## Comparative Data Matrix for First Level Positions

### Vacant Position:

<table>
<thead>
<tr>
<th>Item Number:</th>
<th>Education:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SG/Monthly Salary:</td>
<td>Training:</td>
</tr>
<tr>
<td>Office/Division:</td>
<td>Experience:</td>
</tr>
<tr>
<td>Last Incumbent:</td>
<td>Eligibility:</td>
</tr>
<tr>
<td>Date of Assessment:</td>
<td>Preferred Qualification(S):</td>
</tr>
</tbody>
</table>

### CSC Qualification Standards

<table>
<thead>
<tr>
<th>Education:</th>
<th>Training:</th>
<th>Experience:</th>
<th>Eligibility:</th>
<th>Preferred Qualification(S):</th>
</tr>
</thead>
</table>

### Comparative Data Matrix

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Eligibility</th>
<th>Performance Rating</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Aptitude/IQ</th>
<th>Technical/Skills/ Special Exam</th>
<th>Personality Traits</th>
<th>Total Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### Remarks

---

**Prepared by:**

**FO HRMPSB/PSC Chairperson**

**FO HRMPSB/PSC Member**

**FO HRMPSB/PSC Member**

**FO HRMPSB/PSC Member**

**SWEAP Representative**

---
### Comparative Data Matrix for Second Level Positions

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Eligibility</th>
<th>Performance Rating</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Aptitude/IQ</th>
<th>Technical/Skills/ Special Exam</th>
<th>Personality Traits</th>
<th>Total Rating</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>%</td>
<td>%</td>
<td>%</td>
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<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td></td>
</tr>
</tbody>
</table>

**CSC Qualification Standards**

- Education:
- Training:
- Experience:
- Eligibility:

**Preferred Qualification(s)**

- Education:
- Training:
- Experience:
- Eligibility:

---

**Prepared By:**

- FO HRMPSB/PSC CHAIRPERSON
- FO HRMPSB/PSC MEMBER
- SWEAP REPRESENTATIVE

---

**Office:** ________________________________

**Date of Assessment:**

---

**Prepared By:**

- FO HRMPSB/PSC SECRETARIAT
### HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

#### SUMMARY OF ETE RESULTS

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Eligibility</th>
<th>Performance Rating</th>
<th>Education</th>
<th>Training (Title/Conducted by/Period/No. of Hours)</th>
<th>Experience (Position/Office/Period)</th>
<th>50%</th>
<th>Total Rating</th>
<th>Remarks</th>
</tr>
</thead>
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</tr>
</tbody>
</table>

**Note:** This form must be duly signed by the members of the Board/Committee

---

**PSC CHAIRPERSON**

**PSC MEMBER**

**PSC MEMBER**

**PSC MEMBER**

**SWEAP REPRESENTATIVE**

**PREPARED BY:**

**PSC SECRETARIAT**
INTERVIEW RATING FORM

NAME : ____________________________________________
PRESENT OFFICE : ____________________________________
PRESENT POSITION : __________________________________
POSITION DESIRED : __________________________________
DATE : _____________________________________________

<table>
<thead>
<tr>
<th>NUMERICAL RATING (NR)</th>
<th>ADJECTIVAL RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>VERY GOOD</td>
</tr>
<tr>
<td>8</td>
<td>GOOD</td>
</tr>
<tr>
<td>6</td>
<td>FAIR</td>
</tr>
<tr>
<td>4</td>
<td>POOR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NR</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PERSONALITY Traits that will allow the person to work well with others in the office e.g. self-confidence, ability to work with others, independent mindedness, assertiveness</td>
</tr>
<tr>
<td></td>
<td>SELF-EXPRESSION Communication skills or ability to organize, present ideas with clarity and substance</td>
</tr>
<tr>
<td></td>
<td>JOB FIT Ability to perform the requirements of the job</td>
</tr>
</tbody>
</table>

TOTAL

Rated by: ____________________________________________

CHAIRPERSON/ MEMBER OF PERSONNEL SELECTION COMMITTEE/ BOARD

NOTE: The hiring office may add to the categories or criteria above, taking into consideration the required competencies of the position.
NAME OF OFFICE/BUREAU/SERVICE/UNIT
PERSONNEL SELECTION COMMITTEE

