



Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills Quezon City
Telephone No. 931-8101 to 07

MEMORANDUM CIRCULAR

No. 15
Series of 2008

SUBJECT : 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

1. RATIONALE

In accordance with Civil Service Commission Memorandum Circular No. 3, series of 2001, the Merit Selection Plan (MSP) of the Department under DSWD Memorandum Circular No. 35 was crafted and approved by the Civil Service Commission in 2003. Memorandum Circular No. 35 is a general guideline, and as such, even while the CSC was still evaluating the same, DSWD Administrative Order No. 224, series of 2002, was issued to provide clarifications to some of its provisions.

After about six (6) years of implementation, the existing selection process has been found to be too tedious and very inefficient taking about six (6) months or more to fill up a vacant position. In view of this, and in response to clamors and observations about the relevance and efficiency of the selection process, Administrative Order No. 224, s. 2002, of Functions and Terms of Reference of the Personnel Selection Board (PSB), is hereby rescinded. Hence, the issuance of this Memorandum Circular seeking to provide a new guideline to fast-track the selection process and to enable the Department to select more competitive candidates in any of DSWD vacancies.

2. OBJECTIVES

- 2.1 To provide clear guidelines for a uniform implementation of the DSWD Merit Selection Plan and efficient selection process;
- 2.2 To promote objectivity in evaluating qualifications of applicants to be able to shortlist highly qualified candidates and select from among them the best candidate for a particular vacant position.

3. GUIDING PRINCIPLES AND POLICIES

Consistent with CSC Memorandum Circular No. 3, the following principles and policies are hereby adopted:

- 3.1 Selection of employees for appointment in the government service shall be opened to all qualified persons according to the principle of merit and fitness. There shall be equal employment opportunity for all in the first and second levels of position in the Department, provided applicants meet the minimum requirements as well as the specific requirements of the position to be filled;
- 3.2 There shall be no discrimination in the selection of employees on account of gender, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation;
- 3.3 The PSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the PSB may initiate innovative schemes not only in determining the best qualified candidates, but also in ensuring speedy selection processes and procedures to facilitate filling up of vacant positions.
- 3.4 The PSB shall deliberate on the eligibility and suitability of the applicant being recommended to the position by the hiring Office/Bureau/Service/Division/Center/Institution, based on the minimum qualification standards set by the Civil Service Commission as reinforced by the specific qualification requirements prescribed by the hiring Office/Bureau/Service/Division/Center/Institution for the position;
- 3.5 The PSB shall ensure compliance with the three (3)-salary grade limitation on promotion, taking into consideration the exemptions provided under existing CSC rules. This policy is intended to minimize possible abuse of discretion in the appointment process and to exercise greater scrutiny in the screening of candidates. For this purpose, the three (3) salary grade limitation shall apply only to promotion and not to reemployment, reappointment and reclassification/upgrading, including appointment from non-career service positions to career service positions and vice-versa;

Moreover, the three (3)-salary grade limitation is only invoked on promotion actions within position level. It shall not, however, apply to promotion actions of a Department employee occupying a first level position (i.e Clerical) to entry position levels I or II, in the Second Level.

