



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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26 April 2023

MEMORANDUM NO. 15

Series of 2023

TO: 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 28 April 2023.

Additionally, coordinate with the UP All-Workers Union to ensure representation of your HRMPSB Union Representative in the submitted composition.

The effectivity of appointment is from 01 January 2023 until 31 December 2023.

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 discussed¹ 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) |
| | Revision: One (1) additional member representing the administration who will be selected through voting. |

Constituent University (CU) HRMPSB

| | |
|-------------|--|
| Chairperson | Vice-Chancellor for Administration / Vice-Chancellor for Finance and Administration / Deputy Director for Administration |
|-------------|--|

¹ during the HRDO Directors/Heads meeting held on 11 September 2018

| | |
|---------|--|
| Members | Revision: Head of organizational unit where vacancy exists, or his/her duly authorized representative |
| | 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) |
| | Revision: One (1) additional member representing the administration who will be selected through voting. |

UP System HRMPSB (For UP System Offices)

| | |
|-------------|--|
| Chairperson | Vice President for Administration |
| Members | Assistant Vice President for Administration |
| | Revision: Head of organizational unit where vacancy exists, or his/her duly authorized representative |
| | 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) |
| | Revision: One (1) additional member representing the administration who will be selected through voting. |

Executive/Managerial Positions

CU HRMPSB

| | |
|-------------|--|
| Chairperson | Revision: Vice-Chancellor for Administration / Vice-Chancellor for Finance and Administration / Deputy Director for Administration 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. |
| Members | Revision: Vice Chancellor or Deputy Director of the organizational unit where vacancy exists, or his/her duly authorized representative |
| | HRDO Director/Chief/Head |

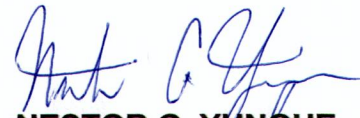
UP System HRMPSB (For UP System Offices)

| | |
|-------------|---|
| Chairperson | Vice President for Administration |
| Members | Assistant Vice President for Administration |
| | <i>Revision: Vice President of the organizational unit where vacancy exists, or his/her duly authorized representative</i> |
| | 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