



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. D02023-03-0009 *N*

MERIT SELECTION PLAN

Pursuant to the provisions and requirements of Civil Service Commission (CSC) Resolution No. 1800692 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) (Revised July 2018) regarding Amendments and Additional Provisions to CSC Resolution No. 1701009 (June 16, 2017), the Department of Energy (DOE) hereby adopts and promulgates the herein DOE Merit Selection Plan (DOE-MSP) for Hiring and Promotion for the 1st and 2nd Level Positions for guidance and information of all DOE officials and employees.

SECTION 1
OBJECTIVES

It is the policy of the DOE to strictly adhere to the principles of merit, fitness and equality in the selection and placement of employees on the basis of their qualifications and competence to perform the duties and responsibilities of the vacant position/s. In this pursuit, the DOE-MSP aims to:

1. Provide equal opportunities for employment to all qualified applicants;
2. Ensure fairness, uniformity, equality, objectivity, and consistency in the selection of the most qualified employees for placement to all levels of positions in the career service in the DOE;
3. Appoint employees in the DOE according to the principle of merit and fitness towards a competent and professional workforce;
4. Prevent discrimination in the selection of employees on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation; and
5. Promote career advancement of most qualified and competent DOE employees.

SECTION 2
SCOPE AND COVERAGE

This DOE-MSP shall cover all positions in the DOE classified under the 1st and 2nd Level Positions of the career service. It shall also include rules on appointments and other policies related to Human Resource (HR) actions.

SECTION 3
DEFINITION OF TERMS

1. **Appointing Officer/Authority** – The DOE Secretary shall be the appointing officer/authority. He/she shall assess the merits of the recommendation for appointment by Human Resource Merit Promotion and Selection Board (HRMPSB) and in the exercise of sound discretion, select from among the top

five (5) ranking applicants deemed most qualified for appointment to the vacant position.

2. **Background Check** – a procedure to gather information regarding an applicant's background, which may include performance, employment, education, criminal records, credit history, integrity check, motor vehicle and license record check.
3. **Career Service** – is a category of service in the Philippine Civil Service characterized by: (1) entrance to position/s 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** – pre-determined reasonable difference or gap between point scores of candidates for appointment established by the HRMPSB.
5. **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 trust and confidence of the appointing officer/authority or of the head of the organizational unit where he or she is assigned.
6. **Deep Selection** – the process of selecting a candidate for appointment who is not a next-in-rank employee to the position but possesses superior qualifications and competence.
7. **Demotion** – movement of an employee from a higher position to a lower position where he/she qualifies, if a lower position is available. It entails reduction in duties, responsibilities, status or rank, which may or may not involve a reduction in salary.
8. **Discrimination** – is a situation wherein a qualified applicant is not included in the selection line-up on the account of age, sex, sexual orientation, gender identity, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.
9. **DOE Merit Selection Plan** – refers to the herein policies and procedures to be followed in selecting the best and most qualified candidates for appointment in the DOE.
10. **DOE Qualifying Entrance Examinations (DOE-QEE)** – refers to a battery of tests, or other types of tests as deemed applicable or appropriate, administered by the Human Resource Management Division (HRMD) or an Accredited Assessment Center (AAC). This shall be administered to all applicants for hiring. Applicants for promotion to a senior, supervisory and higher positions shall also undergo the DOE-QEE in order to measure knowledge, skills, aptitude, personality and competence for a particular position.
11. **Education** – refers to the formal or non-formal academic, technical or vocational studies that will enable the applicant to successfully perform the

duties and responsibilities indicated in the Position Description Form (PDF) of the position to be filled.

12. **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 or merit and fitness conducted by the CSC 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 Regulation Commission (PRC)-conducted board examinations, the Supreme Court (SC)-conducted Bar examinations or the Career Executive Service Board (CESB)-conducted CES examinations.
13. **Eligible** – refers to a person who obtains a passing grade in a civil service examination or is granted a civil service eligibility and whose name is entered in the register of eligibles.
14. **End-User (EU)** – shall refer to the following representatives of the office where the vacancy is:
 - Bureau Level
 - a. Director
 - b. Assistant Director
 - c. Division Chief (or equivalent) of the office where the vacancy is
 - Service / Field Office Level
 - a. Director
 - b. Division Chief (or equivalent) of the office where the vacancy is
 - c. One Supervising level personnel of the office where the vacancy is
 - Executive Office Level
 - a. Head Executive Assistant (HEA)
 - b. Division Chief (or equivalent) of the office where the vacancy is
 - c. One Supervising level personnel of the office where the vacancy is
15. **End-User Evaluation (EUE)** – shall refer to the overall appraisal made by the Director and the Division Chief of the Office where the vacancy is after conducting thorough assessment processes such as but not limited to interview and written technical examinations in order to determine the most competent and qualified among the referred applicants.
16. **Executive Managerial Position** – refers to a professional, technical and scientific position, the functions of which are managerial in character, exercising management over people, resource, and/or policy and exercising functions such as planning, organizing, directing, coordinating, controlling and overseeing the activities of an organization, a unit thereof or of a group, requiring some degree of professional, technical or scientific knowledge and experience, application of managerial skills required to carry out basic duties and responsibilities involving leadership, functional guidance and control.
17. **First (1st) Level Position** – refers to a position involved in structured work in support of office operations or those engaged in clerical, trades, crafts or