- 3.6 As a general rule, the PSB shall deliberate En Banc. However, in order not to delay the filling up of positions, the PSB may proceed with the deliberation provided there is a quorum and provided further that the Chair or Vice Chair of the PSB and the SWEAP representative/alternate representative are present. For this purpose, a quorum shall be defined as the majority of the total membership, that is, one-half plus one. Without the Chair or the Vice Chair and the SWEAP representative the PSB shall not deliberate notwithstanding the presence of a quorum.
- 3.7 So as not to delay the selection process due to the absence of regular PSB members, the Chair and the members of the PSB shall have designated alternates. In the absence of the Regular Chair and/or Member/s, the alternate representatives shall automatically sit with or in the Board.
- 3.8 When the presence of alternate representatives is still inadequate to constitute a quorum, the endorsement/approval of PSB regular members on the proposed Office/Bureau/Service/Division/Center/Institution's action shall be through a referendum.
- 3.9 Consistent with the two-year term of the Chair, all PSB Members shall have a term of not more than two (2) years.
- 3.10 The PSB shall submit to the appointing authority a shortlist of the top ranking candidates not exceeding five (5), indicating the Board's recommendation, for consideration.
- 3.11 The PSB shall convene as often as it may be necessary and shall maintain a collegial interaction during the deliberation/discussion. Open exchange of views shall be encouraged at all times.
- 3.12 To maintain the integrity of the PSB, 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 EXECOM;
- 3.13 In cases where the PSB cannot reach a consensus, a majority vote of the members is required to come-up with an agreement;
- 3.14 The Resolutions of the PSB shall only be considered as recommendatory in nature. Therefore, all members of the PSB shall be bound by strict confidentiality of the result of the deliberation until the appointment is signed by the appointing authority.

- 3.15 In accordance with CSC Memorandum Circular No. 2, series of 2001, protests/complaints on appointments shall be resolved through the CSC approved Grievance Machinery under DSWD Memorandum Circular No. 1, series of 2003.
- 3.16 The following nature of appointment in the first and second level shall no longer be screened by the PSB:
- 3.16.1 Substitute appointment due to their short duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position should be screened and passed upon by the PSB;
- 3.16.2 Appointment to personal and primarily confidential positions;
- 3.16.3 All appointments to entry laborer positions
- 3.17 For purposes of efficiency, the end-to-end stream of selection process shall not exceed three (3) months.

4. ORGANIZATION OF PERSONNEL SELECTION BOARD (PSB)

To implement this guideline, different levels of PSB in the Central Office and Field Offices shall be constituted, as follows:

4.1 Central Office - PSB

Chairperson : Assistant Secretary Alternate: Director Responsible
for Personnel
Management

Members :

- a. Director Responsible Alternate: Chief of Division
for Personnel Responsible
Management for Personnel
Management
- b. Director or authorized representative from the career service of the organization unit where the vacancy is;
- c. Chief of Division Alternate: Asst. Chief of
Responsible for Division Responsible
Personnel Mgt. for Personnel Mgt.
- d. Two (2) representative from the rank-and-file employees, and two alternates one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association in the agency.

Secretariat : Personnel Management Division

4.2 Office/Bureau/Service Personnel Selection Committee

Each Office/Bureau/Service shall constitute a Personnel Selection Committee to be composed of the following:

Chairperson : Head of Office/Bureau/Service

Members : Chief of Divisions/Technical Staff
SWEAP Representatives for 1st and 2nd level positions
or alternates (as much as possible coming from
the Office / Bureau / Service where the vacancy is)

Secretariat : To be designated by the Office/Bureau/Service

4.3 Field Office PSB

Chairperson : Assistant Regional Director

Members :

- a. Chief of the Management Division or staff responsible for Personnel Management;
- b. Chief of Division/Center/Institution where the Vacancy is or, in the case of the Office of the RD Proper, a technical staff designated by the RD
- c. Administrative Officer V Responsible for Personnel Management
- d. Two (2) representative from the rank-and-file employees, and two alternates one from the first level and one from the second level, who shall be both be chosen by the duly accredited employee association in the agency.

Secretariat : Personnel Management Unit

- 4.4** In case there is no accredited/registered/recognized employees association in the Department or in 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.

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. Both rank-and-file representatives shall serve for a period of two (2) years.

5. FUNCTIONS AND RESPONSIBILITIES

5.1 Central Office - PSB

- 5.1.1 Evaluates recommendation of Office/Bureau/Service Selection Committee and cause the posting/publication thereof to give way to grievance or protest action from aggrieved parties.
- 5.1.2 Address the grievance/protest of aggrieved parties;
- 5.1.3 Conduct the final deliberation ;
- 5.1.4 Submit to the appointing authority the list of top ranking candidates not exceeding five (5) indicating the Boards recommendation and reason/justification for such recommendation.
- 5.1.5 Review Merit Selection Plan policies on a regular basis and may recommend revisions thereof as the need arises.