RESOLUTION NO. 20 YY- SERIES EX: 0001

Whereas, a vacancy in the position of Click or tap here to enter position, at the Click or tap here to enter Office/Bureau/Service/Unit (the “OBSU”), with SG - Salary Grade, item number Click to enter item number, was created when Indicate whether “resignation/retirement/promotion/transfer” of “name of previous employee” on “indicate date” or newly-created position under NOSCA No. “_________”;

Whereas, in accordance with Civil Service Commission (CSC) Memorandum Circular No. 24, series of 2017, entitled Omnibus Rules on Appointments and other Human Resource Actions, and DSWD Administrative Order No. 12, series of 2020, entitled Revised Merit Selection Plan (MSP) of the Department of Social Welfare and Development, and Republic Act No. 7041, or the Publication Act, the Human Resource Management and Development Service (HRMDS) and the Personnel Selection Committee (the “PSC”) of the OBSU took the following steps to fill the vacancy:

- The vacancy was published/posted in in three (3) conspicuous places at Indicate place(s) from Indicate date to Indicate date.
- A total of Indicate number of applicants responded to the publication/posting and submitted their applications within the deadline set.
- The HRMDS initially assessed the Education, Training and Experience (ETE) of these applicants and found that the following Indicate number applicants met the Minimum Qualification Standards (QS) prescribed by the CSC:
  - ________________________ (name)
  - ________________________ (name)
  - ________________________ (name)
- The HRMDS then invited the applicants who met the CSC Minimum Qualification Standards (QS) to take the IQ Test.
- Of the applicants invited to take the IQ Test, the following Indicate number applicants actually took the IQ Test:
  - ________________________ (name)
  - ________________________ (name)
  - ________________________ (name)
- The HRMDS then endorsed the results of the IQ Test to the PSC for further assessment.
- The PSC then evaluated the of the applicants, and found that the following Indicate number applicants met the passing aggregate rating:
  - ________________________ (name)
  - ________________________ (name)
  - ________________________ (name)
The PSC then endorsed these applicants to the HRMDS.

The HRMDS then invited the applicants for Special/Technical Examination, and the following Indicate number applicants took the Special/Technical Examination:

- _______________________{name}
- _______________________{name}
- _______________________{name}

The HRMDS then endorsed to the PSC the sealed and coded results of the Special/Technical Examination.

The PSC Secretariat then prepared, for further evaluation by the PSC, a Short List of the following Indicate number applicants:

- _______________________{name}
- _______________________{name}
- _______________________{name}

The PSC then invited these applicants for interview, but only the following Indicate number applicants appeared for the interview:

- _______________________{name}
- _______________________{name}
- _______________________{name}

The PSC then compiled and calculated the aggregate ratings of all the applicants, including their scores and ratings for the IQ Test, their ETE, their Special/Technical Examination, and Interview. A copy of the Matrix of the scores and ratings of the applicants is attached as ANNEX Indicate number.

The PSC then endorsed to the HRMPSB the results of the foregoing procedures.

{For positions that were republished because the publication expired, include the following section}

The publication expired on Indicate date with no appointment to the vacancy having been made.

The vacancy was thus republished/reposted in in three (3) conspicuous places at Indicate place(s) from Indicate date to Indicate date.

The HRMDS also notified the previous applicants of the republication/reposting, and the following Indicate number applicants signified their continuing interest in the vacancy:

- _______________________{name}
- _______________________{name}
- _______________________{name}

The following Indicate number applicants also waived their right to retake the IQ Test, the Special/Technical Examination, and the Interview:

- _______________________{name}
A total of [Indicate number] of applicants responded to the republication/reposting and submitted their applications within the deadline set.

Whereas, after the foregoing selection procedures, the following [Indicate number] applicants meet the minimum aggregate score at [Indicate percentage(s)] as previously determined by the PSC:

{Narrative description}

{Narrative description}

{Narrative description}

Whereas, the shortlisted applicants are not related within the third (3rd) degree either of consanguinity or of affinity to the members of the OBS-PSC;

NOW, THEREFORE, the PSC resolves to endorse the results of the evaluation of the above applicants for the abovementioned vacancy to the HRMPSB for review and onward endorsement to the appointing authority.

