



Office Address: National Government Center
EDSA, Diliman, Quezon City, Philippines
Telephone Nos.: (02) 929-6071 to 78
Website: www.nia.gov.ph

Telefax No. (632) 928-9343
TIN No. 000-916-415

M.C. No. 35 s. 2018

MEMORANDUM CIRCULAR

TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT/ REGIONAL/ PROJECT MANAGERS, DIVISION MANAGERS AND ALL OTHERS CONCERNED

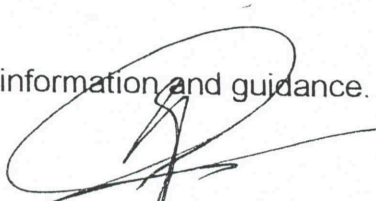
SUBJECT : SPECIAL AD HOC HUMAN RESOURCE MANAGEMENT PERSONNEL SELECTION BOARD (SPECIAL AD HOC HRMPSB)

In order to address the concerns of Regional Offices with limited plantilla positions which consequently constraints them from establishing a quorum in deliberating the Division Manager position, a Special AD HOC HRMPSB is hereby constituted to administer the screening and evaluation of candidates for Division Manager position of Regional Offices. The Special Ad Hoc HRMPSB is composed of the following:

- Chairman** : Manager, Administrative Department, Central Office
- Members** : Regional Manager A
- Manager, Human Resources Division, Central Office
- Administrative Services Officer V, Regional Office
(In case there is an incumbent)
- Human Resource Management Officer IV, Central Office
- NIAEASP Representative, Central Office
- NIAEASP Representative, Regional Office

The creation of same shall be only subject to **on – need basis** and for a **limited period of time**.

For information and guidance.


GEN RICARDO R VISAYA (Ret)
Administrator

05-09-18