



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

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26 May 2023

**MEMORANDUM NO. 18**

Series of 2023

**TO: All Vice Chancellors, Deans, Directors, Department Chairs, and Unit Heads**

**SUBJECT: Submission of Unit/Department/Division and College/Office HRMPSB Compositions**

In line with the recent approval of the University of the Philippines Merit Selection Plan (UP-MSP) by the Civil Service Commission on April 14, 2023, there have been updates to the guidelines for the composition of the Human Resource Merit Promotion Selection Board (HRMPSB) at various levels.

For clarity, please refer to Section VII of the Approved UP-MSP for a comprehensive understanding of the composition, function, and terms of office of the HRMPSBs. In summary, the HRMPSBs at all levels play a crucial role in assisting the appointing officer/authority in the judicious and objective selection of candidates for appointment.

As such, the College/Office HRMPSB and Unit/Department/Division HRMPSB are required to submit their compositions for record and compliance. Specific roles and required members of each board are outlined in the provided MSP document (linked below).

To facilitate this process, we kindly request you to fill out the provided template (linked below) with your respective HRMPSB composition and submit it by 31 May 2023. Please scan a signed copy of your HRMPSB composition and upload it to the provided Google Form at this link: <https://docs.google.com/forms/d/e/1FAIpQLSdB4eWZjtoCvfdZkuLoE-Yb7ACW3aJKf40upSco70rvOnYLMQ/viewform>.

For the copy of the approved MSP, visit here:

<https://drive.google.com/drive/folders/1OG3A-U2tq-eOance3uLBsBOU0WKz2juX>



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For the copy of the HRMPSB composition template, visit here:

<https://docs.google.com/document/d/1asUxMYp4AeiZDisITz8AB9MXiU3-piSja6OCkA9jDRs/copy>

If you have any questions or clarifications regarding the MSP or the submission process, kindly reach out to Mr. Vladimir G. Amatorio ([vgamatorio@up.edu.ph](mailto:vgamatorio@up.edu.ph)), Administrative Officer V, HRDO. You may also visit HRDO's Facebook page at <https://www.facebook.com/uplosbanos.hrdo> or their website at <https://hrdo.uplb.edu.ph/>.

Please note that adherence to these updated guidelines is mandatory and crucial to ensure fair and transparent selection processes within our institution. Your prompt attention and compliance with these changes are greatly appreciated.

**ROLANDO T. BELLO**

Vice Chancellor



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OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION

29 mAY 2023

Assoc. Prof. Rolando T. Bello  
Vice Chancellor  
Office of the Vice Chancellor for Administration

**SUBJECT: MERGED HRMPSB Composition of OVCA, BAO AND BAC-SECRETARIAT  
OFFICE**

Dear Chancellor Camacho,

In compliance with the new guidelines set forth by the approved University of the Philippines Merit Selection Plan (UP-MSP), we are pleased to present the Human Resource Merit effective 04/14/2023 until 04-13-2025.

The Merged HRMPSB for OVCA, BAO and BAC-Secretariat Office[Unit/Office Name] is constituted as follows:

1. Chair: **Dr. Jennifer Marie S. Amparo**, Asst. to the Vice Chancellor for Administration and Director, BAO
2. Alternative Representative of the Chair: **Dr. Eileen Lorena M. Mamino**, Chair, BAC-SEC Office]
3. Highest Administrative Officer: **Ms. Leila D. Tamayo**, Administrative Officer V
4. Unit Head (in case of clustered Unit/Department/Division): **Dr. Eileen Lorena M. Mamino**, Chair, BAC-SEC Office]
5. One (1) regular of the rank and file employees from the first level chosen by the management - **Ms. Judith D. Unson**, Adm. Asst. II, BAC-SEC
6. One (1) alternative of the rank and file employees from the first level chosen by the management - **Ms. Mercedita D. Torio**, Administrative Assistant , OVCA
7. One (1) regular of the rank and file employees from the second level chosen by the management - **Ms. Sheryl B. Posadas**, College Business Manager, BAO
8. One (1) alternative of the rank and file employees from the second level chosen by the management - **Ms. Imelda P. Tandang**, Administrative Officer IV, OVCA

We understand that the duly accredited negotiating union/employees' association will nominate representatives of the rank and file employees from the first and second levels.



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We affirm that the composition of our HRMPSB adheres to the guidelines of the UP-MSP and the Civil Service Commission. We are committed to a transparent and judicious selection process for the benefit of our university and its stakeholders.

Thank you for your attention to this matter.

Sincerely,

**DR. JENNIFER MARIE S. AMPARO**

Asst. to the Vice Chancellor for Administration and  
Director, Business Affairs Office