



ADMINISTRATIVE ORDER
No. 12
Series of 2020

SUBJECT : Revised Merit Selection Plan (MSP) of the Department of Social Welfare and Development (DSWD)

I. RATIONALE

In accordance with Civil Service Commission (CSC) Memorandum Circular No. 3, series of 2001¹, the Merit Selection Plan (MSP) of the Department under Memorandum Circular No. 35 Series of 2003 was crafted and approved by the CSC in 2004. To provide clarifications thereof and to be more efficient in the selection process, DSWD Administrative Order No. 224, Series of 2002² and DSWD Memorandum Circular No. 15, series of 2008³ were issued, respectively.

In response to the changing needs in human resource management, the CSC saw the urgency to update and consolidate the various issuances on appointment and other human resource actions to facilitate action on all kinds of appointments and simplify its processing. Hence, the CSC, pursuant to CSC Resolution No. 1800692 dated June 16, 2017, adopted and promulgated the 2017 Omnibus Rules on Appointments and Other Human Resource Actions through the CSC Memorandum Circular No. 24, Series of 2017, with its amendments on July 2018.⁴

It is for this reason that the Department's MSP should be revised to provide for the guidelines, policies and procedures, rules and regulations governing the recruitment, selection, placement and promotion processes for first and second level positions of the Department.

II. LEGAL BASES

1. CSC Memorandum Circular No. 14, Series of 2018 or the 2017 Omnibus Rules on Appointments and other Human Resource Actions (Revised July 2018) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009 (June 16, 2017)
2. Republic Act No. 11032 or the Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the Purpose Republic Act No. 9485, otherwise known as The Anti-Red Tape Act of 2007, and for Other Purposes
3. CSC Memorandum Circular No. 24, Series of 2017 or the 2017 Omnibus Rules on Appointments and other Human Resource Actions

¹ Revised Policies on Merit Promotion Plan

² Terms of Reference of the Personnel Selection Board

³ Implementing Guidelines for Memorandum Circular 35, Series of 2003, on DSWD Merit Selection Plan, Rescinding Administrative Order 224, Series of 2002 on Functions and Terms of Reference of Personnel Selection Board

⁴ 2017 Omnibus Rules on Appointments and other Human Resource Actions, Revised July 2018

4. 2017 Rules on Administrative Cases in the Civil Service

III. OBJECTIVES

1. Establish a system characterized by strict adherence to the merit, fitness, equality/fairness and transparency principles in the selection of best qualified and most competent candidate for appointment to the positions in the Department.
2. Provide and institutionalize a competency-based recruitment, selection and placement of talents to vacant positions in the Department in addition to the basic guide in the selection of the employees and in the evaluation of appointments to all positions in the Department which is the qualification standards of the positions in the civil service.
3. Harmonize the Department's internal policies/systems in recruitment, selection and placement based on the policies/systems issued by oversight agencies.
4. Create Equal Employment Opportunities to all qualified men and women to enter the government service and for career advancement in the Department.
5. Provide a guide for the speedy and fair adjudication of protest of employees relative to appointments.

IV. SCOPE AND COVERAGE

This Merit Selection Plan shall cover career and non-career positions in the first and second level positions in the Central Office and Field Offices of the Department.

V. DEFINITIONS OF TERMS

1. **Appointing Authority** – refers to the person duly authorized to issue appointments in the civil service i.e. the DSWD Secretary or his/her authorized official/representative.
2. **Assessment** – is a measurement process or method, which involves multiple evaluation techniques, including various forms of job-related simulations such as written examination, skills test or work sample test, psychological tests, competency based/behavioral event interviews, background investigation, and other forms of job screening activities.
3. **Career Service** – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examinations, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
4. **Comparatively at Par** – predetermined reasonable difference or gap between point scores of candidates for appointment established by the Human Resource Merit Promotion and Selection Board (HRMPSB).
5. **Competency** – is the combination of skills, job attitude, and knowledge which are reflected in job behavior that can be observed, measured and evaluated. It also refers to underlying characteristic of an individual that is causally related to effective



or superior performance in a job. Each job has its own group of competencies or competency model as indicated in the DSWD Competency Dictionary.

The following competencies are critical to the successful performance of functions in the Department:

- a. **Core Competency** relates to the department's values, mission and culture; these are competencies that reflect organizational core capabilities and should be possessed by all employees regardless of function.
 - b. **Functional Competency** pertains to specific bodies of knowledge and skills required to perform the defined activities in a function or job. It includes the abilities to use the procedures, techniques and knowledge of a specialized field.
 - c. **Managerial/Leadership Competency** relates to skills, knowledge and behaviors needed to perform managerial work and processes; it deals with interactions between individuals or groups of people.
6. **Competency Based Interview (CBI)** – an interview technique that uses behavioral questions to assess candidates. Questions are based on critical competencies required to perform the duties/responsibilities of the position, and targets candidate's past performance on desired competencies on the premise that past behavior predicts future performance.
 7. **Deep Selection Process** – a comprehensive process and assessment to determine the top candidates who will be endorsed for possible appointment.
 8. **Education** – refers to the formal or non-formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities in the Position Description Form (PDF) of the position to be filled.
 9. **Eligibility** – refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, Eligibilities for skilled positions granted under CSC MC No. 10 series of 2013, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as the Professional Regulatory Commission (PRC) conducted board examinations, the Supreme Court(SC) conducted bar examinations or the Career Executive Service Board (CESB) conducted CES examinations among others.
 10. **First level Positions** - shall include clerical, trades, crafts, and custodial service positions, which involve non-professional or sub-professional, work in a non-supervisory or supervisory capacity requiring less than four years of collegiate studies.
 11. **Highly Technical Positions** - refers to positions, which require the occupant to possess skill or training in a supreme or superior degree, like that of a scientist.
 12. **Human Resource Merit Promotion and Selection Board** – is a duly constituted body that shall assist the appointing authority in the judicious and objective selection of candidates for appointment in the Department in accordance with the Approved MSP and shall submit to the appointing authority the top five (5) ranking candidates or less deemed most qualified for appointment to the vacant position.

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13. **Human Resource Merit Promotion and Selection Committee (HRMPSC)** – is a duly constituted body that shall serve as the screening panel of the Office/Bureau/Service in the Department for the filling up of existing vacant positions in accordance with the approved Agency Merit Selection Plan (MSP).
14. **Next-in-Rank Position** – refers to a position which by reason of the hierarchical arrangement of positions in the agency or in the government is determined to be in the nearest degree of relationship to a higher position, as contained in the agency's System of Ranking Positions (SRP). A next-in-rank employee occupies the next lower position in the occupational group under which the vacant position is classified, and in other functionally related occupational groups.
15. **Non-Career Service** - positions in the civil service characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to a period specified by law, or which is (3) coterminous with that of the appointing authority or subject to his/her pleasure.
16. **Other non-career positions** – Secretaries and other officials of Cabinet rank who hold their positions at the pleasure of the President and their personal confidential staff; 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/her own responsibility with a minimum of direction and supervision from the hiring agency; and emergency and seasonal personnel.
17. **Policy-determining positions** - refers to positions which vest in the occupant the power to formulate policies for the government or any of its agencies, subdivisions, or instrumentalities, like that of a member of the cabinet.
18. **Prescribed Qualifications** – specific or higher standards including the required competencies that are set and preferred by the HRMPSC/FO HRMPSB for a position which shall include education, experience, training, and eligibility (if applicable) that are essential in the performance of the job.
19. **Primarily Confidential positions** – positions requiring utmost confidence on the part of the appointing authority and relation between the appointee and the officer involves the highest degree of trust, which include Private Secretary, Executive Assistant, Technical Assistant, Confidential Agent, Confidential Assistant, Confidential Aide, Personal Driver and such other positions as may be duly identified and located therein.
20. **Probationary period**- the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF). The duration of probationary period is generally six months or depending on the duration period as required by the position.
21. **Promotion** – the advancement of a career 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. Promotion may be from one department or agency to another or from one organizational unit to another within the same

department or agency. Provided, however, that any upward movement from non-career service to the career service and vice versa shall not be considered as a promotion but as reappointment.

