



Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

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OUR REFERENCE:

MC # 40, s.1991

MEMORANDUM CIRCULAR

**T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, STAFF HEADS, REGIONAL IRRIGATION
MANAGERS, OPERATION MANAGERS, IRRIGATION SUPERINTENDENTS,
PROVINCIAL IRRIGATION ENGINEERS AND ALL OTHERS CONCERNED**

SUBJECT : ESTABLISHMENT OF THE NIA MERIT PROMOTION PLAN

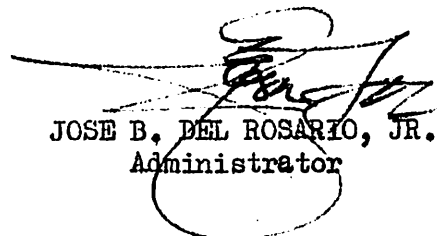
In line with the Agency's policy that promotions shall be made only according to merit and fitness of qualified and deserving personnel, the policies and procedures set forth in the attached Merit Promotion Plan (MPP) as approved by the Civil Service Commission (CSC) shall, henceforth, be observed for purposes of appointment in the career service.

Enclosed, as part of this Circular, is CSC Memorandum Circular No. 3, s. 1991 titled "Policy on the Use of Qualification Standards".

All NIA circulars and issuances inconsistent with this MC are deemed modified and superseded.

This Circular shall take effect immediately.

Be guided accordingly.


JOSE B. DEL ROSARIO, JR.
Administrator

Encl.:

1. Merit Promotion Plan
2. CSC MC #3, s. 1991
3. Functions of the Selection Board
4. Selection Process
5. NIA Evaluation Forms
 - a. Comparative Data
 - b. Comparative Assessment Form
6. Positions under the Non-Career Service

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

MERIT PROMOTION PLAN

Pursuant to the provisions of Section 30 of Presidential Decree No. 807, Civil Service Commission Resolution (CSC Res.) No. 83-343 promulgating the revised rule on promotion, CSC Memorandum Circular (MC) No. 3, s. 1979 as amended by CSC MC Nos. 18, s. 1988 and 38, s. 1989 and Section 32, Chapter 5, Subtitle A, Title I, Book V of Executive Order No. 292 otherwise known as the Administrative Code of 1987, this Merit Promotion Plan (MPP) is hereby established for the guidance of all concerned.

I OBJECTIVES

It is hereby declared to be the policy of this Agency that promotions shall be made only according to merit and fitness. In this pursuit, the Agency aims to:

1. Establish a promotion system that will strictly adhere to the merit principle of selecting employees for promotion on the basis of their relative qualifications and competence to perform the duties of the positions being filled.
2. Create equal opportunities for advancement to all qualified and competent employees in the Agency.

3. Provide a guide for the speedy and fair adjudication of protests of employees against promotion.

• II SCOPE

This plan shall cover all positions in the Agency classified under the first and second levels of the career service in the Central Office, in the regional offices and in the integrated irrigation systems.

III DEFINITION OF TERMS

Promotion - means 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.

Merit Promotion - is a systematic method of selecting the best qualified employee for advancement or promotion on the basis of his/her qualifications, fitness and ability to perform the duties and assume the responsibilities of the position being filled.

Career Service - is a category of service in the Philippine Civil Service characterized by entrance to positions based on merit and fitness to be determined as far as practicable by competitive examinations or based on highly technical qualifications, opportunity for advancement to higher career positions, and security of tenure.

First Level - shall include clerical, trades and crafts, and custodial service positions which involve sub-

professional work in a non-supervisory or supervisory capacity requiring less than four years of collegiate studies.

Second Level - shall include professional, technical, and scientific work in a non-supervisory or supervisory capacity requiring completion of a Bachelor's degree up to Division Chief Level.

Occupational Grouping of Positions - a series of classes of positions in the same occupation or occupational area, arranged by level of difficulty and complexity of work, from the lowest to the highest.

Next-in-Rank Position - refers to a position which by reason of the hierarchical arrangement of positions in the Agency is in the nearest degree of relationship to a higher position, taking into account the following:

- 1) organizational structure/s as reflected in the approved organizational chart;
- 2) salary grade allocation;
- 3) classification and/or functional relationships of position; and
- 4) geographical location.

Qualified Next-in-Rank - refers to an employee appointed on a permanent basis to a position previously determined to be next-in-rank to the vacancy proposed to be filled and who meets the requisites for appointment thereto as previously determined by the appointing authority and approved by the Commission.

Competence - refers to an employee's capability to adequately meet the output requirements of a position which may be gauged collectively thru his past performance, education, training and experience.

Open Position- refers to those positions that do not have any position next-in-rank or residual positions of each level (first or second level) which may be filled by lateral/vertical entry.

Promotional Line-Up - is a listing of incumbents of positions next-in-rank to a vacancy as well as those who, though not next-in-rank, are deemed qualified and competent together with all necessary information about each incumbent.

IV BASIC POLICIES

1. Whenever a position in the first or second level becomes vacant, the officers or employees in the Agency who occupy positions deemed to be next-in-rank to the vacancy, competent and qualified shall be initially considered for promotion to the vacancy.

In the absence of qualified candidates within the Agency for positions in the second level, officers and employees in other government agencies, departments or bureaus, who occupy next-in-rank positions and who possess the minimum requirements of the position to be filled may also be considered.

