

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 16, S. 1980

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS,
ALL HEADS OF DEPARTMENTS AND STAFFS,
REGIONAL IRRIGATION DIRECTORS, PROJECT
MANAGERS, PROVINCIAL AND PROJECT IRRIGATION
ENGINEERS, IRRIGATION SUPERINTENDENTS AND/OR
OFFICERS IN-CHARGE OF IRRIGATION SYSTEMS
AND ALL OTHERS CONCERNED
This Office

SUBJECT : Evaluation Criteria for Implementation of the
Selection and Promotion Boards of this Agency

Pursuant to Memorandum Circular No. 12, S. 1979 of the Civil Service Commission, prescribing the adoption of evaluation criteria by Selection/Promotion Boards, the following evaluation criteria are hereby established and shall govern the selection of candidates for appointment or promotion in the National Irrigation Administration, which includes:

1. Procedures on Selection/Promotion of Employees
2. Evaluation Sheet
 - a. For Supervisors
 - b. For Non-Supervisors
3. Potential Assessment Form
 - a. For Supervisors
 - b. For Non-Supervisors
4. Interview Assessment Form -- Same as CSC
5. Comparative Assessment Form -- Same as CSC

The factors in the evaluation criteria are those prescribed by the Civil Service Commission. "The relative weights of the factors may vary depending on the job requirements of the position to be filled. In any case, however, performance shall be assigned greater weight than the other factors. Therefore, the Promotion Board shall assign the relative weights of each factor based on the job requirements of the position."

It is hoped that the establishment of the evaluation criteria will serve as guide in the objective evaluation of candidates for appointment or promotion, by the respective Selection and Promotion Boards of this Agency. This will supersede all other evaluation criteria/forms used by Regional/Project Offices which had earlier taken the initiative to formulate their own assessment procedures.

Immediate compliance hereon is enjoined.

(SGD) CONRADO G. MERCADO

For: ALFREDO L. JUINIO
Administrator

Attached: As stated

February 4, 1980.

PROCEDURES ON SELECTION/PROMOTION OF EMPLOYEES

STEPS/ACTIVITIES

RESPONSIBILITY CENTERS

I. Request for authority to fill position and submission of Personnel Action Slip.	Division/Department Head
II. Identification of employees qualified for appointment/promotion. 1. Advertise vacant position 2. Prepare list of candidates 3. Conduct preliminary screening/interview 4. Narrow down list to qualified candidates 5. Attach all necessary supporting papers to list 6. Prepare comparative assessment/evaluation sheet 7. Submit list to the Selection/Promotion Board together with necessary supporting papers	Employment & Staffing Division, Personnel Management Department
III. Meeting of Selection/Promotion Board. (Regular meeting to be scheduled twice a month) 1. Review evaluation/assessment sheets 2. Evaluate the qualifications of applicants 3. Conduct tests and interviews when necessary 4. Conduct a reference check of applicant's work experience, school records and personal references when necessary 5. Certify to screening of candidates 6. Submit recommendation to appointing authority	Selection/Promotion Board (Composition attached)
IV. Submit PAS for approval of Administrator*	Personnel Management Department
V. Final selection of candidate.	Appointing Official: Administrator Assistant Administrators Department Heads
VI. Preparation of appointment	Personnel Management Department
VII. Approval of appointment	Appointing Official
VIII. Announcement of appointment/promotion	Employment & Staffing Division, Personnel Management Department

* PAS* reviewed by the Board but not favorably endorsed to the Administrator shall be returned to the office of origin without action.

EVALUATION SHEET
(Supervisory Level)

I. PERFORMANCE (25 points)

Basic - - - - - 15 points

Incentive/Bonus - - - - - 10 points

1.00 to 1.19 plus 10 points
1.20 to 1.49 plus 8.5 points
1.50 to 1.79 plus 7.5 points
1.80 to 2.00 plus 6 points
2.10 to 2.29 plus 5 points
2.30 to 2.59 plus 4 points
2.80 to 2.89 plus 3 points
2.90 to 3.19 plus 2 points
3.20 to 3.49 plus 1 point