custodial service which involve sub-professional work in a non-supervisory or supervisory capacity.

18. **Functional Relationship** – shall mean the correlation between the position to be filled and the position to be considered next-in-rank, taking into consideration the duties and responsibilities of both positions.
19. **Geographical Location** – shall mean the location of the position to be filled and position/s to be considered next-in-rank to the same.
20. **Highly Technical/Specialized Positions** – positions which require highly specialized professional ability such as geologists, mining engineers, lawyers, accountants.
21. **Human Resource Merit Promotion and Selection Board** – shall refer to a collegial body composed of officials designated by the Secretary and shall assist the latter in the judicious and objective selection of candidates for appointment to the 1st and 2nd Level Positions based on merit, fitness and qualifications, and in accordance with the DOE-MSP.
22. **Human Resource Merit Promotion and Selection Board Evaluation (HRMPSBE)** – shall refer to the overall appraisal made by the HRMPSB after conducting the necessary procedures and evaluation in selecting the most qualified applicants to the vacant positions.
23. **Incumbent Employee** – an individual who is already employed in the DOE and holding a position whether permanent, temporary or coterminous status of appointment or those who are on contract of service, outsourced, or similar positions.
24. **Insider Applicant** – an applicant who is a DOE employee, holding a permanent, temporary, or coterminous status of appointment.
25. **Job Requirements** – refer to requisites not limited to the Qualification Standards of the position but may include skills, competencies, potential, physical and psychosocial attributes necessary for the successful performance of the duties required of the position.
26. **Key Positions** – refers to Division Chief position and up.
27. **Lone or Entrance Position** – refers to a position which does not have any position next-in-rank to it and a residual position in each level within the Bureau/Service/Office which may be filled by an outsider, respectively.
28. **Next-In-Rank Position** – refers to a position which by reason of the hierarchical arrangement of positions in the Bureau/Service/Office is determined to be the nearest degree of relationship to the next higher position as contained in the DOE System of Ranking of Positions (SRP).
29. **Non-Formal Education** – refers to any organized educational activity or structured learning situations which take place outside the formal educational

system that do not have either the level of curriculum, syllabus, accreditation, and certification associated with formal learning.

30. **Non-Formal Training** – this is equivalent to Non-Study Programs in the DOE. This refers to local and foreign conferences, meetings, workshops, symposia, conventions, congresses, fora and attendance in professional activities.
31. **On-the-Job Training (OJT)** – refers to practicum training, hands-on training or internship rendered by a student in compliance with a school requirement of completing a particular number of hours for a certain curriculum or for a degree program.
32. **Outsider Applicant** – an applicant who is not an employee in the DOE or those who hold Job Order or Contract of Service engagement in the DOE.
33. **Outstanding Accomplishments (OA)** – shall include exemplary work, civic, religious, and other achievements which may include but not limited to special commendation and citation, including Civil Service awards and other awards for exceptional performance.
34. **Permanent** – an appointment issued to a person who meets all the qualification requirements of the position to which he or she is being appointed to, including the appropriate eligibility, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof.
35. **Personal and Primarily Confidential Positions** – refer to positions assigned to the Offices of the Secretary, Undersecretary, and Assistant Secretary, whose status of appointment is coterminous with the official under whom the employee is rendering service and require absolute trust and confidence of the said official.
36. **Position with dearth applicants** – refers to a position with no applicants or a scarcity or lack of applicants (1 or 2 applicant/s only) received by the HRMD, despite numerous times (3 or more times) by which said position has been posted or published as vacant.
37. **Potential and Other Factors** – The applicant's capacity to become or develop into an employee who could successfully perform the duties and responsibilities of the position to be filled, taking into consideration the technical competence, work values and attitude, and communication skills. It shall also include an assessment of the applicant's readiness, motivation and qualities that may be developed and lead to future success or usefulness.
38. **Probationary Period** – refers to the six-month 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.