2. An employee of the Agency, who is holding a career service

position but not next-in-rank to the position to be filled, may be considered for promotion provided he meets the prescribed qualification standards of the position and provided further that his qualifications and competence are superior to that of the next-in-rank candidate.

At the entry level in the second level, between a career employee and a non-career employee, the career employee shall be given priority.

3. In filling any new position except at the lowest level, existing positions in the Agency which are similar or allied to the new position shall be considered next-in-rank to the new position.
4. No official or employee shall be considered for promotion unless his performance rating for the last two (2) semesters is at least "Very Satisfactory".
5. The Selection Board shall be responsible for determining the qualifications and establishing the ranking of all employees competing for a particular position based on the criteria so established.

The composition of the Selection Boards, established in accordance with CSC MC No. 18, s. 1988 as amended by CSC MC No. 38, s. 1989, is as follows:

A. Central Office

1) First Level Vacancies

- a) The Manager, Personnel Division
- b) Designated representative of management

- c) The Manager of the Division where the vacancy is
- d) Designated representative of the duly accredited employee association in the Agency who may or may not be a member of said association

2) Second Level Vacancies

- a) The Manager, Personnel & Records Management Department
- b) Designated representative of management
- c) The Manager of the Department/Staff where the vacancy is
- d) Designated representative of the duly accredited employee association in the Agency who may or may not be a member of said association

B. Regional Office

1) First Level Vacancies

- a) Regional Administrative Officer
- b) Representative of the rank and file from the first level to be chosen by the duly accredited employee association in the Region/Provincial Irrigation Office/Irrigation System who may or may not be a member of said association
- c) Division Chief concerned or his representative

2) Second Level Vacancies

- a) Regional Manager
- b) Representative from the second level to be chosen by the duly accredited employee association in the Region/Provincial Irrigation Office/Irrigation System who may or may not be a

member of said association

c) Division Chief concerned or his representative

6. When two or more employees meet the minimum requirements of the position to be filled, an objective process (e.g. testing) of determining who is the most fit and meritorious among all the applicants shall be adopted. However, in cases where two or more employees most competent and qualified are next-in-rank to the position, preference shall be given to the employee in the organizational unit where the vacant position belongs.
7. Lack of confidence shall not be accepted as a special reason for disqualifying an employee from promotion. The special reason must be real and substantial to be considered sufficient for his disqualification.
8. A temporary assignment or designation to a higher position shall not be made a basis for priority in promotion.
9. In a chain of promotions, the disapproval of the appointment of an employee proposed to a higher position invalidates the promotion of those in the lower positions and automatically restores them to their former positions. However, they are entitled to the payment of salaries for services actually rendered at the rate fixed in their promotional appointments.
10. When an employee who is legitimately entitled to promotion is administratively charged, the position to which he should have been promoted shall not be filled until after the

administrative case shall have been finally decided. However, when the exigencies of the service require immediate filling of the position, then it shall be filled by temporary appointment to end as soon as the employee legitimately entitled to it is exonerated. If he is found guilty, he shall be disqualified for promotion for a period based on the penalty imposed as prescribed by the Commission.

V PROCEDURES ON PROMOTION

The following procedures shall be observed by this Agency in filling vacant position whether in the first or second level positions of the career service.

1. When a vacancy occurs, the Department Manager (CO)/Regional Irrigation Manager/Operations Manager (Integrated Irrigation Systems) who wishes to have the vacancy filled shall submit a request for authority to fill the vacant position for approval of the Administrator, thru the respective Assistant Administrator.
2. Upon approval of the authority to fill the vacant position, the Manager of the Personnel Division (CO)/Administrative Division [Region/Integrated Irrigation Systems (MARIIS/UPRIIS)] shall:
 - 2.1 Advertise the vacant position to be filled on the bulletin board, specifying therein the title, Item no., salary grade and total compensation of the position, the qualification

Requirements thereof, including the required field of specialization/other job requirements, if any.

2.2 Prepare a list of candidates which shall include employees who are next-in-rank and others who are not next-in-rank but who applied for the position.

2.3 Collate all necessary supporting papers duly accomplished/authenticated.

(Personal Data Sheets, performance ratings, proofs of training and seminars taken, etc.).

2.4 Conduct a reference check of applicant's work experience, school records and personal reference when necessary.

2.5 Determine qualified candidates, taking into consideration the qualification standards/job requirements of the position.

2.6 Make a preliminary comparative assessment/evaluation of the competence and qualifications of candidates who meet the minimum requirements in accordance with the factors for selection/promotion.

(for Central Office - c/o the Secretariat)

2.6.1 Evaluating the candidates

To determine the comparative competence and qualifications of the candidates for appointment/promotion, they shall be compared on the basis of the following factors:

- a. Performance - this shall be based on last two performance ratings of the employee. However, no employee shall be considered for promotion unless the last two performance ratings is at least "Very Satisfactory".
- b. Education and Training - these shall include educational background and the successful completion of training courses, scholarships, training grants, and others. Such education and training must be relevant to the duties of the position to be filled.
- c. Experience and Outstanding Accomplishments - these shall include occupational history, work experience, and accomplishments worthy of special commendation.
- d. Physical Characteristics and Personality Traits - these refer to the physical fitness, attitudes and personality traits of the individual which must have a bearing on the position to be filled.
- e. Potential - this takes into account not only the employee's capability to perform the

duties and assume the responsibilities of the position to be filled, but also those of higher and more responsible positions.