5.2 Office/Bureau/Service-Personnel Selection Committee (O/B/S-PSC)

- 5.2.1 Conduct a formal screening procedure adopting the authorized criteria for the evaluation of applicants as indicated herein.
- 5.2.2 Evaluate and deliberate the qualifications of those listed in the selection line-up (long list) in accordance with the guiding principles and policies, and criteria set by the CSC and the Department for the selection. Background or character check shall be included in support of the Integrity Development Action Plan (IDAP). (sample attached)
- 5.2.3 Prepare and submit to the Central Office - PSB the list of top ranking candidates not exceeding five (5) their recommendation the reason(s)/justification(s) therefore and all pertinent documents needed to support the same, within three (3) days after the O/B/S PSC level deliberation, for final deliberation by the Central Office - PSB.
- 5.2.4 In case the O/B/S PSC does not find any qualified applicant from among the long list submitted by the C.O. PSB Secretariat, the concerned O/B/S shall recommend re-publication of the vacancy in addition to the result of their deliberation.

- 5.2.5 Keep records of the Office/Bureau/Service Selection Committee's deliberations which must be made accessible to the C.O. - PSB or other interested parties in case of protest;
- 5.2.6 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.

5.3 Field Office PSB

- 5.3.1 Conduct a formal screening procedure adopting the authorized criteria for the evaluation as indicated herein. For this purpose, the Regional PSB shall be guided by the assessment tools and comparative matrix as shown in Annexes A, B (1 & 2), C and D of this Circular.
- 5.3.2 Evaluate and deliberate the qualifications of those listed in the selection line-up (long list) in accordance with the guiding principles and policies, and criteria set by the CSC and the Department for the selection. Background or character check shall be included in support of the Integrity Development Action Plan (IDAP). (sample attached)
- 5.3.3 Prepare and submit to the Regional Director 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 recommendation and reason(s)/justification(s) for such recommendation, within fifteen (15) days after the deliberation. Regional Offices which are not yet accredited to take final action on appointment shall submit the same to the Department PSB.
- 5.3.4 Maintain records of the Regional Office PSB's deliberations which must be made accessible to the Regional Director, Department PSB or other interested parties upon written request.
- 5.3.5 Convene as often as it may be necessary and shall maintain collegial interaction during the deliberation/discussion. Open exchange of views shall be encouraged at all times.

5.4 PSB Secretariat

- 5.4.1 The C.O. – PSB and Regional PSB shall be responsible for the documentation of proceedings of PSB meetings and safekeeping of documents relative to personnel selection and promotion process done at their level.

5.4.2 Monitor the selection process and provide technical assistance to Office/Bureau/Regional Office PSB or Secretariat on the DSWD Merit Selection Plan as needed (for C.O. – PSB Secretariat).

5.4.3 The C.O.- PSB/Regional Office PSB Secretariat shall also:

- a. Orient members of the PSB of the DSWD Merit Selection Plan and their Terms of Reference
- b. Review documents submitted by O/B/S PSC prior to the deliberation of the PSB
- c. Conduct background check on applicants in general or to short listed applicants identified by the O/B/S PSC as needed
- d. Administer tests/exams as required or as requested by O/B/S PSC
- e. Post announcements, vacancies, shortlist of applicants, appointees as required by existing rules
- f. Inform applicants of the status of their application

6. GUIDELINES

6.1 General Guidelines

6.1.1 Occurrence of Vacancy

Vacancy occurs under the following situations:

- a. When the management accepts the resignation/retirement/ separation of an official/employee;
- b. When an official/employee vacates his/her position due to promotion; or
- c. When the Department receives from the Department of Budget and Management a document formally creating new positions.
- 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.