II. EDUCATION AND TRAINING (20 points)

Basic - - - - - 12 points

Incentive/Bonus - - - - - 8 points

1 to 9 masteral units - plus .75 points
10 to 18 masteral units - plus 1.25 points
19 to 27 masteral units - plus 2 points
28 to 38 masteral units - plus 3 points

Master's Degree - plus 4 points

1 to 9 doctoral units - plus 4.75 points
10 to 18 doctoral units - plus 5.25 points
19 to 27 doctoral units - plus 6.00 points
28 to 36 doctoral units - plus 7.00 points

Doctorate Degree - plus 8.00 points

(Conversion Table - Converting relevant training activities to Masteral/Doctorate Units)

a) In Excess of Bachelor's Degree -

- 1) One month relevant training grant - 3 masteral units
- 2) For every month excess in a relevant training - - - - - 1 masteral unit for each month
- 3) For every one hundred hours of one or more relevant training activity attended - - - - - 3 masteral units

b) In excess of Master's Degree -

- 1) Two months of relevant training grant - - - - - 3 doctoral units
- 2) For every month excess in a relevant training grant - - - - - 1 doctoral unit
- 3) For every two hundred hours of one or more relevant training activity attended - - - - - 3 doctoral units

III. EXPERIENCE (20 points)

Basic - - - - - 15 points
Incentive/Bonus - - - - - 5 points

Specialized or relevant experience:

5 years or more - plus 5 points
4 years - plus 4 points
3 years - plus 3 points
2 years - plus 2 points
1 year - plus 1 point

NOTE: Relevant experience earned in the Organizational Unit (Department) where the vacancy occurs shall be credited for one count per year; those earned in another Organizational Unit in the Agency shall be credited for 1/2 count per year; those earned in another office, 1/4 count per year.

IV. PHYSICAL CHARACTERISTICS AND PERSONALITY TRAITS (10 points)

<u>Total scores based on</u> <u>Interview Assessment</u> <u>Form</u>	<u>Point</u> <u>Equivalent</u>
24-25 - - - - -	10 points
22-23 - - - - -	9 points
20-21 - - - - -	8 points
18-19 - - - - -	7 points
16-17 - - - - -	6 points
14-15 - - - - -	5 points
12-13 - - - - -	4 points
10-11 - - - - -	3 points
8-9 - - - - -	2 points
5-7 - - - - -	1 point

V. POTENTIAL (20 points)

<u>Total scores based on</u> <u>Potential Assessment</u> <u>Form</u>	<u>Point</u> <u>Equivalent</u>
33-35 - - - - -	20 points
30-32 - - - - -	18 points
27-29 - - - - -	16 points
24-26 - - - - -	14 points
21-23 - - - - -	12 points
18-20 - - - - -	10 points
15-17 - - - - -	8 points
12-14 - - - - -	6 points
9-11 - - - - -	4 points
7-8 - - - - -	2 points

VI. OUTSTANDING ACCOMPLISHMENT (5 points)

- A. Graduated with honors in College or Post Graduate Courses from a duly recognized School - - - - - 1.25 points
- B. Exemplary performance over and above the call of duty - - - - - 1.25 points
- C. Special citation/commendation for cost-saving or efficiency enhancing innovation - - - - - 1.25 points
- D. Outstanding rural service in community project - - 1.25 points

EVALUATION SHEET (Non-Supervisory Level)

I. PERFORMANCE (25 points)

Basic - - - - - 15 points

Incentive/Bonus - - - - - 10 points

- 1.00 to 1.19 plus 10 points
- 1.20 to 1.49 plus 8.5 points
- 1.50 to 1.79 plus 7.5 points
- 1.80 to 2.00 plus 6 points
- 2.10 to 2.29 plus 5 points
- 2.30 to 2.59 plus 4 points
- 2.60 to 2.89 plus 3 points
- 2.90 to 3.19 plus 2 points
- 3.20 to 3.49 plus 1 point

II. EDUCATION AND TRAINING (20 points)

Basic - - - - - 12 points

Incentive/Bonus - - - - - 8 points

1) Completion of a degree which is above what is required - - - - - 3 points

2) Academic units earned which is above the normal requirement of the position:

