

**Republic of the Philippines**  
**CIVIL SERVICE COMMISSION**



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Serbisyo Sibil: Isang Daang Taong Paglilingkod

MC No. 03, s. 2001

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES  
AND AGENCIES OF THE NATIONAL AND LOCAL  
GOVERNMENTS, INCLUDING STATE UNIVERSITIES  
AND COLLEGES AND GOVERNMENT-OWNED-AND-  
CONTROLLED CORPORATIONS WITH ORIGINAL  
CHARTER**

**SUBJECT : Revised Policies on Merit Promotion Plan**

Pursuant to CSC Resolution No. 010114 dated January 10, 2001, the Commission hereby adopts the following revised policies on Merit Promotion Plan. These policies, developed and refined in consultation with the different sectors of the government are as follows:

1. Selection of employees for appointment in the government service shall be open to all qualified men and women according to the principle of merit and fitness.

There shall be equal employment opportunity for men and women at all levels of position in the agency, provided they meet the minimum requirements of the position to be filled.

2. The Merit Promotion Plan shall cover positions in the first, second and third level and shall also include original appointments and other related personnel actions.

There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

3. When a position in the first, second or third level becomes vacant, applicants for employment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment.

In addition to the required qualifications, applicants for third level positions must possess executive and managerial competence.

4. Vacant positions marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the agency for at least ten (10) calendar days. Other appropriate modes of publication shall be considered.

Filling of vacant positions in the national government agencies (NGAs), government-owned-and-controlled corporations (GOCCs) and state universities and colleges (SUCs) shall be made after ten (10) calendar days from their publication; in the local government units (LGUs) it shall be made after fifteen (15) calendar days from their publication.

The publication of a particular vacant position shall be valid until filled up but not to extend beyond six (6) months reckoned from the date the vacant position was published.

5. The following positions are exempt from the publication requirement:
  - a. Primarily confidential positions;
  - b. Positions which are policy determining;
  - c. Highly technical positions;
  - d. Other non-career positions;
  - e. Third level positions (Career Executive Service); and
  - f. Positions to be filled by existing regular employees in the agency in case of reorganization.
6. A Personnel Selection Board (PSB) for first and second level positions shall be established in every agency, preferably with the following composition:
  - a. As Chairperson
    - a.1 Agency Head or the authorized representative;
    - a.2 Local Chief Executive for LGUs or the authorized representative;
    - a.3 Vice-Governor/Vice-Mayor or the authorized representative if the vacant position is in his/her Office or in the Office of the Sanggunian;

- b. Division Chief or the authorized career service representative of the organizational unit where the vacancy is;
- c. Human Resource Management Officer or the career service employee directly responsible for personnel management; and
- d. Two representatives of the rank-and-file career employees, one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association in the agency.

In case there is no accredited employee association in the agency, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years. For continuity of operation, the agency accredited employee association may designate an alternate.

- 7. The PSB members including alternate representatives for first, second and third level positions shall undergo orientation and workshop on the selection/promotion process and CSC policies on appointments.
- 8. All candidates for appointment to first and second level positions shall be screened by the PSB. Candidates for appointment to third level positions shall be screened by the PSB for third level positions composed of at least three (3) career executive service officials as may be constituted in the agency.

Appointment to the following positions shall no longer be screened by the PSB:

- a. Substitute appointment due to their short duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position should be screened and passed upon by the PSB;
- b. Appointment of faculty members and academic staff of state universities and colleges who belong to the closed career service;

- c. Appointment to entry laborer positions;
  - d. Appointment to personal and primarily confidential positions; and
  - e. Renewal of temporary appointment issued to the incumbent personnel.
- 9. The agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSB for all levels.
  - 10. For vacancies in the first and second levels, all qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position.
  - 11. The PSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.
  - 12. The appointing authority shall assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking applicants deemed most qualified for appointment to the vacant position.
  - 13. The appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualification and competence, and has undergone selection process.
  - 14. The comparative competence and qualification of candidates for appointment shall be determined on the basis of:

#### **14.1 PERFORMANCE**

- 14.1.1 For appointment by promotion, the performance rating of the appointee for the last rating period prior to the effectivity date of the appointment should be at least very satisfactory.
- 14.1.2 For appointment by transfer, the performance rating for the last rating period immediately preceding the transfer from the former office or agency should be at least very satisfactory.

**14.2 EDUCATION and TRAINING****14.3 EXPERIENCE and OUTSTANDING ACCOMPLISHMENTS****14.4 PSYCHO-SOCIAL ATTRIBUTES and PERSONALITY TRAITS****14.5 POTENTIAL**

15. An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the System of Ranking Positions (SRP) approved by the head of agency, or the lone or entrance position indicated in the agency staffing pattern.
16. An employee should have rendered at least very satisfactory service for the last rating period in the present position before being considered for promotion.
17. An employee who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion.