6.2 Procedural Guidelines

6.2.1 Publication of Vacancy

- a. Within five (5) working days after the occurrence of the vacancy, the Central Office/Field Office PSB Secretariat shall notify the Office/Bureau/Service/Division/ Center/Institution concerned of the vacancy. Said Office/ Bureau/Service/Division/Center/Institution shall advise the

Secretariat within five (5) working days whether or not they intend to fill-up the vacancy and submit revisions to the job description and minimum qualification requirements, if there are any. If response is not received after five (5) working days, the Central Office/Field Office PSB Secretariat shall proceed with the publication of the vacancy using the latest applicable requirements on file, or in its absence, use the one prescribed by the Civil Service Commission (CSC).

- b. The Central Office / Field Office PSB Secretariat shall, within five (5) working days after receipt of the advise from the hiring office, cause the publication of the vacant position in accordance with R.A. 7041, (Publication Law), through but not limited to newspapers, CSC Bulletin of Vacant Positions, or DSWD Website. It shall also announce and post the same in three (3) conspicuous places in the Central Office/Regional Office premises for ten (10) calendar days.

6.2.2 Pooling of Candidates/Preparation/Submission of Long List to Hiring Office/Bureau/Service/Division/Center/Insitution

- a. Qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position. However, for administrative expediency the Central Office / Field Office PSB Secretariat shall officially notify within the ten-day publication period the next-in-rank employees of the vacancy, the general qualification standards and specific qualification requirements as prescribed by the hiring Office / Bureau / Service / Division / Center / Institution. The qualified next-in-rank may either signify their interest or non-interest by indicating and signing the return slip provided in the Memo (sample attached). For this purpose, *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. All things being equal, the insider candidate from within the office shall be given priority over the outsider/external candidate.
- b. Applicants must submit their application, together with all 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 rating period immediately preceding the current semester.

- d. The hiring office shall decide whether or not to consider applications received after the set deadline and/or applicants who failed to submit all required documents including their performance rating, in the case of government employees, within the set deadline.
- e. The C.O./FO PSB Secretariat shall review all applicants to a vacancy according to the qualification requirements published/posted. Applicants who meet said requirements shall be included in the long list to be endorsed to the hiring office within fifteen (15) working days after the publication period. It is understood that in the Central Office, outsider applicants included in the long list have passed the initial qualifying test (IQT) and have also undergone the psychometric examination.

6.2.3 Preparation and Submission of Short List

- a. In the Central Office, the hiring Office/Bureau/Service shall adopt a formal screening procedure and criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - Criteria for evaluation of qualifications of applicants for appointment that must suit the job requirements of the position. For this purpose, the O/B/S-PSC shall be guided by the assessment tools and comparative matrix as shown in Annexes A, B (1 & 2), C and D of this Circular.
- b. The hiring Office/Bureau/Service, through their duly constituted Personnel Selection Committee, shall assess the applicants included in the long list within five (5) working days upon receipt of thereof.
- c. The hiring Office/Bureau/Service Personnel Selection Committee shall adopt methods to assess the applicant's suitability to the position which shall include written examinations or skills tests and interview.
- d. On the basis of such assessment, the Hiring Office/Bureau/Service shall, within fifteen (15) working days after the Personnel Selection Committee's assessment, come up with a shortlist and formally endorse the same to the C.O. PSB, indicating in the endorsement their recommended

candidate for the position from among those in the shortlist, along with the comparative data matrix and other evaluation tools as supporting documents. The hiring Office / Bureau / Service may indicate other information that are material to the selection.

