



Department of Agriculture  
**BUREAU OF PLANT INDUSTRY**  
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June 20, 2024

## MEMORANDUM ORDER

No. 170

Series of 2024

**SUBJECT: COMPOSITION OF THE BUREAU OF PLANT INDUSTRY-HUMAN RESOURCE MERIT, PROMOTION AND SELECTION BOARD (BPI-HRMPSB)**

In the interest of the service and by virtue of the CSC approved Department of Agriculture Merit Selection Plan (Department Order No. 08 series 2019), the BPI-Human Resource Merit Promotion and Selection Board (BPI-HRMPSB) shall be composed of the following:

Designation	Official	Alternate
Chairperson	<b>Herminigilda A. Gabertan, Ph.D.</b> <i>Assistant Director</i>	Not Applicable
Members	1. <b>Ellaine T. Molon</b> <i>OIC, Human Resources Section</i>	Not Applicable
	2. <b>Division/Center Chief or Office Head where the vacancy exists</b>	Assistant Division/Center Chief or Office Head
2 <sup>nd</sup> Level	3. <b>Samuel L. Fontanilla</b> <i>President, BPI-Employees Assoc. and Asst. Division Chief, PPSSD</i>	<b>Shereene S. Samala</b> <i>Supervising Agriculturist</i>
1 <sup>st</sup> Level	4. <b>Charmaine Hanna A. Padasas</b> <i>Administrative Aide VI</i>	<b>Ariane Jane G. Nanta</b> <i>Agriculturist II</i>
Secretariat	<b>Human Resources Section Staff and Office of the Director Staff</b>	

The BPI-HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in accordance with the BPI's approved Merit Selection Plan (MSP) and shall recommend to the Director the top five (5) ranking candidates deemed most qualified for appointment to the vacant position. However, the final decision on whom to appoint shall be with the Director.

The Committee is also tasked with customizing the BPI's Recruitment Processes, required forms and other official documents per the approved Merit Selection Plan.

Also, the HRMPSB is tasked to formulate and customize screening criteria, guidelines, and tools for the selection process per the approved DA-Merit and Selection Plan.

This Order shall take effect immediately and shall supersede all other Orders inconsistent herewith.

Done this 25<sup>th</sup> day of June 2024.

  
**GERALD GLENN F. PANGANIBAN, Ph.D.**  
*Director*