



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
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MEMORANDUM CIRCULAR

No. 22
Series of 2005

SUBJECT : Further Amendments to Administrative Order No.224, series of 2002
or the Terms of Reference of the Personnel Selection Board

Pertinent sections of Administrative Order No. 224, series of 2002, with the subject "Functions and Terms of Reference of the Personnel Selection Board, are further amended as follows:

1. **FUNCTIONS AND RESPONSIBILITIES**

Section 3 is added under "Functions and Responsibilities", and shall read as:

3. **The PSB shall review and confirm the short listed candidates identified by the Offices/Bureaus/Services/Units concerned based on the specific requirements set by them, in addition to the minimum qualification standards set by the Civil Service Commission.**

Section 4 shall read as:

Evaluate and deliberate **on** the qualifications of those listed in the selection line-up.

All succeeding numbers shall be adjusted accordingly (Section 3 in the original issuance shall be renumbered as number 4 and so forth.)

2. **GENERAL GUIDING PRINCIPLES AND POLICIES**

Section 4 shall read as:

All **qualified** candidates for appointment to first and second level positions shall be screened **first by the recipient unit which shall come up with a shortlist. The shortlist, as confirmed by the PSB, shall then be subject to the final evaluation / deliberation by the Board;**

Section 6.c shall read as:

Special tests/examination designed by the recipient unit to determine special knowledge, skills, capabilities, etc. required by the vacant position/s, as approved by the PSB.

Section 7 shall read as:

The members of the PSB shall **confirm short list, review and deliberate candidates for a vacancy.** In the absence of the regular member, the designated alternate **or identified representative** shall automatically sit in the Board **in order to facilitate the process of selection.** **The PSB shall convene and carry out the aforementioned activities provided that there is a quorum and that the following members are present:**

- Chair or Vice-Chair
- Representative of the Employees' Union or rank and file
- Head of Office or duly designated Representative of the Office/Bureau/Service/Unit where the vacancy is

3. SELECTION PROCESS AND PROCEDURES

Section 6, second sentence shall read as:

xxx The PSB Secretariat shall inform the qualified next-in-rank employees that they are included in the long list of applicants for a particular vacant position, and shall request them to submit their updated Personal Data Sheet (PDS) on or before the set deadline. Qualified next in rank employees may confirm or signify their interest in the vacancy by submitting their updated PDS and other required documents. However, when employees are not present to comply with the requirements due to valid and justifiable reasons, i.e. employees are on field work, they can signify their interest to apply for the vacant positions by informing the Secretariat thru other means of communication other than in writing. Provided however, that immediately upon the return of the concerned employees to their official work station they shall immediately submit their updated PDS and other required documents to PSB. Those who fail to confirm or signify their interest in the vacancy on or before the set deadline shall be deemed to have waived their rights to compete for the said position.

Section 7 shall read as:

The recipient unit shall conduct a preliminary evaluation of the candidates in the long list prepared by the PSB Secretariat and other applications that may be received by or referred to them and come up with a short list. The Board shall clarify and validate the criteria of the recipient unit and their decision.

The preliminary evaluation which may include an interview or written exam, shall be guided by the minimum qualification standard set by the CSC for the position, the specific qualification requirement set by the recipient unit/office, the basic policies of the DSWD Merit Selection Plan (MC 35 s. 2003) and the principle of merit and fitness.

Section 8 is amended to read as:

The shortlist shall be submitted to the PSB Secretariat. The PSB shall then review and confirm the short listed candidates identified by the Offices/Bureaus/Services/Units concerned based on the specific requirements set by them, in addition to the minimum qualification standards set by the Civil Service Commission. Once confirmed, the Secretariat shall post in two (2) conspicuous places in the DSWD Office premises the short list.

Additional Paragraph to Section 11 shall read as:

In addition, the Secretariat shall conduct an integrity check on all the shortlisted candidates and inform the Board of the result for their information and consideration. This shall be done through but not limited to, contacting character references, requiring submission of NBI clearance, other pertinent clearances, certificate of good moral character, background check for any administrative charges or complaints.

The last sentence of Section 16 shall read as:

xxx However, if the applicant can show cause to the PSB, i.e. he/she formally requested the Chairperson indicating his/her valid reason, he/she has formally filed his/her grievance following the grievance procedure, the scores and ranking of other candidates may also be made available upon written request and approval of the PSB.

This order shall take effect immediately and revokes previous provisions contrary to it.

Issued in Quezon City, this 22nd day of August 2005.


LUWALHATI F. PABLO
Secretary