- e. In the Field Office, the Field Office PSB shall also adopt a formal screening procedure and criteria for evaluation of candidates for appointment, taking into consideration the following:
 - Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - Criteria for evaluation of qualifications of applicants for appointment that must suit the job requirements of the position. For this purpose, the Field Office PSB shall be guided by the assessment tools and comparative matrix as shown in Annexes A, B (1 & 2), C and D of this Circular
- f. The Field Office PSB shall assess the applicants included in the long list prepared by the Field Office PSB Secretariat. It shall adopt methods to assess the applicant's suitability to the position which shall include written examinations or skills tests and interview.
- g. On the basis of such assessment, the Field Office PSB shall come up with a shortlist of top ranking candidates not exceeding five (5) whose over-all point scores are comparatively at par based on the comparative assessment made and submit it to the Field Office Director, indicating the Board's recommendation and reason(s)/justification(s) for such recommendation, within fifteen (15) days after the deliberation. Field Offices which are not yet accredited to take final action on appointment shall endorse the same to the C.O. PSB, indicating in the endorsement their recommended candidate for the position from among those in the shortlist, along with the comparative data matrix and other evaluation tools as supporting documents. The Field Office may indicate other information that are material to the selection.

6.2.4 Publication of Short List, Conduct of Background Investigation and Other Secretariat Work

- a. The C.O/FO PSB Secretariat shall post the shortlist in the bulletin board within three (3) working days upon receipt

thereof to give opportunity to other applicants to file their complaint or grievance.

- b. The C.O./FO PSB Secretariat shall conduct background investigation for outsider applicants that shall include integrity check. For insider applicants, the Central Office / Regional Office PSB Secretariat shall assess their job related behavior rating including their integrity. The background investigation or the character and integrity check for both the insider and outsider applicants shall be conducted within ten (10) working days after the posting short list by the Central Office / Regional Office PSB Secretariat.
- c. The result of the background investigation for outsider applicants and the job related behavior rating of insider applicants and the result of the integrity check shall be presented by the Central Office / Regional Office PSB Secretariat during final deliberation for information and reference of the Central Office / Regional Office PSB. 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.
- e. The Central Office / Regional Office PSB Secretariat shall fill in columns 1, 2, and 3, 5 and 7 of the comparative data matrix and review column 4 thereof which was filled in by the hiring Office/Bureau/Service/Division/ Center/Institution, as a matter of check and balance, which matrix shall show the ranking of candidates based on their individual point scores.
- f. The Central Office / Regional Office PSB Secretariat shall furnish the PSB Chairperson and members with an advanced copy of the comparative data matrix of short-listed applicants, at least five (5) working days prior to the scheduled final deliberation, including all documents pertaining to the screening process undertaken, and summary of the result of background investigation and/or personality test. The personality test result, if any, shall be presented by the Central Office / Regional Office PSB Secretariat during the final deliberation.

6.2.5 Deliberation/Evaluation by the Central Office / Regional Office PSB

- a. The deliberation of the Central Office / Regional Office PSB on the recommendation of the Office / Bureau / Service /

Division / Center / Institution PSC shall be scheduled within five (5) working days after the end of the period for posting of shortlist of applicants .

- b. During the deliberation, the representative of the hiring Office / Bureau / Service / Division / Center / Institution shall present to the Central Office / Regional Office PSB the process undertaken on the evaluation they have done of applicants in the long list to come up with the short list and their recommendation. The members shall review the selection process of the Office / Bureau / Service / Division / Center / Institution PSC to determine its propriety and deliberate on the merits of the recommendation. The Central Office / Regional Office PSB may concur with the recommendation of the Office / Bureau / Service / Division / Center / Institution's recommendation or act otherwise based on their assessment.

Any Board action on this matter shall be supported by majority vote of the members.

- c. In cases where in any stage, after the final deliberation of the Central Office / Regional Office PSB, the candidate identified to be recommended / selected candidate decided to withdraw his/her application, the next ranking candidate shall be considered for appointment / promotion.
- d. The Central Office / Regional Office PSB shall submit to the appointing authority the result of its evaluation and its recommendation in the form of resolution within ten (10) working days after the final deliberation.

6.2.6 Approval of Department / Regional PSB Recommendation

- a. The appointing authority shall act on the Central Office / Regional Office PSB's recommendation. He/she, in the exercise of sound discretion, shall select a candidate from the shortlist who is deemed best qualified for the position other than the recommendation of the Central Office / Regional Office PSB, or declare failure of selection, as the case may be.