22. **Qualification Standards** – the minimum and basic requirements for the positions in government which shall include education, training, experience, Civil Service eligibility, physical fitness and other qualities required for the successful performance of the duties and responsibilities of the position. These shall serve as the basic guide in the selection of the employees and in the evaluation of appointments to all positions in the government.
23. **Qualified Next-in-Rank** - refers to an employee appointed on a permanent basis to a position previously determined to be a next-in-rank to the vacancy and who meets the requirements for appointment thereto as previously determined by the appointing authority and approved by the Civil Service Commission.
24. **Relevant Experience** – refers to previous employment or jobs or volunteer work on a full time basis either in the government or private sector, whose duties, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the Position Description Form of the position to be filled.
25. **Relevant Training** – refers to formal or non-formal training courses such as seminars, workshops, and others that will enhance one's knowledge, skills, capabilities, and attitude, and enable the candidate to successfully perform the duties and responsibilities as indicated in the Position Description Form of the position to be filled.
26. **Second Level Positions** - shall include positions up to division chief level, characterized by professional, technical, and scientific work in a non-supervisory or supervisory capacity requiring at least four years of collegiate studies or baccalaureate degree.
27. **Selection Line-Up** – refers to the list of applicants assessed to be qualified and competent for consideration to a vacancy based on, but not limited to, their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, competencies, personality traits, potential, work habit and written examination.
28. **Superior Qualifications** - refers to the outstanding relevant qualifications and meritorious accomplishments/achievements, such as, but not limited to work performance, educational attainment, and trainings appropriate for the position to be filled. It shall include demonstration of exceptional job mastery and proven ability to handle higher/complex responsibilities as certified by his/her immediate supervisor attested to by the appropriate performance management committee.
29. **System of Ranking Positions** – is the arrangement of positions which shall be a guide in determining which position is next-in-rank, taking into consideration the following:
 - a. Organizational structure;
 - b. Classification and functional relationship of positions; and
 - c. Geographical location.

VI. GENERAL POLICIES ON APPOINTMENTS

1. Selection of employees for appointment shall be opened to all qualified individuals according to the principle of merit and fitness.
2. There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity expression, civil status, disability, religion, ethnicity or political affiliation to provide equal employment opportunity provided candidates for appointment meet the minimum qualification standards of the position to be filled.
3. Appointments in the Civil Service shall be made only according to merit and fitness. Merit and fitness shall be determined, as far as practicable, by competitive evaluation and competency-based assessment. This does not apply to appointments which are policy determining, primarily confidential or highly technical.
4. When the position in the first or second level becomes vacant, applicants and candidates for the position who are competent, qualified and meet the eligibility requirement may apply for **permanent** position.
5. An employee should have obtained at least Very Satisfactory (VS) performance rating in the last rating period prior to the date of assessment or screening before being considered for promotion or transfer. This shall not be required for promotion from first to second level entry position.

An official or employee who is on official leave of absence, for reasons such as maternity leave, local or foreign scholarship, training grant, or other CSC-authorized official leaves, may be considered for promotion. In such cases, a performance rating of at least VS in the last rating period prior to the leave of absence shall be required. If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty or upon return from official leave of absence/maternity leave, scholarship or training grant.

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

6. The Department shall not fill-up vacancies resulting from promotion until the promotional appointments have been approved/ validated by the CSC, except those conferred with PRIME-HRM Bronze/Silver/Gold award or in meritorious cases, as may be authorized by the Commission. As prior notice, promotional appointments shall include a notation stating that the employee shall be reverted to his/her former position in case the promotional appointment is disapproved/invalidated.⁵
7. An employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position except when the promotional appointment falls within the purview of any of the following exceptions:

⁵ CSC MC No. 21, s. 2019 - Amendment to Section 96 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018



- a. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking Positions (SRP) of the agency.
 - b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.
 - c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, Psychologist or Information Technology Officer/Computer Programmer positions.
 - d. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions.
 - e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard, but not limited to:
 - e.1 Educational achievements
 - e.2 Highly specialized trainings
 - e.3 Relevant work experience
 - e.4 Consistent high performance rating/ranking
 - f. The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems.
 - g. Other meritorious cases, such as:
 - g.1 When the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
 - g.2 When the qualified next-in-rank employees waived their right over the vacant position in writing
 - g.3 When the next-in-rank position, as identified in the agency SRP is vacant
 - g.4 When the next-in-rank employee/s is/are not qualified
 - g.5 When the qualified next-in-rank employees did not apply
8. The three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:
- a. Transfer incidental to promotion provided that the appointee was subjected to comprehensive selection
 - b. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
 - c. Re-appointment from career to non-career position
 - d. Reemployment
 - e. Reclassification of position

9. Original, Reappointed and Reemployed appointees in the career service with permanent status of appointment, shall undergo probationary period for a thorough assessment of his/her performance and character. The duration of probationary period is generally six (6) months or depending on the duration of the probationary period as required by the position.

To facilitate the review and monitoring of employee performance, the performance targets and work output standards of a probationer shall be set, agreed upon and duly signed by the probationer, the immediate supervisor (rater), and the head of office/bureau/service within five (5) days upon appointee's assumption to duty.

The appointee's performance during the probationary period shall be reviewed as follows:

- a. The immediate supervisor (rater) shall regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance;
 - b. The performance appraisal/evaluation shall be done at least twice during the probationary period and within every three (3) months or six (6) months, depending on the duration of the probationary period, as required by the position;
 - c. The performance review shall be conducted within 10 days before the end of every rating period during the probationary period.
 - d. The critical factors to be reviewed shall be based on the performance dimensions indicated in the agency Strategic Performance Management System (SPMS) and may include competency (knowledge, skills and attitude), and job-related critical incidents.
 - e. The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, and performance evaluation reports with comments on their capability to meet the performance targets and work output standards and/or recommendation for the continuity of the permanent appointment of the probationer. Corresponding copies shall be included in the 201 file of the appointees.
10. No appointment in the Department shall be made in favor of a relative of the Appointing Authority, Human Resource Merit Promotion and Selection Board (HRMPSB), Human Resource Merit Promotion and Selection Committee (HRMPSC) and of person exercising immediate supervision over the DSWD appointee/personnel. Unless otherwise provided by law, the word "relative" and the members of the family referred to are those related within the third degree either or consanguinity or of affinity.