39. **Promotion** – is 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.
40. **Psychosocial Attributes and Personality Traits (PAPT)** – shall include the characteristics or traits of the candidate comprising both the psychological and social aspects. This also includes the way an applicant perceives things, his or her ideas, beliefs and understanding; and how he or she acts and relates these to other people in social situations which may have bearing on the way he or she will perform the functions of the position to be filled.
41. **Qualification Standards (QS)** – are the minimum qualifications and 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 government.
42. **Qualified Next-In-Rank** – refers to the employee appointed on a permanent basis to a position previously determined to be next-in-rank to the vacancy proposed to be filled and who meets the requisites for appointment thereto as previously determined by the appointing authority and approved by the CSC.
43. **Qualified Person with Disability** – refers to an individual with disability who, with reasonable accommodations, can perform the essential functions of the employment position that such individual holds or desires. However, consideration shall be given to the employer's requirement as to what functions of a job are essential, and if an employer has prepared a written description before advertising or interviewing an applicant for the job, this description shall be considered evidence of the essential functions of the job.
44. **Quorum** – refers to a number of persons whose presence is required before a meeting of the HRMPSB can officially take place. This is usually attended by half of the total number of members plus one, as determined by the Secretariat.
45. **Referred Applicants** – refer to the list/s of applicants forwarded by HRMD to the End-User, through a memorandum referral. These applicants have already been screened, evaluated and assessed by the HRMD with regard to the QS of the position.
46. **Second (2nd) Level Position** – includes professional, technical, and scientific positions which involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.
47. **Selection** – is the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of the position.
48. **Selection Line-up** – is a listing of qualified and competent applicants for consideration to a vacant position which include, but not limited to, the

comparative information of their Education, Experience, Training, Civil Service Eligibility, Performance rating, Psychosocial Attributes and Personality Traits, Potential and Other Factors as per evaluation of the Bureau/Service EUE Committee.

49. **Study Leave** – refers to the maximum of six (6) months leave with pay, availed of by the DOE employees for the purposes of, but not limited to, Bar or board review or completion of master's degree.
50. **Substitute** – is an appointment issued to an appointee when the regular incumbent of the position is temporarily unable to perform the duties of the position. It shall be effective until the return of the incumbent.
51. **Superior Qualifications** – shall mean outstanding educational achievements, highly specialized trainings, relevant work experience and consistent high-performance ratings. It shall include specialized academic preparation or training appropriate for the position, and consistent outstanding performance ratings. The outstanding performance rating represents an extraordinary level of achievement and commitment. These may be manifested in terms of quality and time, technical knowledge and skill, ingenuity, creativity and initiative, and demonstration of exceptional job mastery in all major areas of responsibility.
52. **Supervisory Position** – refers to Division Chief, Assistant Division Chief, and Section Chief positions in the DOE with Salary Grade (SG) 22-25. At any rate, however, a senior level position with SG 17-21 may also be considered a supervisory position if there is an Office/Special Order designating the person to be the Officer-In-Charge (OIC) of the concerned Bureau/Service//Division/Section/Unit and/or such supervisory functions are indicated in the employee's Individual Performance Commitment Report (IPCR) form for at least three (3) months.
53. **System of Ranking Positions (SRP)** – is the hierarchical arrangement of positions from highest to lowest which shall be a guide in determining which position is next-in-rank, taking into consideration the following:
 - a. Organizational structure;
 - b. Salary Grade allocation;
 - c. Classification and functional relationship of positions; and
 - d. Geographical location.
54. **Temporary** – an appointment issued to a person who meets the Education, Experience and Training requirements for the position to which he or 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 authority. The appointment shall not exceed twelve (12) months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes available.
55. **Training** – refers to formal or non-formal training courses and HR interventions such as coaching, mentoring, job rotation, seminars, workshops,

and other activities that are part of the employee's Individual Development Plan or Career Development Plan which are intended to enable the applicant to successfully perform the duties and responsibilities as indicated in the PDF of the position to be filled.

56. **Unsatisfactory Conduct or Behavior** – refers to the failure of the appointee to observe propriety in his/her acts, behavior and human/public relations, and to irregular punctuality and attendance while performing his/her duties and responsibilities during the probationary period. This may include cases of neglect of duty, misconduct, insubordination, habitual tardiness and absenteeism.
57. **Want of Capacity** – refers to the failure of the appointee during the probationary period to perform the duties and responsibilities based on standards of work outputs agreed upon and reflected in the duly signed performance targets, despite the developmental intervention provided by the immediate supervisor.
58. **Work Experience** – refers to the previous jobs in either government or private sectors, whether full-time or part-time which, as certified by the HRMO or authorized officials of previous employers, are functionally related to the duties in the PDF of the position to be filled.