- a) 28 to 36 units - - - - - plus 2 points
- b) 19 to 27 units - - - - - plus 1.5 points
- c) 10 to 18 units - - - - - plus 1.0 point
- d) 1 to 9 units - - - - - plus .5 points

3) Special Studies on fellowship abroad:

- a) Over 6 months - - - - - plus 2 points
- b) 4 to 6 months - - - - - plus 1 point
- c) 1 to 3 months - - - - - plus .5 points

4) Relevant training completed:

- a) 300 hours or more - - - - - plus 3 points
- b) 200 to 299 hours - - - - - plus 2 points
- c) 100 to 199 hours - - - - - plus 1.0 point
- d) 30 to 99 hours - - - - - plus .5 point

III. EXPERIENCE (20 points)

Basic - - - - - 15 points

Incentive/Bonus - - - - - 5 points

Specialized or relevant experience:

5 years or more	- plus 5 points
4 years	- plus 4 points
3 years	- plus 3 points
2 years	- plus 2 points
1 year	- plus 1 point

NOTE: Relevant experience earned in the Organizational Unit (Department) where the vacancy occurs shall be credited for one count per year; those earned in another Organizational Unit in the Agency shall be credited for 1/2 count per year; those earned in another office, 1/4 count per year.

IV. PHYSICAL CHARACTERISTICS AND PERSONALITY TRAITS (10 points)

<u>Total scores based on</u> <u>Interview Assessment</u> <u>Form</u>	<u>Point</u> <u>Equivalent</u>
24-25	10 points
22-23	9 points
20-21	8 points
18-19	7 points
16-17	6 points
14-15	5 points
12-13	4 points
10-11	3 points
8-9	2 points
5-7	1 point

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33-35	20 points
30-32	18 points
27-29	16 points
24-26	14 points
21-23	12 points
18-20	10 points
15-17	8 points
12-14	6 points
9-11	4 points
7-8	2 points

VI. OUTSTANDING ACCOMPLISHMENT (5 points)

- A. Graduated with honors in College or Post Graduate Courses from a duly recognized School - - - - - 1.25 points
- B. Exemplary performance over and above the call of duty- - - - - 1.25 points
- C. Special citation/commendation for cost-saving or efficiency enhancing innovation- - - - - 1.25 points
- D. Outstanding rural service in a community project- - - 1.25 points

NAME: _____

AGE: _____

PRESENT POSITION: _____

SALARY: _____

DIVISION: _____

DEPARTMENT: _____

CONSIDERED TO THE POSITION OF: _____

POTENTIAL ASSESSMENT FORM

(To be accomplished by the Supervisor)

Instructions:

As the immediate supervisor of the candidate, you are to rate him on certain factors concerning human relations, leadership and personal attributes which would indicate the potential of an individual to perform not only the duties of the position to be filled but also those of higher and more responsible positions. Base your rating on the following levels of standards with their corresponding point score.

<u>Level</u>		<u>Point Score</u>
Excellent	- a standard of performance which could not be improved by any circumstances or conditions	5
Good	- a standard of performance above the average and meets all the normal requirements of the position	4
Average	- A standard of performance that meets the normal requirements of the position	3
Fair	- a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally or temporarily acceptable.	2

LevelPoint Score

Poor - a standard of performance regarded unacceptable for the position

1

Be sure to record your rating of the candidate on each of the factors. Do not omit any item. After rating the candidate, add the point scores.

