



Republic of the Philippines
MUNICIPALITY OF QUEZON
Province of Quezon

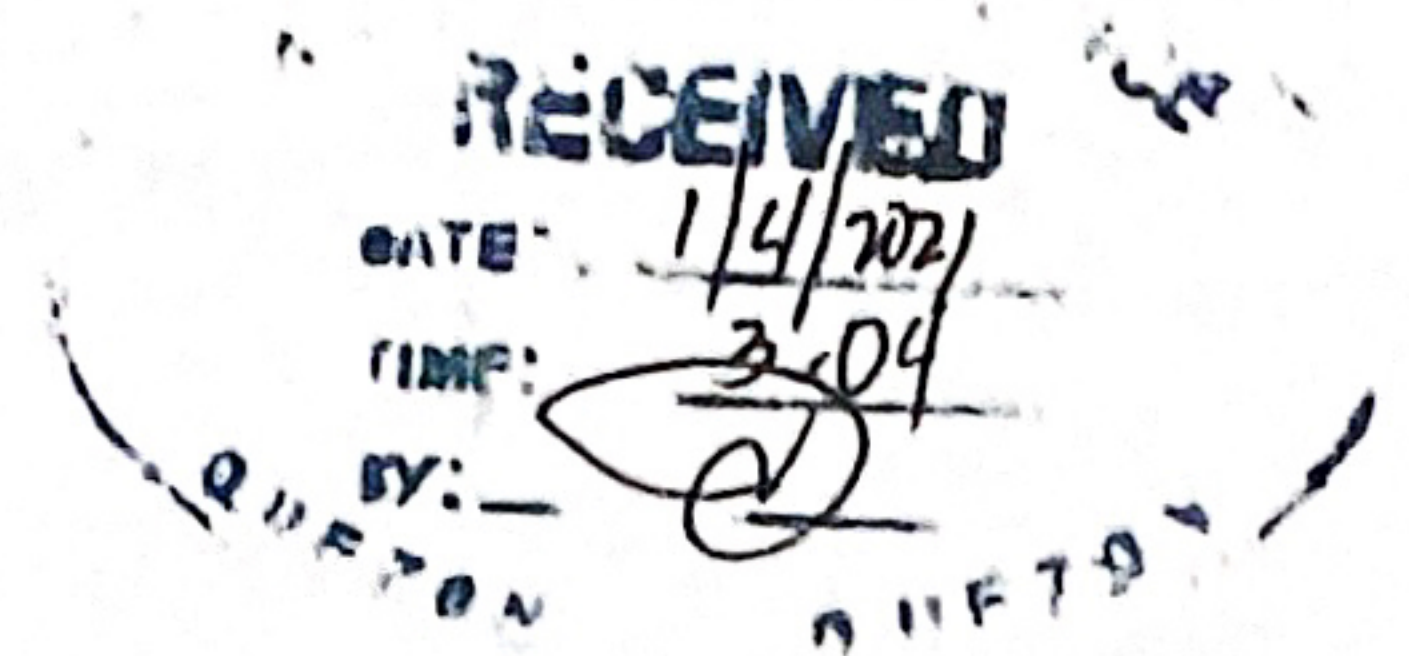
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OFFICE OF THE MAYOR



**Administrative Order No. 01
Series 2021**

TO : **MS. JOCELYN A. SISPEREZ**
Municipal Accountant
Quezon, Quezon



You are hereby appointed as **Human Resource Management Officer-Designate** of this municipality.

As HRMO-Designate your duties & functions shall include:


Under general supervision:

1. Supervision of a group engaged in personal functions.
2. Prepare actions on appointments, leaves, transfer, resignation, retirements, separations, reinstatements, salary adjustments, position classification and/or reclassification,
3. Assigns works and gives instruction on personnel matter, reviews work for conformance to existing laws, regulation, policies.
4. Enforces office discipline and administrative regulations, advises employees of Civil Service rules and regulations.
5. Collates and submits periodic and required reports and work closely with the Records Officer in keeping and maintaining systematic records of personnel.

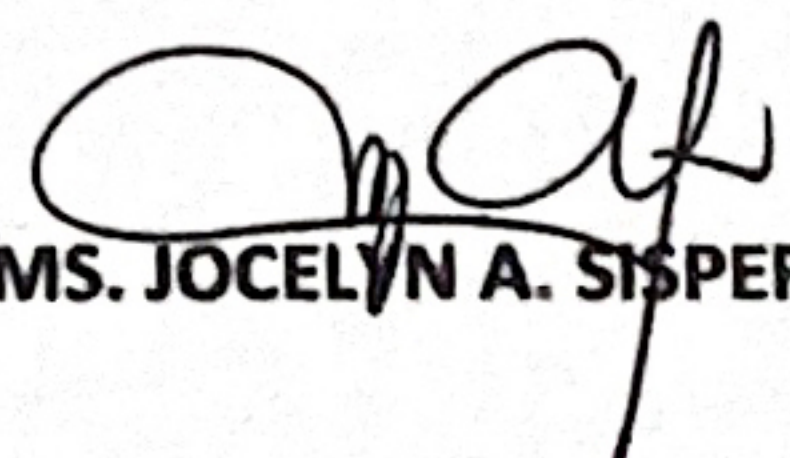
Under Omnibus Rules Implementation of Book V of E. O. 292 and other Pertinent Civil Service Laws:

6. Under Rule VI – the HRMO facilitate the submission, approval or disapproval of appointments. In case of disapproval, the HRMO consider submission of nay motion for reconsideration or appeals.
7. Under Rule VII – declares the HRMO’s responsibilities such as reviewing thoroughly or checking the completeness of all requirements of appointment, furnish all concerned a copy of those, submit such papers and reports pertaining to the same.
8. Rule IX mandates the HRMO to publish vacant position, in accordance with RA 7041, including the exemptions from publication.
9. Under Rule X (Qualification Standards) HRMO is guided by the common requirements of the approved qualification standards for both common and unique appointments, even the appointment of appointees to confidential/personnel staff prescribed under CSC MC 1 s. 1997.

You are entitled to receive an Honorarium monthly of **Two Thousand Five Hundred Pesos (Php2,500.00)**, that will be charged to the budget for Personal Services of the Office Municipal Mayor.


MA. CARIDAD F. CLACIO
Municipal Mayor
January 04, 2021
Date Signed

CONFORME:


MS. JOCELYN A. SISPEREZ