For this purpose, performance rating to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leave.

If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty.

18. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
19. A notice announcing the appointment of an employee shall be posted in three conspicuous places in the agency a day after the issuance of the appointment for at least fifteen (15) calendar days.
20. The approved agency Merit Promotion Plan shall be used as one of the bases for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.
21. All government agencies shall submit their Merit Promotion Plan to the Civil Service Commission which shall take effect immediately upon approval. All subsequent amendments shall take effect immediately upon approval by the Civil Service Commission.

22. An agency is not precluded from adopting a name or title for its Merit Promotion Plan.

This Circular repeals all other existing Civil Service Commission issuances which are inconsistent herewith.

Please be guided by the enclosed model in the preparation of your Agency Merit Promotion Plan which shall be submitted to the Civil Service Commission Regional Office concerned not later than June 30, 2001 for approval.

  
CORAZON ALMA G. DE LEON  
Chairman

26 January 2001  
OAC-A

**AGENCY**  
**MERIT SELECTION PLAN**  
**(A Model)**

Pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), CSC Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum Circular No. 8, s. 1999, and CSC Memorandum Circular No. 03, s. 2001 this Merit Selection Plan (MSP) is hereby established for the guidance of all concerned.

**I. BASIC POLICIES**

1. Selection of employees for appointment in the government service shall be open to all qualified men and women according to the principle of merit and fitness.

There shall be equal employment opportunity for men and women at all levels of position in the agency, provided they meet the minimum requirements of the position to be filled.

2. The Merit Promotion Plan shall cover positions in the first, second and third level and shall also include original appointments and other related personnel actions.

There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

3. When a position in the first, second or third level becomes vacant, applicants for employment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment.

In addition to the required qualifications, applicants for third level positions must possess executive and managerial competence.

4. Vacant positions marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the agency for at least ten (10) calendar days. Other appropriate modes of publication shall be considered.

Filling of vacant positions in the national government agencies (NGAs), government-owned-and-controlled corporations (GOCCs) and state universities and colleges (SUCs) shall be made after ten (10) calendar days from their publication; in the local government units (LGUs) it shall be made after fifteen (15) calendar days from their publication.

The publication of a particular vacant position shall be valid until filled up but not to extend beyond six (6) months reckoned from the date the vacant position was published.

5. The following positions are exempt from the publication requirement:
  - a. Primarily confidential positions;
  - b. Positions which are policy determining;
  - c. Highly technical positions;
  - d. Other non-career positions;
  - e. Third level positions (Career Executive Service); and
  - f. Positions to be filled by existing regular employees in the agency in case of reorganization.
6. A Personnel Selection Board (PSB) for first and second level positions shall be established in every agency, preferably with the following composition:
  - a. As Chairperson
    - a.1 Agency Head or the authorized representative;
    - a.2 Local Chief Executive for LGUs or the authorized representative;
    - a.3 Vice-Governor/Vice-Mayor or the authorized representative if the vacant position is in his/her Office or in the Office of the Sanggunian;



- b. Division Chief or the authorized career service representative of the organizational unit where the vacancy is;
- c. Human Resource Management Officer or the career service employee directly responsible for personnel management; and
- d. Two representatives of the rank-and-file career employees, one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association in the agency.

In case there is no accredited employee association in the agency, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years. For continuity of operation, the agency accredited employee association may designate an alternate.

- 7. The PSB members including alternate representatives for first, second and third level positions shall undergo orientation and workshop on the selection/promotion process and CSC policies on appointments.
- 8. All candidates for appointment to first and second level positions shall be screened by the PSB. Candidates for appointment to third level positions shall be screened by the PSB for third level positions composed of at least three (3) career executive service officials as may be constituted in the agency.

Appointment to the following positions shall no longer be screened by the PSB:

- a. Substitute appointment due to their short duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position should be screened and passed upon by the PSB;
  - b. Appointment of faculty members and academic staff of state universities and colleges who belong to the closed career service;
  - c. Appointment to entry laborer positions;
  - d. Appointment to personal and primarily confidential positions; and
  - e. Renewal of temporary appointment issued to the incumbent personnel.
- 9. The agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSB for all levels.
  - 10. For vacancies in the first and second levels, all qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position.
  - 11. The PSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.
  - 12. The appointing authority shall assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking applicants deemed most qualified for appointment to the vacant position.
  - 13. The appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualification and competence, and has undergone selection process.
  - 14. The comparative competence and qualification of candidates for appointment shall be determined on the basis of:

#### **14.1 PERFORMANCE**

14.1.1 For appointment by promotion, the performance rating of the appointee for the last rating period prior to the effectivity date of the appointment should be at least very satisfactory.

