



**EXCERPT FROM THE MINUTES OF THE REGULAR EN BANC
MEETING OF THE COMMISSION ON ELECTIONS
HELD ON FEBRUARY 20, 2018**

Acting Chairman Al A. Parreño
Commissioner Luie Tito F. Guia
Commissioner Ma. Rowena Amelia V. Guanzon
Commissioner Sheriff M. Abas

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18-0129

**IN THE MATTER OF THE IMPLEMENTATION OF THE NEW OMNIBUS
RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS
(ORAOHRA) BY THE CIVIL SERVICE COMMISSION (CSC)**

This pertains to the Memorandum dated February 15, 2018 of Director Margaret C. Ching, Personnel Department, relative to the implementation of the new Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) by the Civil Service Commission (CSC), with the recommending approval of Executive Director Jose M. Tolentino, Jr.

Memorandum of Director Ching reads:

“The new Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) will be fully implemented by the Civil Service Commission this February 2018. Section 102 of the ORAOHRA provides that ‘All government agencies shall submit their Agency MSP to the CSCRO concerned, which shall take effect immediately upon approval. xxx’

So that all human resource actions can be acted upon while the Comelec Merit Selection and Promotion Plan is still being reviewed, and upon advice of the Civil Service Commission, the undersigned respectfully requests that the provisions of the ORAOHRA, [insofar] as consistent with the Commission on elections, be used as basis for all human resource actions.

The ORAOHRA requires the following members of the HRMPSB:

	First and Second Level	Second Level (Executive/Managerial)
<i>Chairperson</i>	<i>Highest official in-charge of human resource management</i>	<i>Undersecretary/Vice-President or its equivalent</i>
<i>Members</i>	<i>Head of the organizational unit where vacancy exists, or alternate</i>	<i>Assistant Secretary or its equivalent</i>
	<i>Career Service employee directly responsible for recruitment, selection and placement</i>	<i>Director for Administration or alternate</i>
	<i>Rank and File Representatives</i>	

For this purpose, the Assistant Regional Election Director or his/her authorized representative shall be considered the highest official in-charge of human resource management in the regional offices, the Provincial Election Supervisor shall be considered as the head of the organizational unit where vacancy exists and the REDO/OPES Election Assistant, or in the absence thereof, the Regional Election Attorney, shall be considered as the career service employee directly responsible for recruitment, selection and placement.

For Second Level – Executive/Managerial positions, the Executive Director, Deputy Executive Director for Operations and Deputy Executive Director for Administration shall be considered as the equivalent of Undersecretary/Vice-President, Assistant Secretary and Director for Administration, respectively.

As such, they shall be authorized to sign on the certification portion of the new Appointment form.

Lastly, for operational efficiency, the undersigned requests that all appointments of city election officers and computer maintenance technologists be facilitated in the field offices and submitted to the Civil Service Commission field offices where the vacancy belongs.

Respectfully submitted.”

Considering the foregoing and after due deliberation, the Commission **RESOLVED**, as it hereby **RESOLVES**, to **approve** the use/application of the provisions of the new Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) by the Civil Service Commission (CSC) as the basis for all human resource actions.

Let the Personnel Department implement this Resolution.

SO ORDERED.


LUIE TITO F. GUIA
Commissioner


AL A. PARRENO
Acting Chairman

This has no retroactive effect

MA. ROWENA AMELIA V. GUANZON
Commissioner


SHERIFF M. ABAS
Commissioner

Cc: Acting Chairman
All Commissioners
Executive Director
Deputy Executive Director for Operations
Deputy Executive Director for Administration
Personnel Department