SECTION 4 BASIC POLICIES

1. Vacant positions in the DOE, 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, shall be published and posted on at least three (3) conspicuous places for a period of at least ten (10) calendar days.

In addition, said vacant positions may also be published in the DOE website, newspaper, and other job search websites.

2. The DOE shall submit a list of their vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers (CS Form No. 9 Revised 2018), in electronic and printed copies, to the CSC Field Office (FO) concerned. The printed copy shall be posted by the CSC FO on its bulletin board. The electronic copy shall be forwarded to the CSC Regional Office (RO) concerned which shall publish the same in the CSC Bulletin of Vacant Positions in Government in the CSC website.
3. All applicants are to submit an application letter which indicates the position applied for, and the name of the Office/Division where the vacancy is. For next-in-rank employees, they will be considered for promotion only upon the submission of an application letter to the HRMD on or before the prescribed deadline. Otherwise, this is equivalent to the next-in-rank employee's relinquishing his or her chance for promotion.

4. A list of applicants aspiring for the vacant position, either from within or outside the DOE, including qualified next-in-rank employees who signified their intention to apply for the position through a letter of application, shall be prepared by the HRMD to form part of their database.
5. The HRMD, taking into consideration the QS of the vacant position, shall make a preliminary evaluation and assessment of the applicant/s for hiring and promotion.
6. All prospective appointees shall be subjected to Background Check with respect to their disclosures during the application, to include their behavioral suitability for the job and other pertinent or required information. This may be done internally or outsourced through third-party screening providers.

In some instances, where Background Check cannot be completed during the recruitment phase, it shall be done prior to regularization and will form part of the basis thereof.

Background Check may be done with current or previous employer/s, school, and/or other related references using the Character Reference Recommendation Form.

For example, a Background Check shall be undertaken for candidates applying for managerial positions that involve financial responsibility in terms of their credit standing, among others. The result of such Background Check shall allow the HRMPSB to ascertain whether or not the prospective appointee's integrity (or lack of it) and/or financial status might pose a risk in a position involving handling money or exercising financial discretion.

Results of the Background Check shall be communicated/presented to the HRMPSB, only if there are significant findings elicited from it, specifically if there are adverse remarks obtained. The HRMPSB also has the prerogative to have the results of the Background Check disclosed prior to its deliberation.

7. An employee may be promoted to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position. All appointments issued in violation of this policy shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the following exceptions:
 - 7.1. The position occupied by the employee is next-in-rank to the vacant position in accordance with the SRP of the DOE.
 - 7.2. The vacant position is a Lone or Entrance Position, as indicated in the DOE staffing pattern.
 - 7.3. The vacant position is difficult to fill-up, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/ Computer Programmer positions.

- 7.4. The vacant position is unique and requires highly specialized background, such as Actuarial or Airways Communicator positions. In the case of the DOE, highly specialized background includes Mining Engineering, Geology, Law, Accountancy and Economics.
- 7.5. The candidate passed through a deep selection process, taking into consideration the applicant's superior qualifications with regard to educational achievements, highly specialized trainings, relevant work experience, and consistent high performance rating/ranking.
- 7.6. 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.
- 7.7. Other meritorious cases, such as:
 - 7.7.1. When the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process.
 - 7.7.2. When the qualified next-in-rank employees waived their right over the vacant position in writing.
 - 7.7.3. When the next-in-rank position, as identified in the DOE-SRP, is vacant.
 - 7.7.4. When the next-in-rank employee/s is/are not qualified.
 - 7.7.5. When the qualified next-in-rank employee did not apply.
8. Pendency of an administrative case shall not disqualify an applicant (respondent) for promotion and other human resource actions. For this purpose, a pending administrative case shall be construed as such when the disciplining authority has issued a formal charge or a notice of charge/s to the applicant (respondent).
9. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
10. Promotion of DOE employees who are on local or foreign scholarship grant, training grant, or official leave of absence, such as Maternity Leave, shall be strictly adhered to as follows:
 - a. Said employees may be considered for promotion provided that they submit their application letter.
 - b. Their performance ratings for the last rating periods prior to their local or foreign scholarship grant, training grant, or official leave of absence

shall be used as the basis for promotion and the same should at least be Very Satisfactory.