14.1.2 For appointment by transfer, the performance rating for the last rating period immediately preceding the transfer from the former office or agency should be at least very satisfactory.

#### **14.2 EDUCATION and TRAINING**

#### **14.3 EXPERIENCE and OUTSTANDING ACCOMPLISHMENTS**

#### **14.4 PSYCHO-SOCIAL ATTRIBUTES and PERSONALITY TRAITS**

#### **14.5 POTENTIAL**

15. An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the System of Ranking Positions (SRP) approved by the head of agency, or the lone or entrance position indicated in the agency staffing pattern.
16. An employee should have rendered at least very satisfactory service for the last rating period in the present position before being considered for promotion.
17. An a.employee who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion.

For this purpose, performance rating to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leave.

If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty.

18. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
19. A notice announcing the appointment of an employee shall be posted in three conspicuous places in the agency a day after the issuance of the appointment for at least fifteen (15) calendar days.
20. The approved agency Merit Promotion Plan shall be used as one of the bases for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.

## **II. OBJECTIVES**

It is the policy of the Agency to strictly adhere to the principles of merit, fitness and equality. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation. In this pursuit, the agency Merit Selection Plan aims to:

1. Establish a system that is characterized by strict observance of the merit, fitness and equality principles in the selection of employees for appointment to positions in the career and non-career service in all levels.
2. Create equal opportunities for employment to all qualified men and women to enter the government service and for career advancement in the agency.

## **III. SCOPE**

This Merit Selection Plan shall cover career positions in the first, second, and third level in the agency including its attached offices. It may also include non-career positions.

#### **IV. DEFINITION OF TERMS**

**Agency** – refers to departments, agencies, bureaus of the national government, government-owned-and-controlled corporations with original charters, state universities and colleges and local government units.

**Career Service** – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

**Comparatively at Par** – predetermined reasonable difference or gap between point scores of candidates for appointment established by the PSB.

**Deep Selection** – the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.

**Discrimination** – is a situation wherein a qualified applicant is not included in the selection line-up on account of gender, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.

**First Level Positions** – shall include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory capacity.

**Hiring Quota** – is the pre-determined ratio of applicants for appointment to ensure that one gender does not fall short of the desired percentage of the selection rate for the other gender in equivalent positions at every level, provided they meet the minimum requirements of the position.

**Job Requirements** – requisites not limited to the qualification standards of the position, but may include skills, competencies, potential, physical and psycho-social attributes necessary for the successful performance of the duties required of the position.

**Next-in-Rank Position** – refers to a position which by reason of the hierarchical arrangement of positions in the agency or in the government is determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking Positions (SRP).

**Non-Career Service** - positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.

**Personnel Actions** - any action denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer, reinstatement, reemployment, detail, reassignment, secondment and demotion.

**Promotion** - is the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary.

**Psycho-Social Attributes** - refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way he/she perceives things, ideas, beliefs and understanding and how he/she acts and relates these things to others and in social situations.

**Qualification Standards** - is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required in the performance of the job.

**Qualified Next-in-Rank** - refers to an employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the SRP approved by the head of agency and who meets the requirements for appointment to the next higher position.

**Second Level Positions** - involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.

**Selection** - is the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of the position.

**Selection Line-Up** – is a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential.

**Superior Qualifications** – shall mean outstanding relevant work accomplishments, educational attainment and training appropriate for the position to be filled. It shall include demonstration of exceptional job mastery and potential in major areas of responsibility.

**System of Ranking Positions** – is the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following:

- a. organizational structure;
- b. salary grade allocation;
- c. classification and functional relationship of positions; and
- d. geographical location.

**Third Level Positions** - generally require either Career Service Executive Eligibility (CSEE) or Career Executive Service Eligibility (CES). This includes Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Chief of Department Services and other officers of equivalent rank.

## **V. PROCEDURE**

1. Publish the vacant position in the CSC Bulletin of Vacant Position or through other mode of publication and post the same in three (3) conspicuous places in the agency for at least ten (10) calendar days. Men and women shall be encouraged to apply.

Vacant positions which are not filled within six (6) months should be re-published.