The HRMPSB and HRMPSC should certify that they are not related by consanguinity or affinity to the applicants being evaluated. In such case of conflict, the member shall inhibit from participating in the selection process and the alternate representative may be engaged.

The nepotism rule covers all kinds of appointments whether original, promotion, transfer, and reemployment regardless of status, including casual, contractual and

coterminous but are not primarily confidential. Persons appointed in a confidential capacity are exempted from the operation of the rules of nepotism.

11. In the selection process, Department Heads or his/her authorized representative are enjoined to strictly observe the above conditions to avoid disapproval or invalidation of promotional appointments.
12. In accordance with CSC 2017 Rules on Administrative Cases in the Civil Service, Section 90, a qualified next-in-rank employee shall have the right to appeal initially to the head of agency, then to the CSC Regional Office and then to the Civil Service Commission Proper.

VII. GENERAL POLICIES ON PUBLICATION AND POSTING OF VACANT POSITIONS

1. Vacant positions in the career service, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers marked for filling shall be published in the website and posted in three (3) conspicuous places for a period of at least ten (10) calendar days in accordance with the provisions of Republic Act 7041 (Publication Law). Filling of vacant positions shall be made ten (10) calendar days after publication and posting.
2. The Central Office (CO)/Field Offices (FOs) through the Human Resource Management and Development Service (HRMDS)/Human Resource Management and Development Division (HRMDD), shall submit a list of its respective vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers in electronic and printed copies to the CSC Field Office (CSCFO) concerned. The printed copy shall be posted by the CSCFO in its bulletin board. The electronic copy shall be forwarded to the CSCFO concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website. In addition, the HRMDS/HRMDD may publish vacant positions in the agency website, newspaper and other job search websites.

Any incorrect information in the publication of vacant positions, i.e., item number, position title or qualification standards shall be a ground for the disapproval/invalidation of appointments.

3. The publication of a particular vacant regular position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published. Should no appointment be issued within the nine-month period, the vacancy shall be republished and re-posted.
4. The following positions are exempt from the publication and posting requirement:
 - a. Primarily confidential;
 - b. Policy determining;
 - c. Highly technical positions;
 - d. Coterminous with that of the appointing officer/authority, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of Executive Order No. 292;

- e. Re-appointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11 series of 1996⁶, as amended; or
 - f. Those to be filled by existing regular employees in the Department in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the Department's bulletin boards and other conspicuous places in CO and FOs.
5. The qualification standards of the parenthetical title should be used in the publication of vacant generic positions.
 - a. All positions occupied by holders of temporary appointments, except positions under Category II of CSC MC No. 10 s. 2013 as amended, shall be continuously posted in 3 conspicuous places in the CO/FOs and published in the CSC Bulletin of Vacant Positions until filled by permanent appointees.
 6. Anticipated vacancies may be published in case of retirement, resignation, or transfer. The publication should not be earlier than 30 days prior to retirement, resignation or transfer.

VIII. GENERAL POLICIES ON QUALIFICATION STANDARDS

1. The qualification standards (QS) are the minimum and basic requirements for positions in the government in terms of education, training, experience, Civil Service eligibility, physical fitness and other qualities required for successful performance of the duties of the position. These shall serve as the basic guide in the selection of the employees and in the evaluation of appointments to all positions in the Department.

The establishment, administration and maintenance of qualification standards shall be the responsibility of the Department, with the assistance and approval of the CSC.

2. The Department may set specific or higher standards for its positions including the required competencies. The standards shall be submitted to the CSC for approval and once approved, the Department shall uniformly and consistently adopt these in the selection and appointment of employees. The approved qualifications standards shall be adopted by the CSC in the attestation of appointments of the Department.
3. The Department's QS shall be established for all positions in the Index of Occupational Service (IOS), Position Titles and Salary Grades or positions subsequently created and approved in accordance with existing laws, policies, rules and regulations. QS which have been established by the CSC for positions in a particular sector maybe adopted for the same positions titles without need for prior approval of the CSC.

⁶ Classification of positions where the required eligibility can be obtained by completion of one (1) year of Very Satisfactory actual performance.



4. All Department's positions should be included in the approved Qualification Standards Manual of the CSC, or if unique to the Department, should have a qualification standards approved/confirmed by the CSC. An appointment to a position without approved/confirmed QS by the CSC, as the case may be, shall be disapproved/ invalidated.
5. Appointees to career service positions must meet the education, training, experience, eligibility and competency requirements prescribed in the QS manual or CSC-approved QS for the positions at the time of the issuance of the appointment.
6. QS for positions which may include competencies (knowledge, skills and attitudes), shall be established based on the set of duties and responsibilities indicated in the Position Description Form (PDF).
7. Appointees to casual, contractual and coterminous positions that are not primarily confidential in nature must meet the education, training and experience requirements of the positions as proposed by the Department Head and approved by the CSC. Pending submission and approval of the QS, the qualification requirements provided under the CSC QS manual shall be used as bases in the attestation of these non-career appointments.

Eligibility is not required for appointment to casual, contractual, and coterminous positions but preference should be given to civil service eligible. However, if duties of the position involve the practice of profession regulated by the Philippine Bar/Board or special laws, and/or require licenses such as those required for positions listed under Category IV of CSC MC No. 10, series of 2013, as amended, the corresponding professional license and/or certificate of registration shall be required.

8. Appointees to primarily confidential/personal staff positions are exempt from the qualification requirements, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board laws and/or require licenses such as those required for positions listed under Category IV of MC No. 10, series of 2013, as amended, the corresponding professional license and/or certificate of registration shall be required.
9. Incumbents of positions under permanent status who are reappointed to the same or comparable positions during re-organization, rationalization or recategorization and other similar events are considered having met the QS for the position.
10. The qualifications standards for Division Chief positions shall primarily take into consideration education, experience, training, eligibility and leadership competencies.

IX. EMPLOYMENT STATUS AND NATURE OF APPOINTMENTS

The employment status in the civil service shall be determined by the appointment issued which can be any of the following:

1. **Permanent** – an appointment issued to a person who meets all the qualification requirements of the position to which he/she is being appointed to, including the

appropriate eligibility, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof.

2. **Temporary** – an appointment issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed to, except for the appropriate eligibility. A temporary appointment may only be issued in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority. The appointment shall not exceed twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible that is willing to accept the appointment becomes actually available.

However, in no case shall a temporary appointment be issued for positions that involve practice of profession regulated by bar/board law for lack of the required license and/or certificate of registration.

A temporary appointment issued to a person who does not meet any of the education, training or experience requirements for the position shall be disapproved/invalidated except to positions that are hard to fill, or other meritorious cases as may be determined by the Commission, or as provided by special law, such as Medical Officer/Specialist positions. Except for those positions, temporary appointments may only be renewed once.

A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority.