2.7 Prepare and submit a promotional line-up to the Selection Board, which shall include all candidates who are deemed qualified and competent for promotion to the vacancy, clearly identifying therein incumbents of positions next-in-rank to the position to be filled. The comparative assessment/evaluation sheet so prepared shall be attached to the list, to give comparative information of the candidates' education and training, civil service eligibility, performance rating, experience and outstanding accomplishments, physical characteristics, personality traits and potential.

In the case of a vacancy in the second level, the list shall include applicants from other government agencies, bureaus or departments, if any.

3. The Selection Board of the Central Office/Region/Integrated Irrigation Systems, as the case may be, shall then meet and evaluate the qualifications of the candidates included in the promotional line-up in accordance with this Plan. In evaluating the qualifications of the candidates the Selection

Board shall:

3.1 Review evaluation/assessment sheet prepared by the Personnel Office.

3.2 Conduct tests and interviews when necessary.

A candidate who refuses to take the test shall lose his ranking.

4. The Selection Board shall determine en banc the list of recommended employees from which the appointing authority may choose the person to be promoted, arranged in an order of priority based on the points the candidates obtained in the comparative assessment of their qualifications in accordance with Sec. 5 of CSC Res. No. 83-343.

However, if there is only one (1) candidate, the Selection Board may resort to a referendum.

5. The appointing authority shall assess the merits of the Board's recommendation and select the employee he deems best qualified to fill the vacancy.

6. The Personnel Division (CO)/Administrative Division (Region/Integrated Irrigation Systems) shall post on the bulletin board a monthly summary of appointments/promotions issued.

7. A next-in-rank employee, who feels aggrieved by a promotional appointment, may file an appeal as provided herein. However, only regular and permanent employees who hold positions next-in-rank to the higher position to be filled, as specified in

a System of Ranking Positions, and who are competent and qualified, may appeal.

8. An appointment shall take effect upon assumption of duty by the appointee but not earlier than the issuance of the appointment. The appointment, however, shall be submitted to the Civil Service Commission within sixty (60) days from its issuance, otherwise, the appointment becomes ineffective thereafter.

VI. PROTEST

1. Appointment/promotion which may be the subject of a protest

The following appointments may be protested:

- a) An appointment made in favor of another next-in-rank employee who is not qualified;
- b) An appointment made in favor of one who is not next-in-rank;
- c) An appointment made in favor of one who is appointed by transfer and not next-in-rank, or by reinstatement or by original appointment, if the employee making the protest is not satisfied with the written special reason or reasons given by the appointing authority for such appointment.

2. Who may file a protest

Only a qualified next-in-rank officer or employee who is not considered for promotion to the next higher position may

file a protest with the head of the Agency.

3. Form and contents of the protest. (Annex A)

The protest shall be written in clear, simple and concise language and in a systematic manner and shall contain the following:

- a) the position contested including its item number and the salary per month attached thereto;
- b) the full name, office, position and salary per month of both the protestant and the protestee;
- c) the specifications of the protest;
- d) personal data sheet of the protestant showing his education and training, experience, outstanding accomplishments, civil service eligibility, latest performance ratings for the last two (2) rating periods;
- e) a certified true copy of the approved organization chart/s of the office where either the protestee or protestant or both belong.

4. Where to file protest

A qualified next-in-rank officer or employee in the Central Office may file his protest against an appointment or promotion with the Administrator. A protestant in the Region may file his protest thru the Regional Irrigation Manager. The latter shall forward the protest including all the pertinent documents to the Administrator.

5. When to file protest

The protest may be filed within fifteen (15) days from the date the notice of the issuance of the appointment was posted on the Bulletin Board. Failure to file a protest within the prescribed period shall be deemed a waiver of one's right and no protest shall thereafter be entertained.

6. Procedure

6.1. The Administrator shall decide the case within thirty (30) days from receipt of protest. At his discretion, he may refer the protest to the Protest Committee constituted as follows:

- | | | |
|-----------|---|---|
| Chairman | - | The Assistant Administrator
for Administrative Services |
| Members | - | The Manager
Personnel & Records Management
Department |
| | - | The Manager
Management Services Department |
| | - | The Manager
Legal Department |
| | - | The Department Head concerned |
| Secretary | - | To be designated by the Chairman |

6.2. The Protest Committee shall, within fifteen (15) days from receipt, evaluate the reasons presented by the protestant and submit in writing to the Administrator its findings and recommendations. The Administrator shall finally decide within fifteen (15) days who shall be promoted to the contested position.

6.3. A copy of the decision of the Administrator shall be furnished the official or employee adversely affected within five (5) days from receipt of the Administrator's decision by the Personnel Division.

6.4. If the aggrieved party is not satisfied with the decision, he may further appeal to the Merit Systems Protection Board, Civil Service Commission within fifteen (15) days from receipt thereof.

7. Effect of protest on the appointment

A protest shall not render an appointment ineffective, if the appointee assumes the duties of the position. The appointment may be approved if the appointee meets the qualification standards prescribed for the position, subject, however, to the final outcome of the protest case.

8. Effect of withdrawal of protest

A protest may be withdrawn at any time as a matter of right. The withdrawal of the protest shall terminate the protest case.

9. Appointment to similar or comparable position

The acceptance of an appointment by the protestant to a similar or comparable position shall render his protest moot and academic.