The following positions are exempt from the publication requirement:

- a. Primarily confidential positions;
  - b. Positions which are policy determining;
  - c. Highly technical positions;
  - d. Other non-career positions;
  - e. Third level positions (Career Executive Service); and
  - f. Positions to be filled by existing regular employees in the agency in case of reorganization.
2. List candidates aspiring for the vacant position, either from within or outside the agency, including qualified next-in-rank employees. In the process, the following should be considered:
- The pre-determined ratio of applicants for appointment or hiring quota.
  - An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except, in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the SRP approved by the head of agency, or the lone or entrance position indicated in the agency staffing pattern.
  - An employee who is on local or foreign scholarship or training grant or pregnant or on maternity leave may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leave.

If promoted, the effectivity date of the promotional appointment shall be after the scholarship or training grant or maternity leave.

- Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.



3. Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as: written examination, skills test, interview and others. After which, selection line-up shall be prepared and posted in three (3) conspicuous places in the agency for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.

- 3.1 The selection line-up shall reflect the comparative competence and qualification of candidates on the basis of:

- 3.1.1 **PERFORMANCE**

- For appointment by promotion, the performance rating of the appointee for the rating period prior to the effectivity date of the appointment should be at least very satisfactory.
- For appointment by transfer, the performance rating for the last rating period immediately preceding the transfer from the former office or agency should be at least very satisfactory.

- 3.1.2 **EDUCATION and TRAINING** – include educational background, successful completion of training courses accredited by the Civil Service Commission, scholarships, training grants and others which must be relevant to the duties of the position to be filled.

- 3.1.3 **EXPERIENCE and OUTSTANDING ACCOMPLISHMENTS** – include occupational history, relevant work experience acquired either from the government or private sector, and accomplishments worthy of special commendation.

**3.1.4 PSYCHO-SOCIAL ATTRIBUTES and PERSONALITY TRAITS** – refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way he/she perceives things, ideas, beliefs and understanding and how he/she acts and relates these things to other and in social situations.

**3.1.5 POTENTIAL** – refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of higher or more responsible positions.

A greater percentage weight shall be allocated to performance.

4. Notify all applicants of the outcome of the preliminary evaluation.
5. Submit the selection line-up to the PSB for deliberation en banc.

Appointment to the following positions shall no longer be screened by the PSB:

- a. Substitute appointment due to their short duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position should be screened and passed upon by the PSB;
- b. Appointment of faculty members and academic staff of state universities and colleges who belong to the closed career service;
- c. Appointment to entry laborer positions;
- d. Appointment to personal and primarily confidential positions; and
- e. Renewal of temporary appointment issued to the incumbent personnel.

6. Make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
7. Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed.

The list of recommended candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

8. Assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking applicants deemed most qualified for appointment to the vacant position.

The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

To determine candidates who are comparatively at par, the PSB shall set reasonable difference or gap between point scores of candidates for appointment.

9. Issue appointment in accordance with the provisions of the agency Merit Selection Plan.
10. Post a notice announcing the appointment of an employee in three (3) conspicuous places in the agency a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

## **VI. GRIEVANCE**

1. A qualified next-in-rank employee may present the grievance with the agency grievance machinery under the following conditions:
  - a. Non-compliance with the selection process;

- b. Discrimination of account of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation;
- c. Disqualification of applicant to a career position for reason of lack of confidence of the appointing authority; and
- d. Other violations of the provisions of this Merit Selection Plan.

**VII. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)**

For first and second level positions:

- a. As Chairperson:
  - a.1 Agency Head or the authorized representative from the career service;
  - a.2 Local Chief Executive for LGUs or authorized representative from the career service;
  - a.3 Vice-Governor/Vice-Mayor or the authorized representative from the career service if the vacant position is in his/her Office or in the Office of the Sanggunian.
- b. Highest official responsible for personnel management;
- c. Division Chief or the authorized representative from the career service of the organizational unit where the vacancy is;
- d. Human Resource Management Officer or official or employee directly responsible for personnel management;
- e. Two representatives of the rank-and-file employees, one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association in the agency.

In case there is no accredited employee association in the agency, the representatives shall be chosen at large by the employees through a general assembly or any other mode of selection to be conducted for the purpose. The candidate who garnered the second highest votes shall automatically be the alternate representative.

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies in the second level. Both rank and file representatives shall serve for a period of two (2) years. For continuity of operation, the duly accredited employee association may designate an alternate.

For third level positions:

- a. Chairperson – preferably the highest career executive service officer responsible for personnel administration, such as Undersecretary or Assistant Secretary; and
- b. Members – career executive officers to be designated by the head of agency.

The HRM Unit shall act as the secretariat for the PSB of first, second and third levels.

The agency head shall ensure equal opportunity for men and women to be represented in the PSB for all levels.