The renewal of temporary appointment shall be limited to five (5) times only reckoned from the effectivity of CSC Memorandum Circular No. 25, s. 2017.

3. **Substitute** – an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when the incumbent in an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until return of the incumbent. A substitute appointment is allowed only if the leave of absence of the incumbent is at least three (3) months.

A person who is issued a substitute appointment to a position whose duties involve practice of a profession covered by Bar/Board or special laws shall be required to possess the appropriate professional license. The substitute appointee shall be entitled to the salaries and benefits attached to the position except for those benefits requiring longer period of service for the availment thereof.

4. **Coterminous** – an appointment issued to a person whose tenure is limited to a period specified by law or whose continuity in the service is based on the trust and confidence of the appointing officer/authority or of the head of the organizational unit where assigned. Specifically, the categories of coterminous appointments are:
 - a. Coterminous with the appointing officer/authority – an appointment is coexistent with the term/tenure of the appointing officer/authority.
 - b. Coterminous with the head of the organizational unit where assigned – an appointment is co-existent with the term/tenure of the head of the



organizational unit to which he/she is assigned, who is not the appointing officer/authority.

Appointees to coterminous positions that are not primarily confidential in nature (items a. and b.) must meet the education, training and experience requirements of the positions.

Eligibility is not required for appointment, except those whose duties involve the practice of a profession regulated by the Philippines Bar/Board or special laws and/or require licenses such as those listed under Category IV of CSC MC No. 11, s. 1996, as amended in MC no. 10 s. 2013, but preference should be given to civil service eligible.

- c. Coterminous (primarily confidential in nature) – appointment to positions determined by law or declared by the Commission to be primarily confidential in nature, the duties and responsibilities of which imply not only confidence in the aptitude of the appointees but primarily close intimacy which insures freedom of discussion, delegation and reporting without embarrassment or freedom from misgivings or betrayals of person trust. Appointees to primarily confidential positions are exempt from the qualification requirements, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special laws and/or require licenses.
 - d. Coterminous with the Lifespan of the Agency - appointment to a position which is coexistent with the lifespan of the agency based on the agency's Staffing Pattern as approved by the DBM or the GCG.
5. **Fixed Term** – an appointment issued to a person with a specified term of office, subject to re-appointment as provided by law, such as Chairperson and members of commission and boards, SUC President, and Head of agency appointed by the Board.
6. **Contractual** – appointment issued to a person whose employment in the government is in accordance with a special contract to undertake local or foreign-assisted projects or a specific work or job requiring special or technical skills not available in employing agency, to be accomplished within a specific period. This includes appointments to positions that are co-existent with the duration of a particular project based on the agency's Staffing Pattern as approved by the DBM or the GCG. The inclusive period of the contractual appointment shall be indicated on the face of the appointment for purposes of crediting services.

Contractual appointments are limited to one-year, but may be renewed every year, based on performance, until completion of the project or specific work. If the performance of the appointee is below satisfactory in one rating period, he/she shall be provided with appropriate developmental intervention. However, if the appointee still obtains below satisfactory rating in the succeeding rating period or where the funds have become insufficient or unavailable, the appointing officer/authority may terminate the services of, or replace, the appointee after giving the latter a notice at least 30 days prior to the date of termination of appointment.

Employees under appointment must meet the education, training and experience requirements of the positions as proposed by the Department and approved by the

Commission. Pending the submission and approval of the Department qualification standards, the qualification requirements provided under the CSC Qualifications Standards Manual shall be used as bases in the attestation of these contractual appointments.

Eligibility is not required for appointment, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special laws and/or require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, but preference should be given to civil service eligible.

The appointee shall perform the work or job under his/her own responsibility with minimal direction and supervision from the employing agency.

In no case shall a contractual appointment be issued to fill a vacant plantilla position or a contractual employee perform the duties and responsibilities of the vacant plantilla position.

Reappointment (renewal) of contractual appointments to the same position shall be submitted to the CSC for notation only, without the need for approval/validation. However, reappointment of contractual appointments to another position shall be submitted for approval/validation by the CSC FO concerned.

7. **Casual** – an appointment issued only for essential and necessary services where there are not enough regular staff to meet the demands of the service and for emergency cases and intermittent period not to exceed one year.

Employees under casual appointment must meet the education, training and experience requirements of the positions as proposed by the Department and approved by the Commission. Pending the submission and approval of the Department qualification standards, the qualification requirements provided under the CSC Qualifications Standards Manual shall be used as bases in the attestation of these casual appointments.

Eligibility is not required for appointment, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special laws and/or require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, but preference should be given to civil service eligible.

In no case shall a casual appointment be issued to fill a vacant plantilla position or a casual employee performs the duties and responsibilities of the vacant plantilla position.

Reappointment (renewal) of casual appointments to the same position shall be submitted to the CSC for notation only, without the need for approval/validation. However, reappointment of casual appointments to another position shall be submitted for approval/validation by the CSC FO concerned.

Employees under contractual or casual appointment are entitled to the same benefits enjoyed by regular employees.

The nature of appointment shall be, as follows:

1. **Original** – the initial entry into the career or non-career service⁷.
2. **Promotion** – the advancement of a career 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. Promotion may be from one department or agency to another or from one organizational unit to another within the same department or agency. Provided, however, that any upward movement from the non-career service to the career service and vice versa shall not be considered as a promotion but as reappointment.

An employee who is promoted to another agency shall notify the head of the Department in writing where he/she is employed at least thirty days (30) days prior to his/her assumption to the positions. It is understood that the employee who is promoted to another agency is cleared from all money, property and work-related accountabilities.

The pendency of an administrative case against any employee shall not be a bar to promotion.

An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension or fine shall be disqualified for promotion for the same period of suspensions or fine. In the case of demotion, the period of disqualification for promotion shall be within one (1) year.

3. **Transfer** – the movement of employee from one position to another which is equivalent rank, level or salary without gap in the service involving issuance of an appointment.

The transfer may be from one organization unit to another in the same department or agency or from one department or agency to another: Provided, however, that any movement from the non-career service to the career service and vice versa shall not be considered as a transfer but reappointment.

4. **Reemployment** – the appointment of a person who has been previously appointed to a position in the government service but was separated therefrom as a result of reduction in force, reorganization, retirement, voluntary resignation, or any non-disciplinary action such as dropping from the rolls and other modes of separation. Reemployment presupposes a gap in the service.

5. **Reappointment** – the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, re-categorization, rationalization or similar events, including the following:

- a. The issuance of appointment from temporary to permanent, career to non-career or vice versa, non-career to another non-career, all of which entails no gap in the service, shall be considered as reappointment. Non-career employees who are appointed for the first

⁷ Subject to probationary period under Rule V of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions

time in the career service under permanent status shall be required to undergo probationary period for six (6) months.

- b. The renewal of temporary, contractual and casual appointment upon the expiration of the appointment which entails no gap in the service shall be considered as reappointment. A temporary appointment may be renewed in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority and provided that the performance rating of the employee is at least satisfactory.
- c. Personal or coterminous staff of officials whose term of office ended and are subsequently absorbed or rehired by the succeeding official without gap in their service shall be issued new appointments, the nature of which is reappointment.