Resolved this [Indicate date], at Quezon City, Philippines.

__________________________________________
PSC CHAIRPERSON

__________________________________________
PSC MEMBER

__________________________________________
PSC MEMBER

__________________________________________
PSC MEMBER

__________________________________________
SWEAP REPRESENTATIVE

PREPARED BY:

__________________________________________
PSC SECRETARIAT
NAME OF OFFICE/BUREAU/SERVICE/UNIT
FIELD OFFICE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

RESOLUTION NO. 20 YY- SERIES EX: 0001

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- The vacancy was published/posted in in three (3) conspicuous places at Indicate place(s) from Indicate date to Indicate date.
- A total of Indicate number of applicants responded to the publication/posting and submitted their applications within the deadline set.
- The HRMDS initially assessed the Education, Training and Experience (ETE) of these applicants and found that the following Indicate number applicants met the Minimum Qualification Standards (QS) prescribed by the CSC:
  - ________________________
  - ________________________
  - ________________________
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- Of the applicants invited to take the IQ Test, the following Indicate number applicants actually took the IQ Test:
  - ________________________
  - ________________________
  - ________________________
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  - ________________________
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The PSC then endorsed these applicants to the HRMDS.

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- ____________________________ {name}
- ____________________________ {name}
- ____________________________ {name}

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- ____________________________ {name}
- ____________________________ {name}

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- ____________________________ {name}

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- The HRMDS also notified the previous applicants of the republication/reposting, and the following Indicate number applicants signified their continuing interest in the vacancy:

  - ____________________________ {name}
  - ____________________________ {name}
  - ____________________________ {name}

- The following Indicate number applicants also waived their right to retake the IQ Test, the Special/Technical Examination, and the Interview:

  - ____________________________ {name}
Whereas, after the foregoing selection procedures, the following Indicate number applicants meet the minimum aggregate score at Indicate percentage(s) as previously determined by the PSC:

- {name of applicant}, {narrative description}
- {name of applicant}, {narrative description}
- {name of applicant}, {narrative description}

Whereas, the shortlisted applicants are not related within the third (3rd) degree either of consanguinity or of affinity to the members of the OBS-PSC;

NOW, THEREFORE, the PSC resolves to endorse the results of the evaluation of the above applicants for the abovementioned vacancy to the HRMPSB for review and onward endorsement to the appointing authority.

Resolved this Indicate date, at Quezon City, Philippines.

______________________________
FO HRMPSB CHAIRPERSON

______________________________       ________________________________
FO HRMPSB MEMBER       FO HRMPSB MEMBER

______________________________       ________________________________
FO HRMPSB MEMBER       SWEAP REPRESENTATIVE

PREPARED BY:

______________________________
FO HRMPSB SECRETARIAT
TO : [TITLE AND NAME]  
     [Position and OBSU – optional]

FROM : POSITION

SUBJECT : [ XXX ]

DATE : [ DD MONTH YYYY ]

We are pleased to inform you that you are next-in-rank for the vacant ________________ position, SG ___, with item no. __________________________ at the __________________________.

The minimum qualification standards of the abovementioned position are as follows:

Education : 
Experience : 
Training : 
Eligibility :

The preferred qualification standards are the following:

Education :
Experience :
Training :

If you meet the above-mentioned qualifications and interested to vie for the said position please affix your signature on the space provided below and submit the same to the __________________________ via email address __________ together with your updated Personal Data Sheet (PDS) with work experience sheet, copy of CSC eligibility/updated PRC license, and the latest duly signed Individual Performance Contract Review not later than ____________________.

______________Yes, I am interested to apply for the __________________ position.

______________No, I am not interested to be included as one of the candidates for the position mentioned

Failure to submit this together with the other required documents on the above mentioned date shall be construed that you are not interested to apply for the position.

Likewise, request for extension of submission and application with incomplete documents will not be entertained.

