/her duly authorized representative</b>
	UP System HRDO Director or the career service employee directly responsible for recruitment, selection and placement
	One (1) regular and one (1) alternate representatives of the rank and file career employees, from the first level who shall be chosen by the duly accredited employees association (i.e. negotiating union)
	One (1) regular and one (1) alternate representatives of the rank and file career employees, from the second level who shall be chosen by the duly accredited employees association (i.e. negotiating union)
	<b>Revision: One (1) additional member representing the administration who will be selected through voting.</b>

**Executive/Managerial Positions**

**CU HRMPSB**

Chairperson	<b>Revision: Vice-Chancellor for Administration / Vice-Chancellor for Finance and Administration / Deputy Director for Administration</b> <b>If in case the vacancy is under the Office of the Vice Chancellor for Administration (OVCA) or its equivalent, a duly authorized representative shall be assigned by the Chancellor as the Chair of the Committee.</b>
Members	<b>Revision: Vice Chancellor or Deputy Director of the organizational unit where vacancy exists, or his/her duly authorized representative</b>
	HRDO Director/Chief/Head



*UP System HRMPSB (For UP System Offices)*

Chairperson	Vice President for Administration
Members	Assistant Vice President for Administration
	<b><i>Revision: Vice President of the organizational unit where vacancy exists, or his/her duly authorized representative</i></b>
	UP System HRDO Director

All authorizations in assigning a representative shall be submitted to the HRDO before the scheduled meeting, addressed to the Chairperson of the HRMPSB.

It was also agreed that there shall be one (1) HRMPSB before the CU level who shall be primarily responsible for the judicious and objective selection of candidates at the college or office level. They shall submit their report on the assessment of candidates to the CU HRMPSB.

The new composition of the HRMPSB shall be effective immediately.



**NESTOR G. YUNQUE**  
Vice President for Administration

cc: Mr. President  
Executive Vice President, Vice Presidents, Secretary of the University