Reappointment presupposes no gap in the service.

6. **Reinstatement (to comparable position)** – the restoration of a person, as a result of a decision, to a career position from which he/she has, through no delinquency or misconduct, been separated but subject position is already abolished, requiring the issuance of an appointment to a comparable position to the separated employee.

However, reinstatement (to the same position/item), which involves the restoration of a person, as a result of a decision, to a career position from which he/she has, through no delinquency or misconduct, been separated from the service and subject position is still available, does not need the issuance of an appointment.

7. **Demotion** – the movement of an employee from a higher position to a lower position where he/she qualifies, if a lower position is available. The demotion entails reduction in duties, responsibilities, status or rank, which may or may not involve a reduction in salary.

In cases where the demotion is due to reorganization or rationalization, the employee shall be allowed to continue to receive the salary of the higher position.

In cases where the demotion is voluntary or at the instance of the employee, he/she shall be allowed to receive the same step of the salary grade of the position where he/she voluntarily sought to be appointed. A written consent shall be secured from the demoted employee.

8. **Reclassification** – a form of staffing modification and/or position classification action which is applied only when there is a substantial change in the regular duties and responsibilities of the position. This may result in a change if any or all of the position attributes: position title, level and/or salary grade. It generally involves a change in the position title and maybe accompanied by an upward or downward change in salary. Reclassification is the generic term for changes in staff/position classification which includes upgrading, downgrading and recategorization.

Reclassification of position requires the issuance of an appointment but the same is ministerial on the part of the appointing officer/authority.

The appointment of an incumbent (permanent employee) whose position was reclassified shall be approved/ validated regardless of whether he/she meets the qualification requirements of the position involved. The incumbent of the reclassified position has a vested right to the reclassified position but he/she shall not be promoted unless he/she meets the qualification requirements of the next higher position.

X. CONSTITUTION AND COMPOSITION OF THE CENTRAL OFFICE - HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD, HUMAN RESOURCE MERIT PROMOTION AND SELECTION COMMITTEES IN THE CENTRAL OFFICE AND FIELD OFFICES HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

The Human Resource Merit Promotion and Selection Board shall be constituted in the Central Office and each Field Offices, while each Office/Bureau/Service in the Central Office shall constitute its Human Resource Merit Promotion and Selection Committee (HRMPSC):

1. Central Office – Human Resource Merit Promotion and Selection Board (CO-HRMPSB)

Chairperson : Highest official in-charge of Human Resource Management and Development or his/her authorized representative

Vice-Chairperson : Any official as may be assigned by the Secretary

Members : Head of Office/Bureau/Service where the vacancy exists or his/her authorized representative based on the approved Order of Succession

Head of the Human Resource Management Office or the career service employee directly responsible for Recruitment, Selection and Placement (RSP), or his/her designated alternate

Two (2) representatives of the rank-and-file career employees, one (1) from the first level and one (1) from the second level, who shall be both chosen by the duly accredited employees association in the Department.

Secretariat : Division Chief responsible for RSP

Unit/Section Head/Technical Staff from RSP unit/section

Technical Staff from the Office of the CO-HRMPSB Chairperson/Vice Chairperson

Alternates may be designated to ensure that filling-up will not be hampered in the absence of the principal representative provided that the still conforms to the prescribed composition.



2. Human Resource Merit Promotion and Selection Committee (HRMPSC) in Central Office

Each Offices, Bureaus, Services, and Units (OBSU) within the Central Office shall constitute a Human Resource Merit Promotion and Selection Committee (HRMPSC) to be composed of the following:

- Chairperson : Head of Office/Bureau/Service/Unit
- Vice Chairperson : Authorized representative based on the Order of Succession
- Members : Division Chiefs/Technical Staff
- Representatives from duly accredited employees' association in the Central Office for 1st and 2nd level positions holding permanent positions
- Secretariat : Designated Technical Staff from the hiring Office/Bureau/Service/Unit
- Alternates may be designated to ensure that filling-up will not be hampered in the absence of the principal representative.

Field Office Human Resource Merit Promotion and Selection Board (FOHRMPSB)

- Chairperson : Highest Official in-charge of Human Resource Management or his/her authorized representative
- Vice-Chairperson : Authorized representative based on the Order of Succession
- Member : Division Chief/Highest Career Service responsible for Recruitment, Selection, and Placement
- Chief of Division/Center/Institution where the vacancy is, or in the case of the Office of the Regional Director Proper, a technical staff designated by the Regional Director
- Two (2) representatives of the rank-and-file career employees, one (1) from the first level and one (1) from the second level, who shall be both chosen by the duly accredited employees association in the Department
- Secretariat : Technical Staff responsible for Recruitment, Selection and Placement (RSP)



Administrative/Clerical Staff that will support the Section Head and Technical Staff from RSP or Personnel Management unit/section

Alternates may be designated to ensure that filling-up will not be hampered in the absence of the principal representative provided that the still conforms to the prescribed composition.

3. Other Related Conditions

- a. Only career personnel shall be designated as members of the CO, FO and HRMPSC.
- b. Composition of these Committees must be duly designated and their names should be submitted to the HRMDS/HRMDD for onward preparation and endorsement to the Department Secretary or designated appointing authority for the issuance of a corresponding Special Order. The SWEAP representatives for HRMPSC shall serve for a period of two (2) years. Any changes in the membership to the CO and FO-HRMPSC should be reported to the CSC Regional Office or Field Office concerned, while changes in the composition of the HRMPSC in the CO should be reported to the HRMPSC and Department Secretary or designated appointing authority.
- c. The composition/names of HRMPSC should be posted in the Department's bulletin board.
- d. Membership in CO and FO HRMPSC as well as HRMPSC shall be a jury-duty. As such, deliberation of vacant positions should be prioritized by the members. Regular schedule of meeting/deliberation shall be set and in strict compliance as agreed by the members. In addition, said membership should be indicated in the Individual Performance Contract (IPC) and Office Performance Contract (OPC) of the employee/official and office concerned respectively.
- e. The SWEAP, as the duly accredited employee association in the Department, shall choose its designated principal and alternate representatives in the HRMPSC and HRMPSC. The SWEAP representative for the HRMPSC should be a part of the hiring OBSU or within the cluster.

The first level representative shall participate during the screening of candidates for vacancies in the first level. The second level representative shall participate in the screening of candidates for vacancies in the second level. The designated SWEAP representatives should be knowledgeable of existing hiring guidelines of the Department as well as the ORA OHRA.

- f. In case there is no accredited/registered/recognized employees association in the Department or any of its Field Offices, the representatives shall be chosen at large by the employees thereat through a general assembly or any other mode of selection to be conducted for the purpose. The candidate who garnered the second highest votes shall automatically be the alternate representative.