JUAN C. DELA CRUZ
BACKGROUND/ CHARACTER CHECK

(through phone interview)

NAME OF APPLICANT: ________________________________

POSITION APPLYING FOR: ____________________ DATE: ___________

NAME OF REFERENCE: ____________________ TITLE: ___________

COMPANY: ____________________ PHONE: ___________

RELATION TO APPLICANT: ____________________

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>ANSWER(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What position did the applicant hold in your company?</td>
<td></td>
</tr>
<tr>
<td>2. Would you rehire this person?</td>
<td>☐ YES ☐ NO</td>
</tr>
<tr>
<td>3. How many years have you worked with the applicant?</td>
<td></td>
</tr>
<tr>
<td>4. Overall, how would you rate his/her performance?</td>
<td></td>
</tr>
<tr>
<td>a. Average</td>
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<tr>
<td>b. Above average</td>
<td></td>
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<tr>
<td>c. Below average</td>
<td></td>
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<tr>
<td>5. What are his/her strong points?</td>
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<tr>
<td>6. What are his/her weak points?</td>
<td></td>
</tr>
<tr>
<td>7. How much supervision does this person require?</td>
<td></td>
</tr>
<tr>
<td>8. Does this person follow through with assigned tasks?</td>
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<tr>
<td>9. Please comment briefly on the applicant’s:</td>
<td></td>
</tr>
<tr>
<td>a. Ability to supervise others; and</td>
<td></td>
</tr>
<tr>
<td>b. Quality of work</td>
<td></td>
</tr>
<tr>
<td>10. Is there any derogatory information about this applicant?</td>
<td></td>
</tr>
<tr>
<td>11. Is there anything you would like to add regarding the applicant’s work or job performance?</td>
<td></td>
</tr>
</tbody>
</table>
Please rate this employee on scale of one (1) to five (5), whereas 1 = poor and 5 = excellent, based on how they have demonstrated the following:

<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reliability</td>
<td></td>
</tr>
<tr>
<td>2. Job competency/ technical skills</td>
<td></td>
</tr>
<tr>
<td>3. Problem Solving</td>
<td></td>
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<tr>
<td>4. Clients service skills/ concern for clients</td>
<td></td>
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<tr>
<td>5. Productivity: performs expected volume of work</td>
<td></td>
</tr>
<tr>
<td>6. Teamwork</td>
<td></td>
</tr>
</tbody>
</table>

CHECKED BY:

________________________________________
SIGNATURE OVER PRINTED NAME
# BRIEFER

## I. VACANCY

<table>
<thead>
<tr>
<th>RECEIPT OF RESOLUTION</th>
<th></th>
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<tbody>
<tr>
<td>RESOLUTION NO.</td>
<td></td>
</tr>
<tr>
<td>POSITION (SG)</td>
<td></td>
</tr>
<tr>
<td>ITEM NUMBER</td>
<td></td>
</tr>
<tr>
<td>STATUS OF POSITION</td>
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<tr>
<td>VACATED BY/REASON</td>
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<tr>
<td>PLACE OF ASSIGNMENT</td>
<td></td>
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<tr>
<td>DATE PUBLISHED (latest)</td>
<td></td>
</tr>
<tr>
<td>EXPIRATION OF PUBLICATION:</td>
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<tr>
<td>CSC QUALIFICATION STANDARD</td>
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<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
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<tr>
<td>Experience</td>
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<tr>
<td>Eligibility</td>
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</table>