10. When protest is deemed filed

A protest is deemed filed, in case the same is sent by registered mail, on the date shown by the postmark on the

envelope which shall be attached to the record of the case; and, in case of personal delivery, on the date of receipt by the NIA Central Office or Regional Office, as the case maybe, as appearing on the stamp of receipt by the receiving unit.

11. Grounds for dismissal of protest

A protest may be dismissed on the following grounds:

- a) The protestant is not next-in-rank;
- b) The protestant is next-in-rank but not qualified;
- c) The protest is general, i.e., it does not specify a particular protestee as when the protest is against "anyone who is appointed to the position" or there are two or more protestees;
- d) The protest is not in accordance with the required form as provided in these rules, such as telegram or radio message.

12. Effect of decision

In case the protest is finally decided in favor of the protestant, the appointment of the protestee shall be rendered ineffective and/or disapproved and shall be accordingly noted in the appropriate personnel records such as File 201 and service card. The protestee shall be reverted to his former position.

13. Execution of decision

The decision of the Commission in a protest case shall

be executory, unless a motion for reconsideration is reasonably filed, in which case the execution of the decision shall be held in abeyance.

14. Effect of pendency of certiorari with Supreme Court

The filing and pendency of an action for certiorari with the Supreme Court shall not stop the execution of the final decision of the Commission unless the Court issues a restraining order or an injunction.

15. Non-execution of decision

A head of office or Agency or his deputy who willfully refuses or fails to implement the final resolution/decision, order or ruling of the Commission to the prejudice of the public service and the party affected, shall be personally liable for the payment of salaries and other money benefits corresponding to the delay in the execution thereof. For this purpose, the Commission shall issue the necessary order.

16. Computation of Time

In computing any period of time prescribed by these protest rules, the first day shall be excluded and the last day included unless it be a Saturday, a Sunday or a legal holiday, in which case the period shall run until the end of the next day which is neither a Saturday, a Sunday or a legal holiday.

VII RESPONSIBILITIES

1. It shall be the responsibility of all officials and employees

of this Agency to enforce and follow strictly the provisions of this Plan and all laws, rules and regulations related thereto.

2. The Personnel Division/Unit Chief shall inform all officials and employees of this Merit and Promotion Plan and shall assist them in the proper implementation thereof.
3. The Selection Board shall maintain records of deliberations which shall be available for inspection by the Civil Service Commission or its duly authorized representatives.

VIII EFFECTIVITY

This Plan shall take effect immediately upon its approval by the Civil Service Commission. Any subsequent changes in, or amendments to this Plan shall be subject to the approval by the Civil Service Commission and shall not take effect until six (6) months from date of approval.

(Sgd.) JOSE B. DEL ROSARIO, JR.
Administrator

Annexes:

- Annex A - Prescribed protest form
- B-1 - Evaluation Sheet (First Level)
- B-2 - Evaluation Sheet (Second Level)
- C-1 - Potential Assessment Form (First Level)
- C-2 - Potential Assessment Form (Second Level)
- D - Interview Assessment Form

Republic of the Philippines
PAMBANSANG PANGASINAHAN NG PATUBIG
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

PROTEST/ APPEAL

Name of Protestant/Protestee-Appellant

versus

Name of Protestee/Protestant-Appellee

CONTESTED POSITION

Position Title: _____
Item No.: _____ Page: _____
Authorized Salary: _____ per month
Organizational Unit: _____

Present Position of Protestant/Protestee-Appellant

Position Title: _____
Item No.: _____ Page: _____
Actual Salary: _____ per month
Organizational Unit: _____

TO:

I hereby register my protest/appeal against the appointment of Protestee/Protestant-Appellee for the following reason:

(State clearly the facts and the grounds for the protest)

Date

Signature

EVALUATION SHEET

(First Level)

I. PERFORMANCE (25 points)

Basic 10 points

Incentive/Bonus 15 points

1.00 - 1.15	-	15
1.16 - 1.30	-	13.5
1.31 - 1.45	-	12
1.46 - 1.60	-	10.5
1.61 - 1.75	-	9.0
1.80 - 1.95	-	7.5
1.96 - 2.10	-	6.0
2.11 - 2.25	-	4.5
2.26 - 2.40	-	3.0
2.41 - 2.50	-	1.5

II. EDUCATION AND TRAINING (20 points)

A. For all First Level Positions except Trades & Crafts

Basic 5 points

Incentive/Bonus 12 points

1) Completion of a relevant degree - 6 points

- a) 54 and above units plus 5 points
- b) 42 to 53 units plus 4 points
- c) 29 to 41 units plus 3 points
- d) 16 to 28 units plus 2 points
- e) 3 to 15 units plus 1 point

2) Relevant training completed

- a) 300 hours or more plus 6 points
- b) 251 to 299 hours plus 5.25 points
- c) 201 to 250 hours plus 4.50 points
- d) 161 to 200 hours plus 3.75 points
- e) 121 to 160 hours plus 3.00 points
- f) 81 to 120 hours plus 2.25 points
- g) 41 to 80 hours plus 1.50 points
- h) 8 to 40 hours plus 0.75 points

Note: Orientation and reorientation courses including those which are supposed to be undertaken by all employees shall not be given bonus points as these are given as a matter of course.