- g. In case where a HRMPSC cannot be constituted for a particular OBSU in CO **due to insufficient number of personnel**, the CO-HRMPSB shall act as the HRMPSC for that OBSU.
 - h. The HRMPSB members including alternate representatives and HRMPSC shall undergo orientation and workshop on the agency selection/promotion process and CSC policies on appointments.
 - i. The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment.
 - j. The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the HRMPSB may employ assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.
 - k. The deliberation by the HRMPSB shall not be made earlier than ten (10) days from the date of publication and posting of vacant positions. An appointment issued in violation of these rules shall be disapproved/invalidated.
 - l. Candidates for the following appointments shall no longer be subject to the screening of the HRMPSB:
 - l.1. Substitute appointment due to their short duration and emergency nature.
 - l.2 Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods.
 - l.3 Appointment to primarily confidential positions.
 - l.4 Appointments to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.
4. As a general rule, the HRMPSB shall deliberate En Banc. However, in order not to delay the filling-up of positions, the HRMPSB may proceed with the deliberation provided there is a quorum and provided further that the Chairperson or Vice Chairperson of the HRMPSB and the Social Welfare Employees Association of the Philippines (SWEAP) representative/alternate representative are present. For this purpose, a quorum shall be defined as majority of the HRMPSB members, that is, one-half plus one. Without the Chair or the Vice Chair and the SWEAP representative, the HRMPSB shall not deliberate notwithstanding the presence of a quorum.
5. So as not to delay the selection process due to absence of the principal representative, the alternate representatives shall automatically sit with or in the Board.

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6. When the presence of alternate representatives is still inadequate to constitute a quorum, the endorsement/approval of HRMPSB regular members shall be through a referendum.
7. The HRMPSB shall convene as often as may be necessary and shall maintain a collegial interaction during the deliberation/discussion. Open exchange of views shall be encouraged at all times.
8. To maintain integrity of the HRMPSB, unresolved issues, if any, shall be discussed and resolved within the Board and not in any other forum, except policy issues needing management decision, which must be elevated to MANCOM and EXECOM.
9. In cases where the HRMPSB cannot reach consensus, a majority vote of the members is required to come-up with an agreement.
10. The HRMPSB resolution shall contain a comprehensive report of candidates screened for appointment to assist and guide the appointing authority in selecting the candidates who can efficiently discharge the duties and responsibilities of the position to be filled. Therefore, all members of the HRMPSB shall be bound by strict confidentiality of the result of the deliberation until the appointment is signed by the appointing authority.
11. The Department Head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions.

XI. FUNCTIONS AND RESPONSIBILITIES OF CO-HRMPSB, HRMPSC AND FO-HRMPSB

1. Central Office – Human Resource Merit Promotion and Selection Board (CO-HRMPSB)
 - a. Develop and recommend appropriate policies, guidelines, systems and procedures on recruitment, selection and placement (RSP) of DSWD personnel.
 - b. Prescribe the standards for the screening procedure/process, criteria for evaluation and selection, as well as the corresponding assessment tools, forms, and templates to be observed/followed by the HRMPSC, in accordance with the approved Department policies on filling up of vacant positions consistent with applicable CSC rules and regulations.
 - c. Deliberate en banc (provided there is a quorum) all submissions of HRMPSC of OBSUs and HRMPSB of FOs, if applicable, for filling up of vacant positions.
 - d. Assist the Appointing Officer/Authority in the judicious and objective selection of candidates for appointment in the department in accordance with its approved Merit and Selection Plan (MSP).
 - e. Maintain fairness and impartiality in the assessment of candidates for appointment. The CO HRMPSB may employ the assistance of external or

independent resource person and may initiate innovative schemes in determining the best and most qualified candidate.

- f. Ensure the integrity of the documents during the deliberation and shall strictly be bound by the rules of confidentiality or impartiality.
 - g. Assess the result of HRMPSC evaluation and conduct the final deliberation.
 - h. Submit to the Appointing Authority the list of top-ranking candidates not exceeding five (5) deemed most qualified for appointment to the vacant position. In case of two or more vacancies, an additional two (2) shortlisted applicants shall be included for every additional vacant position.
 - i. Review Merit Selection Plan policies on a regular basis and may recommend revisions thereof as the need arises.
 - j. Ensure that all activities/proceedings are completed within the timelines as provided under the RA 11032.
2. Human Resource Merit Promotion and Selection Committee (HRMPSC) in Central Office
- a. Develop and recommend appropriate policies, guidelines, systems and procedures on RSP of OBSU personnel consistent with the Department's existing policies of RSP as well as applicable CSC rules and regulations.
 - b. Establish and conduct the screening procedure/process adopting the authorized criteria for the evaluation and selection of applicants as well as the corresponding assessment tools in accordance with the standards prescribed by the Department. For this purpose, the HRMPSC shall be guided by the assessment tools and comparative data matrix as shown in Annexes A, B, C and D of this Order.
 - c. Evaluate and deliberate the qualification of those listed in the selection line-up (long list) in accordance with the guiding principles and policies and criteria set for the selection. Background check (template attached as Annex F), shall be conducted by the HRMPSC through the HRMPSC Secretariat for the shortlisted applicants which may also serve as basis in evaluation.
 - d. Maintain fairness and impartiality in the assessment of candidates for appointment. The HRMPSC may employ the assistance of external or independent resource person and may initiate innovative schemes in determining the best and most qualified candidate.
 - e. Ensure the integrity of the documents during the deliberation and shall strictly be bound by the rules of confidentiality or impartiality.
 - f. Prepare and submit to CO-HRMPSC the evaluation conducted and the shortlist of applicants through an HRMPSC Resolution containing the list of candidates for the vacant position who have complied with the approved screening procedure/process together with all pertinent documents needed



to support the same, within seven (7) days after the HRMPSC level deliberation, for final deliberation by the CO-HRMPSB.

- g. Keep records of the HRMPSC's deliberation which must be made accessible to the CO-HRMPSB or other interested parties in case of protest.
 - h. Convene as often as may be necessary and shall maintain collegial interaction during the deliberation/discussion. Open exchange of views shall be encouraged at all times.
 - i. Ensure that all activities/proceedings are completed within the timelines as provided under the RA 11032.
3. Field Office - Human Resource Merit Promotion and Selection Board (FO-HRMPSB)
- a. Develop and recommend appropriate policies, guidelines, systems and procedures on RSP of OBSU personnel consistent with the Department's existing policies of RSP as well as applicable CSC rules and regulations.
 - b. Establish and conduct the screening procedure/process adopting the authorized criteria for the evaluation and selection of applicants as well as the corresponding assessment tools in accordance with the standards prescribed by the Department. For this purpose, the FO HRMPSB shall be guided by the assessment tools and comparative data matrix as shown in Annexes A, B, C and D of this order.
 - c. Evaluate and deliberate the qualifications of those listed in the selection line-up (long list) in accordance with the guiding principle and policies and the qualification standards of the CSC and the criteria set by the FO for the selection. Background check shall be conducted by the FO-HRMPSB through the FO-HRMPSB Secretariat for the shortlisted applicants which may also serve as basis in evaluation.
 - d. Maintain fairness and impartiality in the assessment of candidates for appointment. The FO HRMPSB may employ the assistance of external or independent resource person and may initiate innovative schemes in determining the best and most qualified candidate.
 - e. Ensure the integrity of the documents during the deliberation and shall strictly be bound by the rules of confidentiality or impartiality.
 - f. Prepare and submit to the Regional Director the evaluation conducted and deliberation proceedings through an FO HRMPSB resolution (template attached as Annex D.2) containing the list of top ranking candidates not exceeding five (5) whose over-all point scores are comparatively at par based on the comparative assessment made indicating the Board's endorsement, within seven (7) days after the deliberation. Field Offices which are not yet accredited to take final action on appointment shall submit the same to the CO-HRMPSB.