6.2.7 Approval of Appointment by the Appointing Authority

- a. Upon approval of the Resolution of the Central Office / Regional Office PSB by the appointing authority, the Central Office / Regional Office PSB Secretariat shall, within three (3) working days, prepare the appointment for signature of

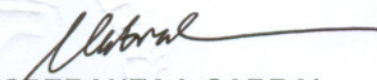
the appointing authority and for submission to the Civil Service Commission for review and record purposes.

- b. Once the appointment is signed, the Central Office / Regional Office PSB Secretariat shall officially endorse it to the appointed candidate within three (3) working days.
- c. The Central Office / Regional Office PSB Secretariat shall post the list of new appointments in three (3) conspicuous places in the Central/Regional Office premises within five (5) working days upon receipt of the approved appointment. Those who wish to contest the appointment may do so within fifteen (15) days from the date of posting.



7. Effectivity

This Memorandum shall take effect immediately. Previous issuances inconsistent herewith are deemed revoked or amended accordingly.

Done in Quezon City this 17 day of ~~November~~ 2008.



DR. ESPERANZA I. CABRAL
Secretary



/MGM/MASG/CAA/mbc

A CERTIFIED COPY:

PATRICK M. BAET
Administrative Officer V
Records Unit

PROPOSED COMPARATIVE DATA MATRIX (SECOND LEVEL)

Vacant Position:
 Item Number :
 SG/Monthly Salary :
 Office :
 Next-In-Rank :

QUALIFICATION STANDARDS:
 Educational Requirement :
 Experience Requirement :
 Training Requirement :
 Eligibility Requirement :

(1) Name of Applicant	(2) Eligibility	(3) Performance Rating	(4) ETE			(5) Written Exam		(6) 25% PT	(7) 100% Total Rating	(8) Remarks
			20% Education	15% Training	15% Experience	10% Aptitude/IQ	15% Special Exam			
	CS Professional	Outstanding								
	CS Sub-prof.	VS								
	RA 1080 (SW)									

LEGEND:

ETE - Education, Training and Experience

MTS

PROPOSED COMPARATIVE DATA MATRIX (FIRST LEVEL)

Vacant Position:
 Item Number :
 SG/Monthly Salary :
 Office :
 Next-In-Rank :

QUALIFICATION STANDARDS:
 Educational Requirement :
 Experience Requirement :
 Training Requirement :
 Eligibility Requirement :

(1) Name of Applicant	(2) Eligibility	(3) Performance Rating	(4) ETE			(5) Written Exam		(6) 25% PT	(7) 100% Total Rating	(8) Remarks
			25%	10%	15%	10%	15%			
			Education	Training	Experience	Aptitude/IQ	Special Exam			
	CS Professional	Outstanding								
	CS Sub-prof.	VS								
	RA 1080 (SW)									

LEGEND:

ETE - Education, Training and Experience
 PT - Personality Traits

WTS

RATING FORM (SECOND LEVEL POSITION)

EVALUATION OF EDUCATION, TRAINING AND EXPERIENCE (ETE)
FOR THE POSITION OF _____

NAME
CURRENT POSITION
OFFICE
DATE

CRITERIA		POINTS
A. EDUCATION		20
PHD Completed	-----	20
PHD Units	-----	11
Masteral Degree	-----	20
Diploma Course	-----	20
22 MS/MA units and above	-----	15
12 - 21 MS/MA units	-----	9
3 - 9 MS/MA units	-----	7
B. TRAINING		15
(only relevant training shall be considered)		
40 hours and above	-----	15
31 - 39 hours	-----	13
21 - 30 hours	-----	11
11 - 20 hours	-----	9
04 - 10 hours	-----	7
C. EXPERIENCE		15
(only relevant experience shall be considered)		
5 years and above	-----	15
4 years	-----	13
3 years	-----	11
2 years	-----	9
1 year	-----	7
Total Points		50

RATING FORM (FIRST LEVEL POSITION)