Sessions inherent to the performance of the duties of the position and which are conducted periodically shall not be credited as training. (Ex. Strategic Planning Sessions)

B. For Trades and Crafts Positions	15 points
Basic	5 points
Incentive/Bonus	10 points
1) completion of a relevant vocational course	5 points
2) Relevant training completed	
a) 200 or more hours	5 points
b) 151 to 199 hours	4 points
c) 101 to 150 hours	3 point
d) 51 to 100 hours	2 point
e) 5 to 50 hours	1 point

III. EXPERIENCE

A. For all First Level Positions except Trades and Crafts	(25 points)
Basic	10 points
Incentive/Bonus	15 points
Specialized Relevant experience:	
10 years or more plus	15.0 points
9 years plus	13.5 points
8 years plus	12.0 points
7 years plus	10.5 points
6 years plus	9.0 points
5 years plus	7.5 points
4 years plus	6.0 points
3 years plus	4.5 points
2 years plus	3.0 points
1 year plus	1.5 point

Note: Relevant experience earned in the organizational unit (Same Division/Staff/Dept.) where the vacancy occurs shall be credited for one (1) point per year; those earned in another organizational unit (Division/same Dept.) shall be credited with one half (1/2) point per year and those earned outside the Department (Diff. Division/Diff. Dept.) one fourth (1/4) count per year.

B. For Trades and Crafts Positions (25 points)

Basic 10 points

Incentive/Bonus 15 points

Specialized or relevant experience:

10 years or more plus	15 points
9 years plus	13.5 points
8 years plus	12.0 points
7 years plus	10.5 points
6 years plus	9.0 points
5 years plus	7.5 points
4 years plus	6.0 points
3 years plus	4.5 points
2 years plus	3.0 points
1 year plus	1.5 points

V. PHYSICAL CHARACTERISTICS AND PERSONALITY TRAITS-

(To be applied only when necessary)

(Maximum of four (4) traits depending on vacancy)

A. For all First Level Positions except Trades
and Crafts (10 points)

**Total scores based on
Interview Assessment Form**

Point Equivalent

20	10 points
19	9 points
18	8 points
16 - 17	7 points
14 - 15	6 points
12 - 13	5 points
10 - 11	4 points
8 - 9	3 points
6 - 7	2 points
4 - 5	1 point

V. POTENTIAL

(15 points)

Total Scores based on Potential Assessment Form

Point Equivalent

40	15 points
38 - 39	14 points
36 - 37	13 points
34 - 35	12 points
32 - 33	11 points
30 - 31	10 points
28 - 29	9 points
26 - 27	8 points
24 - 25	7 points
22 - 23	6 points
20 - 21	5 points
18 - 19	4 points
16 - 17	3 points
14 - 15	2 points
12 - 13	1 point

VI. SPECIAL CITATION

(5 points)

- Exemplary performance over and above the call of duty
- Demonstrated acts of courage/honesty
- Special contribution resulting to substantial benefits for the Agency whether monetary or non monetary

EVALUATION SHEET (Second Level)

I. PERFORMANCE (25 points)

Basic 10 points

Incentive/Bonus 15 points

1.00 - 1.15	-	15
1.16 - 1.30	-	13.5
1.31 - 1.45	-	12.0
1.46 - 1.60	-	10.5
1.61 - 1.75	-	9.0
1.76 - 1.90	-	7.5
1.91 - 2.10	-	6.0
2.11 - 2.25	-	4.5
2.26 - 2.40	-	3.0
2.41 - 2.50	-	1.5

II. EDUCATION AND TRAINING (20 points)

Basic 8 points

Incentive/Bonus 12 points

1 to 5 masteral units	- plus	0.5 points
6 to 9 masteral units	- plus	1.0 points
10 to 13 masteral units	- plus	1.5 points
14 to 17 masteral units	- plus	2.0 points
18 to 21 masteral units	- plus	2.5 points
22 to 25 masteral units	- plus	3.0 points
26 to 29 masteral units	- plus	3.5 points
30 to 33 masteral units	- plus	4.0 points
34 to 36 masteral units	- plus	4.5 points

Master's Degree 5.0 points

1 to 6 doctoral units	- plus	1.0 points
7 to 12 doctoral units	- plus	2.0 points
13 to 18 doctoral units	- plus	3.0 points
19 to 24 doctoral units	- plus	4.0 points
25 to 30 doctoral units	- plus	5.0 points
31 to 36 doctoral units	- plus	6.0 points

Doctorate Degree 7.0 points

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

15 points

10 points

Orientation and recertification courses including those which are supposed to be undertaken by all employees shall not be given bonus points as these are given as a matter of course.

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

- 2 doctoral units

Note: Relevant experience earned in the organizational unit (Same Division/Staff Dept.) where the vacancy occurs shall be credited for one (1) point per year; those earned in another organizational unit (Division/same Dept.) shall be credited with one half (1/2) point per year and those earned outside the Department (Diff. Division /Diff. Dept.) one fourth (1/4) count per year.

IV. PHYSICAL CHARACTERISTICS AND PERSONALITY TRAITS - (10 points)
(To be applied only when necessary)

(Maximum of four (4) traits depending on vacancy)
Interview shall be conducted on band

Total scores based on Interview Assessment Form	Point Equivalent
20	10 points
19	9 points
18	8 points
16 to 17	7 points
14 to 15	6 points
12 to 13	5 points
10 to 11	4 points
8 to 9	3 points
6 to 7	2 points
4 to 5	1 point

V. POTENTIAL (15 points)

Total Scores based on Potential Assessment Form	Point Equivalent
40	15 points
38 - 39	14 points
36 - 37	13 points
34 - 35	12 points
32 - 33	11 points
30 - 31	10 points
28 - 29	9 points
26 - 27	8 points
24 - 25	7 points
22 - 23	6 points
20 - 21	5 points
17 - 19	4 points
14 - 16	3 points
11 - 13	2 points
8 - 10	1 point

VI. SPECIAL CITATION FOR : _____

(5 points)

- A. Exemplary performance over and above the call of duty.
- B. Demonstrated acts of courage/honesty.
- C. Special contribution resulting to substantial benefits, monetary or non-monetary.