In case of two or more vacancies, an additional two (2) shortlisted applicants shall be included for every additional vacant position.

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- g. Assist the Appointing Officer/Authority in the judicious and objective selection of candidates for appointment in the department in accordance with its approved MSP.
- h. Keep records of the FO-HRMPSB deliberations which must be made accessible to the Regional Director, CO-HRMPSB and other interested parties upon written request.
- i. Convene as often as needed and maintain collegial interaction during the deliberation/discussion. Open exchange of views shall be encouraged at all times.
- j. Review the existing policies, guidelines, rules and regulations on a regular basis and recommend revisions based on the current situation and need of the Field Office.
- k. Ensure that all activities/proceedings are completed within the timelines as provided under the RA 11032.

4. HRMPSB Secretariat

The CO/FO HRMPSB Secretariat shall:

- a. Perform secretariat and technical support function to the HRMSPB including the conduct of comparative assessment and final evaluation of candidates and the evaluation and analysis on the results of structured background investigation for second level, supervisory, and executive/managerial positions.
- b. Be responsible for the documentation of proceedings of HRMPSB meetings and safekeeping of documents relative to personnel selection and promotion done at their level.
- c. Monitor the selection process and provide technical assistance to the HRMPSC or the HRMPSC Secretariat on the DSWD MSP as needed (for CO HRMPSB Secretariat).
- d. Orient members of the HRMPSB of the MSP and their Terms of Reference (TOR) and provide each member a folder containing all relevant issuances on Recruitment, Selection and Placement.
- e. Review documents submitted by HRMPSC prior to the deliberation and present their findings/results of the review to the HRMPSB.
- f. Post shortlist of applicants after the HRMPSB deliberation within three (3) working days.

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- g. Ensure that all activities/proceedings are completed within the timelines as provided under RA 11032.

5. HRMPSC Secretariat

The HRMPSC Secretariat shall:

- a. Perform secretariat and technical support function to the HRMPSC.
- b. Be responsible for the documentation of proceedings of HRMPSC meetings and safekeeping of documents relative to personnel selection and promotion process done at their level.
- c. Conduct background check prior to the interview/deliberation of the HRMPSC.
- d. Inform the selected appointee regarding the pre-employment requirements.
- e. Ensure that all activities/proceedings are completed within the timelines as provided under RA 11032.

XII. PROCEDURAL GUIDELINES

1. Occurrence of Vacancy

Vacancy occurs under the following situations:

- a. When the Department receives a document formally creating new positions from the Department of Budget and Management (DBM);
- b. When the management accepts the resignation/retirement/separation or transfer of an official/employee;
- c. When an official/employee vacates his/her position due to promotion/untimely demise; or
- d. When the dismissal of an employee has become final and executory. For this purpose, a dismissal is deemed final and executory when the period for appeal has already lapsed and no appeal was made.

2. Publication of Vacancy

- a. Within three (3) working days after the occurrence of the vacancy, the HRMDS/HRMDD shall notify the concerned office of the vacancy and request for the submission of the following:
 - a.1 Memorandum requesting for the publication of the vacant position/s;
 - a.2 Competency based job description (CBJD with the vacant position's functional title and minimum qualification standards of the position;
 - a.3 Breakdown of calibration of points with criteria for selection as basis for shortlisting (e.g. cut-off rating, top five); and



- a.4 Technical Examination questionnaire (sealed in envelope and to be opened on the day of examination in the presence of HRMPSC Secretariat/Representative in CO and FO-HRMPSB Secretariat to be administered to applicants as identified by the HRMPSC in the Central Office and FO-HRMPSB member in the Field Office.
- a.5 Aptitude Exam and/or Trade Test for skilled positions such as Driver/Mechanic positions, if applicable.
- b. The hiring office shall submit to HRMDS/HRMDD within three (3) working days the requested documents.
- c. The HRMDS/ HRMDD shall within three (3) working days after receipt of the advice from the hiring office, submit the request for publication to the CSC Bulletin of Vacant Positions of the Civil Service Commission (CSC), and [i] post the publication on the DSWD website in accordance to with R.A. 7041(Publication Law). It shall also be announced and posted in three (3) conspicuous places in the Central Office/Field Office premises for ten (10) calendar days.

The HRMDS/HRMDD shall only proceed with the publication/posting upon receipt of the documents mentioned above.

The breakdown of calibration of points with criteria for selection shall be included in the publication/posting to ensure transparency.

3. Pooling of Candidates/Preparation/Submission of Long List to Hiring Office

- a. Qualified next-in-rank employees shall be notified by the HRMDS/HRMDD within the ten-day publication period on the general qualification standards and the preferred qualification requirements as prescribed by the hiring office. The qualified next-in-rank may either signify their interest by indicating and signing the return slip provided in the Memorandum (Template as Annex E). For this purpose, the Qualified Next-in-Rank refers to the employee occupying a position previously determined to be next-in-rank to the vacancy and who meets the requirements for appointment thereto.
- b. Applicants must submit their application, together with all the required supporting documents on or before the specified deadline.
- c. DSWD employees who may not be next-in-rank but are interested to vie for the position shall attach to their application their latest performance rating for the last rating period. External applicant shall also submit performance rating that is equivalent to that of the Department.
- d. The HRMDS/HRMDD shall review all applicants to a vacancy according to the qualification standards published/posted. Applicants who meet the minimum qualification standards shall be included in the long list to be

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endorsed to the HRMPSC/FO-HRMPSB within seven (7) working days after the publication period.

4. Preparation and Submission of Shortlist

- a. In the Central Office, the hiring office shall adopt a formal screening procedure and criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - a.1 Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - a.2 Criteria for evaluation of qualifications of applicants for appointment that must suit the job requirements of the position. For this purpose, the HRMPSC shall be guided by the assessment tools and comparative matrix as shown in Annexes A, B, C and D of this Order.
 - a.3 The hiring offices shall use the approved calibration of points (Annex B), the allocated points for Education (level/degree of educational attainment), Training (hours of relevant trainings attended) and Experience (years of relevant experience gained) may be re-distributed according to the complexity of the functions of the position however, within the limits of the approved allocation of each components.
 - a.4 The hiring office through their duly constituted HRMPSC, shall assess the applicants included in the long list within seven (7) working days upon receipt thereof.
 - a.5 The HRMPSC shall adopt methods to assess applicant's suitability to the position which shall include written examination, skills/trade test and interview. The HRMPSC Secretariat shall conduct background investigation from supervisors of outsider and insider applicants, within three (3) working days before the scheduled panel interview.
 - a.6 On the basis of such assessment, the hiring office shall within seven (7) working days after the HRMPSC's assessment, come-up with a shortlist and formally endorse the same to the CO-HRMPSB, thru a Resolution (template attached as Annex D.1), indicating in the endorsement their shortlist, along with comparative data matrix and other evaluation tools as supporting documents. The hiring office may indicate other information that are material to the selection.