	1	2	3	4	5
Supervisory Ability	Cannot plan and organize work. Does not delegate and check work assigned to subordinate.	Usually devotes very little time to job planning. Needs assistance in managing subordinates.	Generally adequate but displays some weakness/limitation in carrying out assignments; sometimes systematic.	Very good organizer; meets target within time schedules; distributes and follows up work properly; capitalizes on strengths of subordinates.	Exceptional ability in organizing work and in managing subordinates.
Initiative and Drive	Lacks initiative; does work only when assigned. Makes no attempt to improve work or himself.	Moderately interested in work; shows average diligence.	Contributes original ideas or techniques at times. Adopts procedures satisfactorily followed by others.	Shows very keen interest in work. Develops creativeness. Welcomes opportunity to get ahead.	Exceptionally resourceful; often initiates and improves methods of doing job. Encourages improvements.
Communication Skills	Vague and incoherent in oral and/or written communication. Can hardly express ideas.	Needs improvement; slow to understand questions; ineffective; cannot readily understand instructions/cannot relay instructions effectively.	Generally adequate, puts ideas across satisfactorily.	Expresses himself very reasonably well; clear and effective orally and in writing.	Superior ability to express his thoughts on clear, concise and convincing manner, Quick to understand instructions.
Decisiveness	Erratic and immature in making decisions; fails to act on matters for decision with dispatch. Fails to consider alternatives.	Decisions may be relied upon only on routine matters. Occasionally uncertain and hesitant to decide complicated aspect of work.	Normally able to interpret facts and arrive at decisions.	Analyzes facts, submits alternatives and recommends suggestions for solutions to problems. Makes prompt and sound decision.	Superior ability to decide matters with precision and promptness. Makes appropriate decision within the defined limits of his authority.

Human Relations	Unapproachable and very bossy. Often tactless and does not show restraint. Uncooperative.	Has difficulty in adjusting to the variety of personalities, rank and informal groups in the organization; is hesitant in helping his peers resolve a problem or in providing necessary advice and assistance.	Normally able to adjust to different personalities in the organization; assists his peers in clarifying points they are trying to resolve.	Very like and respected; enthusiastic in clarifying points that have to be resolved; can maintain his individual point of view in the face of difference in behavior between him and supervisors; enthusiastic in providing necessary advice and assistance.	Gets along exceptionally well with everybody. Builds thoroughly good impressions and lasting relations with co-employees, peers and the public.
Stress Tolerance	Easily rattled or upset when given complicated assignment or when given rush job at short notice.	Loses temper easily when working under pressure.	Occasionally maintains mature disposition under some stress.	Reliably works well even under pressure. Has high degree of tolerance for tension resulting from increasing volume of work, organization change, environmental conflict, etc.	Exceptionally skillful in handling difficult work situation. Has strong determination to carry on despite great odds.
Leadership	Can hardly lead/participate in any staff-committee work. Weak in dealing with higher authorities or clientele. Managerial aptitude is not evident.	Occasionally shows readiness in contributing share in problem-solving or decision-making but lacks convincing power.	Usually adequate in representing office in external affairs. Participate in decision-making or group work.	Has above-average rapport with staff and clientele. Can ably represent office in meeting. Effective resource person in committee work or conference.	Projects self extra-well with peers and higher authorities. Inspires team work to achieve a desired objective. Can very capably give of himself either as a resource person in seminar or committee work.

PERSONAL QUALITIES AND TRAITS

Non-Supervisory Level

	1	2	3	4	5
Public Relations	Often antagonizes others. Actuations, manners, habits or language are annoying. Often complained about.	Occasionally antagonizes others. Lacks tact or desire to be helpful. Occasionally complained about.	Does work impersonally and meets people with unimpressive politeness. Rarely criticized or complimented by outsiders.	Has sincere interest in others and shows it. Usually makes them feel at ease and satisfied	Invariably impresses others with work, manners and attitudes of helpfulness.
Attendance	Goes on intermittent leaves and half days Takes advantage of every opportunity to leave the office (more than 15 days).	Incurs more than 15 days of absences during the semester.	Average attendance. Absences are with good reason and with due notice. (Less than 15 days).	Very few absences with good reason (7 days during semester)	Perfect attendance
Punctuality	Always late in starting work and submitting assigned job.	Sometimes fails to meet the targeted date to finish work.	Starts work on time; meets targeted time.	Meets targeted date ahead sometimes with quality output.	Meets targeted date ahead always with quality output.
Work Attitude and Industry	Indifferent towards work. Inattentive and lazy most of the time.	Sometimes needs prodding; makes unnecessary alibis when requested to perform additional duties/work.	Moderately interested in work. Shows average diligence. Accepts responsibility when asked.	Enthusiastic about work; exerts effort; voluntarily asks for work when through with his assignment.	Shows marked enthusiasm towards work, exerts a great deal of extra effort. Innovative.
Dependability	Often negligent. Most of work needs major corrections.	Work sometimes acceptable after detailed coaching, despite rules and regulations and guidelines.	Generally does acceptable work within set rules, regulations and guidelines	Does good quality of work; may be relied upon to finish new assignment with minimum instructions.	Highly dependable; may be entrusted with delicate tasks with very minimum supervision.

