



MC No. 04, s. 2005

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment to Policy No. 12 of CSC MC No. 3, s. 2001 and Clarification of the Functions and Responsibilities of the Personnel Selection Board

Pursuant to CSC Resolution No. 050059 dated January 18, 2005, the Commission has amended Policy No. 12 of CSC MC No.3, s. 2001 to read as follows:

"The PSB shall assist the appointing authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP). The appointing authority shall be guided by the PSB's comprehensive evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five applicants deemed most qualified for appointment to the vacant position."

The Commission has also clarified the functions and responsibilities of the Personnel Selection Board (PSB) as follows:

1. In the performance of the PSB's role of assisting the appointing authority in the exercise of his/her wide latitude of discretion, the PSB shall perform the following functions and responsibilities, in addition to those enumerated in the model Agency Merit Selection Plan attached to CSC MC No. 3, s. 2001:
 - a. Follow strictly the process on the selection of employees for appointment in the government service;
 - b. Submit a comprehensive evaluation report of candidates screened for appointment so that the appointing authority will be guided in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled. The evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report;
 - c. Comply with the policy on the three (3)-salary grade limitation on promotion. This policy is intended to minimize possible abuse of

discretion in the appointment process and to exercise greater scrutiny in the screening of candidates. It should be pointed out that the 3-salary grade limitation shall apply only to promotion and not to transfer, reemployment, reappointment and reclassification/upgrading, including appointment from non-career service positions to career service positions and vice-versa;

- d. Check the approved agency System of Ranking Positions (SRP) in identifying the next-in-rank positions to be considered in filling a vacant position;
 - e. Ensure that the minutes of all deliberations are recorded, properly filed and maintained, which must be made accessible to interested parties upon written request, and for inspection and audit by the CSC, if necessary;
 - f. Through the HRM Unit, make accessible the following information or documents upon written request:
 - Screening procedure and criteria for selection, and its amendments;
 - Policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan; and
 - Approved Agency MSP;
 - g. Notify all applicants assessed by the PSB of their individual rating on the basis of education, training, experience, eligibility and interview, as well as of the outcome of the evaluation of the PSB; and
 - h. Provide information about the individual rating of a particular applicant upon written request subject to the approval of the appointing authority.
2. The membership of the Personnel Selection Board can be modified, provided it conforms to the composition prescribed in CSC MC No. 3, s. 2001. Agencies may add a reasonable number of members, but the prescribed composition may not be reduced. PSB members must be duly designated and their names posted in the agency bulletin board.

Any change in the composition of the PSB should be reported to the CSC Regional Office or Field Office concerned.

3. All complaints or grievances pertaining to selection and evaluation of applicants shall be submitted to the agency Grievance Committee.

This Circular amends all issuances that are inconsistent herewith.


KARINA CONSTANTINO-DAVID
Chairman

January 21, 2005



PERSONNEL SELECTION BOARD

Re: Amendment to Policy No. 12 of CSC MC No. 3, s. 2001;
Clarification of Functions and Responsibilities

X ----- X

RESOLUTION NO. 050059

WHEREAS, the State shall ensure and promote the Constitutional mandate that appointments in the civil service shall be made only according to merit and fitness;

WHEREAS, Section 12, Rule VI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 mandates government agencies to establish a Merit Promotion Plan which stipulates their systems and procedures in the selection and promotion of employees and officials;

WHEREAS, in the implementation thereof, the Commission, as the central personnel agency of the government, has issued CSC Memorandum Circular No. 3, s. of 2001 based on Resolution No. 010114 dated January 10, 2001 on the Revised Policies on Merit Promotion Plan (MPP);

WHEREAS, under MC No. 3, s. 2001, a Personnel Selection Board (PSB) for first, second, and third level positions shall be established in every agency;

WHEREAS, Policy No. 12 of MC No. 3, s. 2001 states that *"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."* (Underscoring supplied)

WHEREAS, there is a need to amend Policy No. 12 of MC No. 3, s. 2001 and clarify further the functions and responsibilities of the Personnel Selection Board for the guidance of all agencies;

NOW THEREFORE, the Commission, pursuant to its constitutional mandate as the central personnel agency of the government, hereby resolves to **AMEND** Policy No. 12 of CSC MC No.3, s. 2001 as follows:

"The PSB shall assist the appointing authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP). The appointing authority shall be guided by the PSB's comprehensive evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from

among the top five applicants deemed most qualified for appointment to the vacant position."

RESOLVES FURTHER to clarify the functions and responsibilities of the Personnel Selection Board as follows:

1. In the performance of the PSB's role of assisting the appointing authority in the exercise of his/her wide latitude of discretion, the PSB shall perform the following functions and responsibilities, in addition to those enumerated in the model Agency Merit Selection Plan attached to CSC MC No. 3, s. 2001:
 - a. Follow strictly the process on the selection of employees for appointment in the government service;
 - b. Submit a comprehensive evaluation report of candidates screened for appointment so that the appointing authority will be guided in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled. The evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report;
 - c. Comply with the policy on the three (3)-salary grade limitation on promotion. This policy is intended to minimize possible abuse of discretion in the appointment process and to exercise greater scrutiny in the screening of candidates. It should be pointed out that the 3-salary grade limitation shall apply only to promotion and not to transfer, reemployment, reappointment and reclassification/upgrading, including appointment from non-career service positions to career service positions and vice-versa.
 - d. Check the approved agency System of Ranking Positions (SRP) in identifying the next-in-rank positions to be considered in filling a vacant position;
 - e. Ensure that the minutes of all deliberations are recorded, properly filed and maintained, which must be made accessible to interested parties upon written request, and for inspection and audit by the CSC, if necessary;
 - f. Through the HRM Unit, make accessible the following information or documents upon written request:
 - Screening procedure and criteria for selection, and its amendments;
 - Policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan; and



- Approved Agency MSP;

g. Notify all applicants assessed by the PSB of their individual rating on the basis of education, training, experience, eligibility and interview, as well as of the outcome of the evaluation of the PSB; and

h. Provide information about the individual rating of a particular applicant upon written request subject to the approval of the appointing authority.

2. The membership of the Personnel Selection Board can be modified, provided it conforms to the composition prescribed in CSC MC No. 3, s. 2001. Agencies may add a reasonable number of members, but the prescribed composition may not be reduced. PSB members must be duly designated and their names posted in the agency bulletin board.

Any change in the composition of the PSB should be reported to the CSC Regional Office or Field Office concerned.

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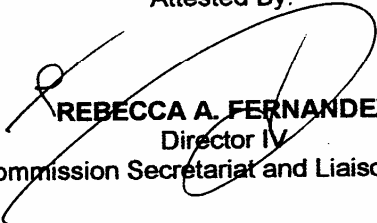
Quezon City, JAN 18 2005


KARINA CONSTANTINO-DAVID
Chairman


J. WALDEMAR V. VALMORES
Commissioner


CESAR D. BUENAFLORES
Commissioner

Attested By:


REBECCA A. FERNANDEZ
Director IV
Commission Secretariat and Liaison Office