EVALUATION OF EDUCATION, TRAINING AND EXPERIENCE (ETE)
FOR THE POSITION OF _____

NAME
CURRENT POSITION
OFFICE
DATE

CRITERIA		POINTS
A. EDUCATION		25
Graduate of two-years relevant Vocational Course	-----	25
Bachelor's Degree	-----	25
Third Year College	-----	20
Second Year College	-----	15
High School Graduate	-----	10
B. TRAINING		10
(only relevant training shall be considered)		
40 hours and above	-----	10
31 - 39 hours	-----	8
21 - 30 hours	-----	6
11 - 20 hours	-----	4
04 - 10 hours	-----	2
C. EXPERIENCE		15
(only relevant experience shall be considered)		
5 years and above	-----	15
4 years	-----	13
3 years	-----	11
2 years	-----	9
1 year	-----	7
Total Points		=====
		50

mtz

Job Related Behavior Appraisal Form for Multi-Source Respondents

Name of Ratee: _____ Name of Appraiser _____
 Position/Unit: _____ Category: Supervisor/Peer/Customer/Client/
 Subordinate/Ratee (please encircle)
 Date of Appraisal: _____

Instruction: On a scale of 5 to 1 where 5 represents the highest and 1 is the lowest, encircle the appropriate number that best describe the ratee's competencies: 5= demonstrates competency all the time 4= most of the time 3= not all the time 2= seldom 1= never

A. Intellectual/Functional Competences (Demonstrates the mental and physical requirements for performing the job and is able to comply required training and experience to job performance)

1. Demonstrates required knowledge and skills	5	4	3	2	1	Can not say/ don't know
2. Shows readiness to try new ways and to meet new requirements	5	4	3	2	1	Can not say/ don't know
3. Performs and completes tasks with accuracy and within prescribed allotted time.	5	4	3	2	1	Can not say/ don't know
4. Utilizes resources, establishes priorities and organizes work to meet required deadline	5	4	3	2	1	Can not say/ don't know
5. Recognizes and takes initiative in finding alternate paths or solutions to problems within scope of job responsibilities.	5	4	3	2	1	Can not say/ don't know
6. Deals with ambiguity and adapts to risky circumstances.	5	4	3	2	1	Can not say/ don't know
7. Listens to and understands explanations, directions and expressions of need, whether from customers, supervisor or co-workers.	5	4	3	2	1	Can not say/ don't know

B. Personal Competences (Ability to demonstrate personal discipline; composure in the midst of adversity at work; adheres to the standards of ethics in the service.)

1. Follows rules, expectations, norms set by the organization or office.	5	4	3	2	1	Can not say/ don't know
2. Takes personal responsibility for actions and avoids excuses.	5	4	3	2	1	Can not say/ don't know
3. Displays a "work ethic", that adheres to the ethical guidelines set by the government (RA 3019, RA 6713) or the code of conduct of government employees.	5	4	3	2	1	Can not say/ don't know
4. Shows commitment to the organization's reputation and is concerned with how one's own action affect it.	5	4	3	2	1	Can not say/ don't know
5. Displays a sense of pride in work	5	4	3	2	1	Can not say/ don't know

6. Consults others when making ethical decisions or when faced with ethical dilemmas.	5	4	3	2	1	Can not say/ don't know
7. Walk-the-Talk – does what is said.	5	4	3	2	1	Can not say/ don't know
8. Seeks to learn more about the job and the organization.	5	4	3	2	1	Can not say/ don't know
9. Clearly expresses need, explanations and directions to others.	5	4	3	2	1	Can not say/ don't know
C. Relationship Competencies (Ability to interact effectively with colleagues, superiors, peers, subordinates and customer)						
1. Shows respect towards to those for whom service is being provided.	5	4	3	2	1	Can not say/ don't know
2. Keep co-workers informed of changes in process/procedures in the organization/unit that could impact their job.	5	4	3	2	1	Can not say/ don't know
3. Constructively responds to suggestions and feedback received from others.	5	4	3	2	1	Can not say/ don't know
4. Motivates people to work jointly toward common goals.	5	4	3	2	1	Can not say/ don't know
5. Supports group decisions and act in solidarity.	5	4	3	2	1	Can not say/ don't know
6. Creates a climate of trust, commitment, respect and empowerment.	5	4	3	2	1	Can not say/ don't know
7. Demonstrates sensitivity to the interest, opinions and feelings of others.	5	4	3	2	1	Can not say/ don't know