	1	2	3	4	5
Job Knowledge	Does practically worth less work. Has adequate knowledge of job.	Does low quality of work. Weak in some areas. Needs coaching every now and then.	Has adequate understanding of job; can perform work under normal supervision.	Rarely commits mistake. Has broad perspective of job. Easily grasps new information/instructions.	Does high quality of work. Has thorough knowledge of all aspects of job.
Flexibility	Confined with the skills he possesses. Refuses to accept more challenging and diversified jobs.	Sometimes finds difficulty in adjusting to new job procedure. Requires frequent instructions.	Normally adjusts to new work/procedure after careful instructions.	Readily adjustable to new work with brief instructions; welcomes changes.	Does successfully well in several lines of work. Highly capable of adjusting to changes.
Cooperation	Reduces output of others very much. Is inconsiderate and upsets morale, makes trouble. Unwilling to work with or assist others.	Just fails to click with others. Sometimes antagonistic.	Cooperates as requested. Works reasonably well with others.	Works helpfully and pleasantly with others. Tones up work. Cooperates on own initiative.	Brings out the best in others. Helps and teaches others willingly. A strong force of morale.

NAME: _____

AGE: _____

PRESENT POSITION: _____

SALARY: _____

DIVISION: _____

DEPARTMENT: _____

CONSIDERED TO THE POSITION OF: _____

INTERVIEW ASSESSMENT FORM

(To be accomplished by the Promotion Board)

Instruction:

You are to rate the candidate on certain characteristics and traits which can be observed when you talk with him face to face. Consider whether his personal characteristics, as manifested during the interview, will be an asset or liability to the position being considered. Make your rating of the candidate's characteristic solely on evidence observed during the interview by encircling the corresponding point for each trait.

Be sure to record your rating of the candidate on each of the trait. Do not omit any item. After rating the candidate, accomplish the summary rating form by indicating the point score obtained in each characteristic. Add the total point scores.

T R A I T S

P O I N T S

1. Voice and Speech. Is his voice inviting or pleasant? Can you easily hear what he says? Is his speech clear and distinct? Is his voice resonant and well modulated?

1	:	2	:	3	:	4	:	5
Irritating or indistinct	:	Understand-able but rather un-pleasant	:	Neither conspicuously pleasant or unpleasant	:	Definitely pleasant and distinct	:	Exceptionally clear and pleasing

2. Appearance. Does he look like a well set-up healthy; energetic person? Has he bodily or facial characteristics which might seriously hamper him? Is he well-groomed or unattractive in appearance?

Unprepossessing or unsuitable	:	Create rather unfavorable impression	:	Suitable Acceptable	:	Create dis-tinctive favorable impression	:	Impressive commands admiration
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T R A I T S

P O I N T S

	1	2	3	4	5
3. Alertness. Does he readily grasp the meaning of a question? Is he slow to apprehend even the more obvious points? Or does he understand quickly, even though the idea is new, involved or difficult?	Slow in grasping obvious questions; often misunderstands meaning of questions	: Slow to understand subtle points, require explanation	: Nearly grasps intent of interviewer's questions	: Rather quick to grasping questions and new ideas	: Exceptionally keen and quick to understand
4. Ability to Present Ideas. Does he speak logically and convincingly or does he tend to be vague confused or illogical?	Confused and illogical	: Tends to scatter or become involved	: Usually gets his ideas across well	: Shows superior ability to express himself	: Unusually logical, clear and convincing.
5. Self-Confidence. Does he seem to be uncertain of himself, hesitant, lacking in assurance, easily bluffed? Or is he wholesomely self-confident and assured?	Timid, hesitant Easily influenced	: Appears to be over self-conscious.	: Moderately confident of himself	: Wholesomely self-confident	: Shows superb self-assurance

SUMMARY OF RATING FORM

T R A I T S

P O I N T S

1. Voice and Speech
2. Appearance
3. Alertness
4. Ability to Present Ideas
5. Self-Confidence

TOTAL POINTS