NAME: _____ AGE: _____

PRESENT POSITION: _____ SALARY: _____

CONSIDERED TO THE POSITION OF: _____

POTENTIAL ASSESSMENT FORM
(First Level)
(To be accomplished by the Supervisor)

Instructions:

As the immediate supervisor of the candidate, you are to rate him on certain factors based on the following levels of standards with their corresponding point score.

LEVEL		POINT SCORE
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
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.

First Level

	1	2	3	4	5
1. Interpersonal Skills	Often antagonizes others. Attitudes, manners, habits or language, often complained about.	Occasionally antagonizes others. Occasionally complained about. Lacks tact or desire to be helpful. Very limited ability in getting along and working well with others.	Fairly good ability in getting along and working well with others.	Ability in getting along and working well with others; above average.	Invariably impresses others with manner and attitude of helpfulness. Excellent ability in relating well with others and influencing/inspiring them.
2. Work attitude	Indifferent and inattentive towards work. Stays around.	Sometimes more productive; makes unnecessary excuses when required to perform additional duties/work/overtime.	Moderately interested in work.	Enthusiastic about work. Exerts extra effort when through with his assignment.	Shows marked enthusiasm towards work; of extra effort. Innovative.
3. Dependability/ Promptness	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, maybe relied upon to finish new assignment with minimum instruction.	Highly dependable; maybe entrusted with delicate tasks with very minimum supervision.
4. Job Knowledge (present position)	Has no adequate knowledge of job despite orientation/training given.	Does low quality of work. Weak in some areas. Needs coaching every now and then.	Has adequate understanding of jobs; can perform work under normal supervision.	Has more than adequate knowledge of job. Is able to impart his knowledge to co-workers.	Has mastery of the job. Does high quality of work. Has the ability to impart and share his knowledge with his subordinates peers and other employees within or outside his unit through workshops, seminars as resource speaker.
5. 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 adjust to new work/procedure after careful instructions.	Readily adjustable to new work with brief instructions; welcomes challenges.	Does successfully well in several lines of work. Highly capable of adjusting to changes.

	1	2	3	4	5
6. Cooperation	Is inconsiderate & unwilling to work with or to assist others.	Sometimes antagonistic and fails to get along well with others.	Cooperates as requested. Works reasonably well with others.	Is helpful and pleasant with others. Shows initiative.	Brings out the best in others. Shows marked willingness to guide/assist others in their work.
7. Communication Skills	Unable to express ideas; incomprehensible.	Not so clear and effective in expressing ideas.	Fairly effective and clear in expressing ideas.	Effective and clear in expressing ideas.	Very effective in expressing ideas.
8. Initiative	Generally lacks initiative and resourcefulness; needs to be prodded.	Exercises very little initiative or resourcefulness.	Occasionally shows some initiative and resourcefulness.	Frequently shows initiative and resourcefulness.	Generally shows exceptional initiative and resourcefulness; a self-starter.

RATED BY:

Div. Mgr./PIE/IS

CONCURRED BY:

Dept. Mgr./RIM/DM

NAME: _____ AGE: _____

PRESENT POSITION: _____ SALARY: _____

CONSIDERED TO THE POSITION OF: _____

POTENTIAL ASSESSMENT FORM
(Second Level)
(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.

LEVEL	POINT SCORE
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
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.

Second Level

	1	2	3	4	5
1. Supervisory Ability	Cannot plan and organize work. Does not delegate and check work assigned to subordinate.	Usually develops very little time to job planning. Needs assistance in managing subordinates. Cannot meet deadlines most of the time.	Generally adequate; sometimes systematic; sometimes meets deadlines.	Very good organizer, meets target within time scheduled; distributes work properly; capitalizes on strengths of subordinates.	Exceptional ability in organizing work and in managing subordinates. Submits assignments ahead of deadline.
2. 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. Sometimes introduces new procedures followed by others.	Shows very keen interest in work. Develops creative ideas.	Exceptionally resourceful; often improves methods of doing job. Encourages improvements.
3. Communication Skills	Vague and incoherent in oral and/or written communication. Can hardly express ideas.	Needs improvement; shows marked difficulty in communication orally or in writing.	Generally adequate; puts ideas/instructions across satisfactorily.	Expresses himself very reasonably well; clear and effective orally and in writing.	Superior ability to express his thoughts in clear, concise and convincing manner orally and in writing. Quick to understand instructions.
4. Decisiveness	Erratic and ignorant in making decisions; fails to decide with dispatch. Fails to consider alternatives.	Decisions maybe relied upon only on routine matters. Occasionally uncertain and hesitant to decide on 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 decisions.	Superior ability to decide matters with precision and promptness. Makes appropriate decision within the defined limits of his authority.
5. Interpersonal Skills	Unapproachable and very bossy. Often tactless and does not show restraint. Uncooperative.	Has difficulty in adjusting to various personalities, and in social 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.	Well liked 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 & supervisors; enthusiastic	Gets along exceptionally well with everybody. Builds thoroughly good lasting relations with co-employees, peers and the public.