- b. In the Field Office, the FO-HRMPSB shall also adopt a formal screening procedure and criteria for evaluation of candidates for appointment, taking into consideration the following:
- b.1 Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - b.2 Criteria for evaluation of qualifications of applicants for appointment that must suit the job requirements of the position. For this purpose, the FO HRMPSB shall be guided by the assessment tools and comparative matrix as shown in Annexes A, B, C and D of this Order.
 - b.3 The FO HRMPSB shall use the approved calibration of points (Annex B), the allocated points for Education (level/degree of educational attainment), Training (hours of relevant trainings attended) and Experience (years of relevant experience gained) may be re-distributed according to the complexity of the functions of the position however, within the limits of the approved allocation of each components.
- c. The FO HRMPSB shall assess the applicants included in the long list prepared by the HRMDD within seven (7) working days upon receipt thereof. It shall adopt methods to assess the applicant's suitability to the position which shall include written examination/technical and interview.
- d. Prepare and submit to the Regional Director the evaluation conducted and deliberation proceedings through an FO HRMPSB resolution (template attached as Annex D.2) containing the list of top ranking candidates not exceeding five (5) whose over-all point scores are comparatively at par based on the comparative assessment made indicating the Board's endorsement, within seven (7) days after the deliberation. Field Offices which are not yet accredited to take final action on appointment shall submit the same to the CO-HRMPSB.
- e. On the basis of such assessment, the FO-HRMPSB shall submit an FO-HRMPSB Resolution (template attached as Annex D.2) and come-up with a shortlist of top ranking candidates not exceeding five (5) whose over-all point score are comparatively at par based on the comparative assessment. In case of two or more vacancies, an additional two (2) shortlisted applicants shall be included for every additional vacant position. The FO HRMPSB Secretariat shall conduct background investigation from supervisors of outsider and insider applicants, within three (3) days upon posting of shortlist.

Field Offices which are not yet accredited to take final action on appointment shall endorse the same to CO-HRMPSB, along with comparative data matrix

and other evaluation tools as supporting documents. The Field Office may indicate other information that are material to the selection.

5. Publication of shortlist and other secretariat work

- a. The CO/FO HRMPSB Secretariat shall post the shortlist in the bulletin board after the HRMPSB deliberation within three (3) days to give opportunity to other applicants to file their complaint or grievance.
- b. The result of the background check shall be presented to the CO/FO HRMPSB during the final deliberation for information and reference. Any confirmed derogatory report on the applicant's integrity may be ground for disqualification. Other types of reports on the behavior of the applicant shall be left to the discretion of the hiring office whether or not to consider it against the applicant.
- c. For Field Offices, the FO-HRMPSB Secretariat shall fill-in the columns 1, 2, 3, 5 of the comparative data matrix which shall be presented to the FO-HRMPSB prior interview and deliberation, for concurrence.
- d. For Central Office, the CO-HRMPSB Secretariat shall review the HRMPSC Resolution and comparative data matrix as submitted by the HRMPSC. Any findings shall be presented to the Board through a Briefer (sample template attached as Annex G) which shall be provided to the Board prior the scheduled deliberation.
- e. The HRMDS in Central Office and the HRMDD in Field Offices shall perform Secretariat and technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates.

When the HRM Officer acted as member of the HRMPSB, he/she shall not act a Secretariat to the HRMPSB.

6. Deliberation/Evaluation by the CO/FO HRMPSB

- a. The HRMPSC or FO HRMPSB Secretariat shall then schedule the HRMPSC/FO HRMPSB deliberation to evaluate and deliberate on the qualifications, background check results, examination, and interview results obtained by the applicant/s.
- b. For CO, the representative of the hiring OBSU in the CO-HRMPSB shall confirm to the Board the process undertaken on the evaluation they have done in the long list of applicants to come-up with the shortlist. The CO-HRMPSB shall review the selection process of the HRMPSC to determine its propriety and deliberate on the merits of the endorsement. The CO-HRMPSB may concur on evaluation done by the HRMPSC or act otherwise based on their assessment.

Any CO-HRMPSB action on this matter shall be supported by majority vote of the members.

A handwritten signature in black ink, appearing to be 'J. B.', located at the bottom right of the page.

- c. For FOs, the FO-HRMPSB shall assess the qualifications of the applicants based on the established criteria which should have been set prior the publication of the vacant position.
- d. The CO/FO HRMPSB shall submit to the appointing authority, the top five (5) ranking candidates, the result of its evaluation in the form of resolution within seven (7) days after the final deliberation.

In case of two or more vacancies, an additional two (2) shortlisted applicants shall be included for every additional vacant position.

7. Selection on the CO/FO HRMPSB endorsement of Shortlisted Applicants

- a. The appointing authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.
- b. The appointing officer/authority may appoint an applicant who is ranked higher than those next-in-rank to the vacant position provided the applicant has undergone deep selection based on the assessment of qualifications/competence evidenced by the comparative ranking.

8. Preparation of Appointment

- a. Upon selection on the HRMPSB Resolution by the appointing authority, the CO/FO-HRMPSB Secretariat shall within three (3) working days, prepare the appointment for signature of the appointing authority.

In cases wherein the appointee decides not to accept the appointment:


- a.1 For career service appointment, the hiring office through the HRMPSB shall recommend the cancellation of the appointment. The corresponding CO-HRMPSB resolution shall be re-endorsed to the appointing authority for selection among the remaining shortlisted applicants or order the republication of the vacant position pursuant to RA. No. 7041.
- a.2 For non-career positions, the hiring office through HRMDS shall recommend the cancellation of the appointment and endorse the remaining shortlisted applicants or declare a failure of selection.
- b. Once the appointment is signed, the HRMDS/HRMDD shall officially endorse it to the appointed candidate within three (3) working days.
- c. The HRMDS/HRMDD shall post the list of new appointments in three (3) conspicuous places in the Central/Field Office premises a day after the issuance of the appointment for at least fifteen (15) days. Those who wish to contest the appointment may do so within fifteen (15) days from the date of posting.

XIII. PROTEST

A qualified next-in-rank may file a protest on appointment made in favor of another who does not possess the minimum qualification requirements. The protest may be filed within fifteen (15) days from the announcement and/or posting of appointments initially to the head of agency, then to the Civil Service Commission Regional Office, and then to the Civil Service Commission Proper.

XIV. EFFECTIVITY

This Administrative Order shall take effect immediately upon approval of the Civil Service Commission. Once approved, the Revised Merit Selection Plan of the Department of Social Welfare and Development supersedes any previous issuances inconsistent with it. Subsequent amendments to this AO shall be submitted to the CSC Regional Office for approval.


ROLANDO JOSELITO D. BAUTISTA
Secretary
Date: DEC 03 2020

APPROVED


JUDITH A. DONGALLO-CHICANO
Director IV

DEC 29 2020

Certified True Copy:

202 MAR 2021


HORACIO S. SAMSON, JR.