## II. EVALUATION OF APPLICANTS

### A. Publication

<table>
<thead>
<tr>
<th>NO. OF APPLICANTS RESPONDED TO THE PUBLICATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NO. OF QUALIFIED APPLICANTS</td>
<td></td>
</tr>
<tr>
<td>NO. OF APPLICANTS INVITED FOR IQT</td>
<td></td>
</tr>
<tr>
<td>NO. OF APPLICANTS WHO TOOK THE IQT</td>
<td></td>
</tr>
<tr>
<td>NO. OF APPLICANTS WHO PASSED THE INITIAL AGGREGATE PASSING RATING</td>
<td></td>
</tr>
<tr>
<td>NO. OF APPLICANTS INVITED FOR SPECIAL EXAM</td>
<td></td>
</tr>
<tr>
<td>NO. OF APPLICANTS WHO TOOK THE SPECIAL EXAM</td>
<td></td>
</tr>
<tr>
<td>NO. OF APPLICANTS INVITED FOR INTERVIEW</td>
<td></td>
</tr>
</tbody>
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Annex G
<table>
<thead>
<tr>
<th>APPEARED IN THE INTERVIEW</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NO. OF APPLICANTS WHO COMPLETED THE SCREENING PROCESS</td>
<td></td>
</tr>
<tr>
<td>NO. OF ENDORSED SHORTLISTED APPLICANTS</td>
<td></td>
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</tbody>
</table>

### III. SUPPORTING DOCUMENTS

<table>
<thead>
<tr>
<th>COMPARATIVE DATA MATRIX</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSESSMENT TOOLS</td>
<td></td>
</tr>
<tr>
<td>BACKGROUND CHECK</td>
<td></td>
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</tbody>
</table>

#### RANKING OF APPLICANTS

<table>
<thead>
<tr>
<th>RANK</th>
<th>APPLICANT</th>
<th>PRESENT POSITION AND OFFICE</th>
<th>EMPLOYMENT STATUS</th>
<th>LENGTH OF SERVICE IN THE DSWD</th>
<th>BACKGROUND CHECK RESULT</th>
<th>RATINGS</th>
</tr>
</thead>
</table>

### IV. OBSERVATIONS/FINDINGS OF CO-HRMPSB SECRETARIAT
Dear Mr./Ms. Click or tap here to enter text.

Cordial Greetings!

This refers to your application for the vacant Click or tap here to enter text. position with item number Click or tap here to enter text. of the Click or tap here to enter text.. Please be informed that the said vacancy has been republished in order to comply with the publication requirement as stipulated under Section 29 of the CSC MC No. 14, series of 2018, which states that “should no appointment be issued within the nine-month period, the agency has to cause the republication and reposting of the vacant position.”

In this regard, please advise us if you are still interested and available to pursue your application for the said vacant position in order for us to facilitate the necessary courses of action related to your application. Please accomplish the reply slip attached and submit the same on/or before Date.. Failure to submit the reply slip within the given timeline shall automatically mean waiving your application.

Very truly yours,

Click or tap here to enter text.
Chairperson
Personnel Selection Committee

REPLY SLIP

In connection with my application to the vacant position with item number Click or tap here to enter text. of the Click or tap here to enter text. may I inform you that (please tick the appropriate box/circle):

☐ I am still interested to pursue my application for the said vacancy1.

   (If yes, please tick the appropriate box below.)

☒ I am willing to be reassessed and be subjected again to the selection process given the republication in case it will be required (please tick the appropriate circle).

   ○ IQT Examination
   ○ Special Examination
   ○ Panel Interview

☐ I am already amenable to the result of my previous assessment and waiving my right to be reassessed.

☐ I am waiving my application because

________________________________________

________________________________________

NAME AND SIGNATURE

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1 If interested, please submit an updated and duly signed Personal Data Sheet (PDS) with work experience sheet and latest Individual Performance Contract Rating for the last rating period prior to the date of assessment or screening (for promotion).
December 29, 2020

SECRETARY ROLANDO JOSELITO D. BAUTISTA
Department of Social Welfare and Development
Batusan Pambansa Complex, Batasan Road
Quezon City

Dear Secretary Bautista:

This refers to the proposed Merit Selection Plan (MSP) of the Department of Social Welfare and Development (DSWD), which was resubmitted to this Office, for appropriate action.

Evaluation of the proposed DSWD MSP shows its compliance with Civil Service Commission Memorandum Circular No. 14, s. 2018¹. Thus, the same is hereby APPROVED.

We look forward to the successful implementation of the DSWD MSP.

Very truly yours,

JUDITH A. DONGALLO-CHICANO
Director IV

cc: Director II Dick N. Echavez
    CSCFO-COA

¹2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018

Bawat Kawani, Lingkod Bayani