	1	2	3	4	5
6. Stress Tolerance	<ul style="list-style-type: none"> Easily rattled or upset when given complicated assignment or when given rush job at short notice. 	<ul style="list-style-type: none"> Loses temper easily when working under pressure most of the time. 	<ul style="list-style-type: none"> Occasionally maintains mature disposition under some stress. 	<ul style="list-style-type: none"> Reliably works well even under pressure. Has high degree of tolerance for tension resulting from increasing volume of work, organization change, environmental conflict, etc. 	<ul style="list-style-type: none"> Exceptionally skillful in handling difficult work situation. Has strong determination to carry on despite great odds.
7. Leadership	<ul style="list-style-type: none"> Can hardly lead/participate in any staff-committee work. Meets in dealing with higher authorities or clientele. Managerial aptitude is not evident. 	<ul style="list-style-type: none"> Occasionally shows readiness in contributing share in problem-solving or decision-making but lacks convincing power. 	<ul style="list-style-type: none"> Usually adequate in representing office in external affairs. Participate in decision-making or group work. 	<ul style="list-style-type: none"> Has above average rapport with staff and clientele. Can ably represent office in meeting. Effective resource person in committee work or conference. 	<ul style="list-style-type: none"> Projects self extra well with peers and higher authorities. Inspires team work to achieve desired objective. Can very capably give of himself either as a resource person in seminar or committee work.
8. Job Knowledge	<ul style="list-style-type: none"> Has no adequate knowledge of job despite orientation/training given. 	<ul style="list-style-type: none"> Does low quality of work. Weak in some areas. Needs coaching every now and then. 	<ul style="list-style-type: none"> Has adequate understanding of job; can perform work under normal supervision. 	<ul style="list-style-type: none"> Has more than adequate knowledge of job. Is able to impart his knowledge to co-workers. 	<ul style="list-style-type: none"> Has mastery of the job. Does high quality of work. Has the ability to impart & share his knowledge with his subordinates & other employees within or outside his unit through workshop seminar as resource speaker.

RATED BY:

Div. Mgr./PIE/IS

CONCURRED BY:

Dept. Mgr./RIH/OM

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 talked with him face to face. Consider whether his personal characteristics, as manifested during the interview, will be an asset or liability to the position now considered. Make your rating of the candidate's characteristics solely on evidence observed during the interview by encircling the corresponding point for each trait.

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. For the total point scores.

TRAITS

POINTS

	1	2	3	4	5
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?	Irritating or indistinct	Understandable but rather unpleasant	Neither conspicuously pleasant or unpleasant	Definitely pleasant and distinct	Exceptional 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 distinctive favorable impression	Impressive commands admiration
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 grasp intent of interviewer's questions	Rather quick to grasping questions and new ideas	Exceptional keen and quick to understand

IRATIS

POINTS

4. Ability to present Ideas. Does he speak logically and convincingly or does he tend to be vague, confused or illogical?

1	2	3	4	5
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 wholeheartedly self-confident and assured?

1	2	3	4	5
Timid, hesitant, easily influenced	Appears to be over self-conscious	Moderately confident of himself	Wholesome self-confident	Shows superior self-assurance

SUMMARY OF RATING FORM

IRATIS

POINTS

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

TOTAL POINTS

Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City

MC No. 03, s. 1991

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND
AGENCIES OF THE NATIONAL AND LOCAL
GOVERNMENTS INCLUDING GOVERNMENT-OWNED
AND/OR CONTROLLED CORPORATIONS WITH
ORIGINAL CHARTERS

SUBJECT : POLICY ON THE USE OF QUALIFICATION STANDARDS

The Civil Service Commission, as the central personnel agency of the government, in pursuit of a more professionalized, efficient, competent and progressive civil service, hereby promulgates the following policies on the use of the qualification standards:

1. The approved Qualification Standards of any agency shall be used as the standard minimum qualification requirements for positions in that agency for purposes of appointments and other personnel actions.

2. These minimum requirements shall, however, be used or considered sufficient for entrance positions in any agency, that is the lowest position in any occupational group.

3. Where the position to be filled up is not an entry position, the minimum qualifications prescribed shall no longer be sufficient unless there are no other applicants or contestants who exceed the minimum qualification standards.

The appointing authority shall determine who among the applicants is most qualified in terms of performance, qualifications and competence and appoint the best qualified candidate.

4. All other issuances of this Commission inconsistent with the foregoing are deemed modified accordingly.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

FUNCTIONS OF THE SELECTION BOARD

The Selection Board shall cater to the recruitment and selection of personnel for appointment in the Career Service whether original, reinstatement or reemployment; It shall likewise provide assistance in the Selection of personnel for advancement in accordance with CSC laws and rules.

The establishment of a Selection Board is deemed necessary to supplement Civil Service Examination which are generally paper and pencil tests. These tests which usually measure general abilities and aptitudes must be supplemented by a selection process that takes into consideration needs germane to particular departments/agencies.