## **VIII. FUNCTIONS AND RESPONSIBILITIES**

1. The Human Resource Management Officer (HRMO) shall have the following functions and responsibilities:
  - a. Disseminate copies of the agency Merit Selection Plan (MSP) and its annexes to all agency personnel after approval thereof by the Civil Service Commission. An orientation shall also be conducted by the HRD Unit within six (6) months upon approval of the MSP. This orientation is meant to ensure awareness and understanding of the Plan. A report on the same shall be submitted to the Civil Service Field Office concerned for record purposes;

- b. Develop a System of Ranking Positions which will be submitted for approval of the appointing authority, copy furnished the Civil Service Commission and its Field Office concerned, for reference purposes;
- c. Identify vacant positions that may be enrolled in the Brightest for the Bureaucracy Program (BBP);
- d. Develop a Plan which shall set forth the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives and programs;
- e. Develop and maintain an updated qualification database of employees of the agency to include education, training, experience, skills, competencies, and other similar information;
- f. Develop a program to fast track the career movement of employees with superior qualifications; and
- g. Publish vacant position in the CSC Bulletin of Vacant Position or through other mode of publication and post the same in three (3) conspicuous places in the agency for at least ten (10) calendar days;

Vacant positions which are not filled within six (6) months should be re-published.

The following positions are exempt from the publication requirement:

- a. Primarily confidential positions;
  - b. Positions which are policy determining;
  - c. Highly technical positions;
  - d. Other non-career positions;
  - e. Third level positions (Career Executive Service); and
  - f. Positions to be filled by existing regular employees in the agency in case of reorganization.
- h. Prepare list of candidates aspiring for the vacant position either from within or outside the agency, including qualified next-in-rank employees within fifteen (15) days from completion of the preliminary evaluation. In the process, the following should be considered:

- The pre-determined ratio of applicants for appointment or hiring quota.
- An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except, in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the SRP approved by the head of agency, or the lone or entrance position indicated in the agency staffing pattern.
- An employee who is on local or foreign scholarship or training grant or pregnant or on maternity leave may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the rating immediately prior to or after the scholarship or training grant or maternity leave.

If promoted, the effectivity date of the promotional appointment shall be after the scholarship or training grant or maternity leave.

- Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- i. Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as: written examination, skills test, interview and others. After which, selection line-up shall be prepared and posted in three (3) conspicuous places in the agency for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice;
  - j. Notify all applicants of the outcome of the preliminary evaluation;
  - k. Submit selection line-up to the PSB for deliberation en banc. Appointment to the following positions shall no longer be screened by the PSB:

- a. Substitute appointment due to their short duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position should be screened and passed upon by the PSB;
  - b. Appointment of faculty members and academic staff of state universities and colleges who belong to the closed career service;
  - c. Appointment to entry laborer positions;
  - d. Appointment to personal and primarily confidential positions; and
  - e. Renewal of temporary appointment issued to the incumbent personnel.
2. **The employees** shall be responsible for updating their Personal Data Sheet annually, if deemed necessary, and submit supporting documents thereto to the HRD Unit.
3. **The Personnel Selection Board for 1st, 2nd and 3rd levels** shall have the following functions and responsibilities:
- a. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
    - a.1 Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
    - a.2 Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
  - b. Disseminate screening procedure and criteria for selection to all agency officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated;



- c. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;
- d. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up;
- e. Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed.

The list of recommended candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

- f. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC; and
  - g. Orient the officials and employees in the agency pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan.
4. **The appointing authority** shall have the following functions and responsibilities:
- a. Establish a Personnel Selection Board and see to it that all PSB members undergo orientation and workshop on the selection/promotion process and CSC policies on appointments. The agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSB for all levels;
  - b. Assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the following:

- top five ranking applicants deemed most qualified to the vacant position;
  - applicants who have undergone deep selection and found to possess superior qualifications; and
  - pool of the Brightest for the Bureaucracy Program (BBP);
- c. Issue appointments in accordance with the provisions of the agency Merit Selection Plan.

**IX. EFFECTIVITY**

The Merit Selection Plan and subsequent amendments thereto shall take effect immediately after the approval by the Civil Service Commission.

**X. COMMITMENT**

I hereby commit to implement and abide by the provisions of this Merit Selection Plan. It is understood that this MSP shall be the basis for expeditious approval of appointments.

\_\_\_\_\_  
**AGENCY HEAD**  
(Signature over Printed Name)

\_\_\_\_\_  
DATE

APPROVED BY:

\_\_\_\_\_  
**(CSC Regional Director)**  
Signature over Printed Name

\_\_\_\_\_  
Date