OTHER COMMENTS/AREAS FOR IMPROVEMENT:

Name and Signature of Rater

Date

Note:

This tool should be treated and kept confidential by rater/supervisor/peers who are assessing the staff. The rating by the peers shall be forwarded to the supervisor of the staff being rated.

INTERVIEW

NAME

PRESENT OFFICE

PRESENT POSITION

POSITION DESIRED

NUMERICAL RATING

10 VERY GOOD

8 GOOD

6 FAIR

4 POOR

	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
	SELF-EXPRESSION	Communication skills or ability to organize, present ideas with clarity and substance
	JOB FIT	Ability to perform the requirements of the job

RATED BY:

 Chairperson/Member Personnel Selection Committee/Board
 (Signature Over Printed Name)

NOTE: Hiring Office may add to the categories/criteria above

WFB

**(SAMPLE FORM FOR BACKGROUND
OR CHARACTER CHECK THRU
PHONE INTERVIEW)**

Character Reference Check

Applicant applying to : _____
 Candidate's Name: _____
 Position applying for: _____
 Present/Previous employer's name: _____
 Phone : _____

Person Contacted/Position: _____
 Dates of Employment : _____ to _____
 Position/s held: _____
 Did he/she leave voluntarily: **YES** **NO**
 Reason : _____

Please rate this employee on scale of 1-5 (1 = poor, 5 = excellent) based on how they have demonstrated the following:

1. Reliability	5	4	3	2	1
2. Job competency/technical skills	5	4	3	2	1
3. Problem Solving	5	4	3	2	1
4. Clients service skills/concern for clients	5	4	3	2	1
5. Productivity: performs expected volume of work	5	4	3	2	1
6. Teamwork	5	4	3	2	1

How long have you worked with him/her? What was the reporting relationship?

What were the main duties and responsibilities carried out by him/her?

Please give us your comments on the levels of his/her technical skills and ability to perform the specific duties associated with his/her role

How would you assess his/her performance in the job?

What were his/her major areas of strength?

In what areas did he/she fail to meet expectations?

Can you describe his/her commitment to the organization?

What are his/her main areas for development?

Did he/she have a good attendance record?

What were his/her written/oral communication skill like?

How did she get along with other people/peers, managers and clients?

How would you describe his/her attitude to change? Is he/she flexible?

How does he/she demonstrate initiative?

How does he/she work under pressure and handle stress?

How will you describe him/her?

Would you re-employ him? Why?

Would you recommend this person for rehire? Why?

Is there anyone else you would suggest that I speak with?

Name: _____ Position: _____

Phone Number : _____

Reference taken by: _____ Date: _____

Hrmconfolder/character ref

MT

(SAMPLE MEMO TO INVITE NEXT-IN-RANK)

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICE
(or Regional Office)

(Date)

TO : (Next-in-Rank)

SUBJECT : Invitation to Apply

We are pleased to inform you that you are one of the next-in-ranks for the vacant _____ position with item no. _____ at the _____.

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

Education :
Experience :
Training :
Eligibility :

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 Personnel Management Division/Unit, together with your comprehensive resume for evaluation and copy of your Performance Rating for the period _____, not later than _____.

_____ Yes, I am interested to apply for the Supervising Administrative Officer position

_____ No, I am not interested to be included as one of the candidates for the position mentioned

Your failure to submit this on or before the above-stated date shall be construed that you are not interested to apply for the position.

Director HRMDS or Chief, Management Division

WJ