The Board shall have the following set of functions and responsibilities:

1. The Board shall formulate screening procedures like tests and interviews and criteria for evaluation of candidates for position in the first and second level in the career service involving original appointments/promotional appointments and cases of reinstatement and reemployment. It shall likewise determine the competence and qualification of employees considered for promotion.
2. Make a systematic assessment of the qualifications of the candidates, taking into consideration the qualification standards of the position and such other requirement which may be deemed necessary.
3. If necessary, the Selection Board may prescribe the conduct of a selection test/and or other selection devices for employees to be promoted.
4. All the members of the Selection Board shall determine and rank a list of qualified and competent employees from which the appointing authority may choose the person to be appointed.

The Selection Board shall pay special attention to the filling of supervisory positions whether in the first and second level since these positions are vital to the smooth operation of the organizations. For this purpose, the Board shall develop criteria for managership and leadership which shall constitute as one of the instruments for selection of candidates for promotion.

SELECTION PROCESS

A C T I V I T Y

RESPONSIBILITY CENTER

- | | |
|--|--|
| 1. Request for authority to fill vacant position (Annex A) | Department concerned |
| 2. Advertise vacancy (Annex B) for 5 working days | Secretariat |
| 3. Prepare list of candidates | Secretariat |
| a. Include personnel who is next-in-rank but did not apply; inform him in writing to submit requirements | |
| 4. Submission of Potential Assessment Form to Secretariat | Department concerned |
| 5. Collation of all pertinent papers | Secretariat |
| a. Personal Data Sheets duly accomplished | |
| b. Performance ratings for the last two (2) semesters | |
| c. Potential Assessment Forms duly signed by rater-supervisors | |
| d. Training certificates | |
| 6. a. Prepare comparative data/evaluation sheet | Secretariat |
| b. Schedule meeting | |
| 7. Meeting of Selection Board | |
| a. Evaluation of candidates' qualifications | Selection Board |
| b. Certification of qualified candidates according to rank | Selection Board |
| c. Optional: interview candidates; administer tests | Selection Board |
| 8. Inform candidates, in writing, of the results of the evaluation | Secretariat |
| 9. Submit PAS for approval of the Administrator thru Personnel Division Manager | Department Concerned |
| 10. Preparation of Appointment | Recruitment & Appointments Section, Personnel Division |

PROPOSED POSITION

SALARY GRADE

PROPOSED UNIT/STATION

COMPARATIVE DATA

NAME			
Present Position & Status			
Present Station			
Salary/Grade			
Educational Attainment			
C.S. Eligibility			
Training			
Experience			
Length of Service			
Performance as of			

A g e n c y

LIST OF CIVIL SECURITY POSITIONS AS OF JUNE 30, 1990

[illegible]

CERTIFIED CORRECT:

PREPARED BY:

HEAD OF AGENCY

~~PERSONNEL ATTACHED TO THE~~

COMPARATIVE ASSESSMENT FORM

POSITION TO BE FILLED: _____

STATION: _____

SAL. GR. _____

DATE/MO _____

NAME OF CANDIDATES	P O I N T S								REMARK
	APPROPRIATE CIVIL SERVICE ELIGIBILITY	PERFOR- MANCE	EDUCATION AND TRAINING	EXPERIENCE	PHYSICAL CHARAC- TERISTICS AND PERSONALITY TRAITS	POTEN- TIAL	OUTSTANDING ACCOMPLISH- MENT (NOT TO EXCEED FIVE)	TOTAL POINTS	

SUBMITTED BY: _____

QUALIFICATION STANDARDS:

EDUCATION REQUIREMENTS

EXPERIENCE REQUIREMENT

CIVIL SERVICE ELIGIBILITY

POSITIONS UNDER THE NON-CAREER SERVICE

The Non-Career Service shall be characterized by entrance on bases other than those of the usual tests of merit and fitness utilized for the career service and tenure which is limited to a period specified by law, or which is coterminous with that of the appointing authority or subject to his pleasure, or which is limited to the duration of a particular project for which purpose employment was made.

The non-Career Service shall include:

1. Elective officials and their personal or confidential staff;
2. Departments Heads and other officials of Cabinet rank who hold positions at the pleasure of the President and their personal or confidential staff;
3. Chairman and members of commissions and boards with fixed terms of office and their personal or confidential staff;
4. Contractual personnel or those whose employment in the government is in accordance with a special contract to undertake a specific work or job, requiring special or technical skills not available in the employing agency, to be accomplished within a specific period, which in no case shall exceed one year, and performs or accomplishes the specific work or job, under his own responsibility with a minimum of direction and supervision from the hiring agency;
5. Emergency and seasonal personnel.

NAME : _____

AGE : _____

PRESENT POSITION : _____

SALARY : _____

DIVISION : _____

DEPARTMENT : _____

CONSIDERED TO THE POSITION OF : _____

INTERVIEW ASSESSMENT FORM
(To be accomplished by the Promotion Board)

Instructions:

You are to rate the candidate on certain characteristics and traits which can be observed when you talked 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 characteristics 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	2	3	4	5
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?	Irritating or indistinct	Understandable but rather unpleasant	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	Crete rather unfavorable impression	Suitable Acceptable	Crete dis- tinctive favorable impression	Impressive commands admiration
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 mis- understands meaning of questions	Slow to under- stand subtle points, re- quire expla- nation	Nearly grasp intent of interviewer's questions	Rather quick to grasping questions and new ideas	Exceptionally keen and quick to understand

IRAIIS

POINTS

	1	2	3	4	5
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 pluffed? 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

--IRAIIS

POINTS

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

TOTAL POINTS