- c. If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty or upon return from official leave of absence, scholarship, or training grant.
 - d. No DOE employee who is on secondment shall be considered for promotion on the duration of said secondment. An employee on secondment may only apply once his or her secondment is finished.
11. All applicants for appointment to the 1st and 2nd level permanent positions shall be screened by the HRMPSB, except for the following:
 - a. Substitute appointment due to its short duration and emergency nature;
 - b. 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 the performance rating of the temporary employee is at least Very Satisfactory for the last two (2) rating periods; and
 - c. Appointment to casual, contractual, coterminous, and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.
 12. The DOE shall not fill up vacancies resulting from promotion until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the CSC, such as those agencies conferred with PRIME-HRM Bronze/Silver/Gold award.
 13. Once the DOE has been granted PRIME-HRM Bronze/Silver/Gold award, it can already fill up vacancies resulting from promotion.
 14. The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovation schemes in determining the best and most qualified candidate.
 15. Likewise, the EUE, may cause deferment of filling-up of vacancies, if a candidate or a next-in-rank employee needs further assessment, or a critical factor based on the employee's performance needs further review, coaching, or mentoring.
 16. Performance review period shall not exceed twelve (12) months for rank-and-file employees while a maximum of twenty-four (24) months for executive/ managerial positions, except in cases approved by the HRMPSB. After such period, the HRMPSB Secretariat will publish the position for its processing.
 17. The DOE Secretary, who is the appointing authority, shall assess the merits of the HRMPSB's deliberation for appointment, and in the exercise of sound

discretion, shall select, in so far as practicable, the best candidate for hiring and promotion.

SECTION 5 GENERAL GUIDELINES

A. PUBLICATION

1. The following positions are exempt from the publication and posting requirements:
 - a. Primarily confidential;
 - b. Policy-determining;
 - c. 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 (EO) No. 292;
 - d. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC Memorandum Circular (MC) No. 11, s. 1996, as amended; or
 - e. Those to be filled by existing regular employees in the DOE in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the DOE bulletin boards and other conspicuous places in its field offices.
2. Once a position has been vacated through promotion or any mode of separation, the HRMD shall cause the publication of said position in the succeeding month from which the position was vacated.
3. Anticipated vacancies may be published in case of retirement, resignation, or transfer. The publication should not be earlier than thirty (30) days prior to retirement, resignation, or transfer.
4. The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months, reckoned from the date the vacant position was published.
5. Should no appointment be issued within the nine-month period, the HRMD shall cause the re-publication (CSC Bulletin of Vacant position) and re-posting (DOE website and bulletin board) of the vacant position.
6. If there are no qualified applicants received during a certain period of publication for a month, the HRMD shall cause the re-publication and re-posting of the vacant positions shall be made on the following month.

7. If there are qualified applicant/s received based on HRMD's initial assessment and eventually referred by the HRMD to the respective EUE Committees, the End-User or the HRMPSB may cause a re-publication and re-posting of a particular position, should additional pool of applicants be required or as may be deemed necessary/warranted based on justifiable grounds, such as but not limited to:
 - a. There are no qualified applicants based on the technical evaluation and assessment of the End-User, or all referred applicants backed out or withdrew their application.
 - b. If majority of the shortlisted applicants for the HRMPSB interview have withdrawn application or is no longer responsive to the HRMPSB Secretariat's invitation, the EUE or any of the HRMPSB members may cause republication and reposting prior to the actual interview proper of the remaining shortlisted applicants.
 - c. All shortlisted candidates failed the HRMPSB interview/deliberation.

B. APPLICATION

1. An applicant must be a Filipino citizen and must meet the QS of the position applied for.
2. The DOE Application Form (PDF/Excel) for external applicants and Personal Data Sheet (PDS) (2017 CS Form No. 212 and 2017 CS Form No. 212 Attachment or the Work Experience Sheet) for DOE employees must be properly and completely accomplished.

Applicants shall accomplish the Application Form or PDS through the Human Resource Information and Payroll System (HRIPS), which may be accessed online through the link indicated in the publication or the DOE website.

3. Applicants, especially DOE employees and those coming from other government agencies, must submit their performance ratings for the most recent rating period.
4. Applicants should indicate/specify in the Application Letter and Application Form the position applied for; Position Item Number; and the name of the Office/Division where the vacancy is.
5. Application documents (DOE Application Form or PDS and Application Letter) must be submitted on or before the deadline of the publication of vacancy. Application sent via email should be in PDF format. Application Guidelines shall be posted on the DOE website for information to all applicants.
6. For applicants who are not DOE employees, only those who have been shortlisted for further evaluation will be contacted by DOE-HRMD.

7. Female applicants, Persons with Disability (PWD), and members of indigenous/ethnic groups are encouraged to apply to all vacant positions in the DOE.
8. Applications not fully compliant with the guidelines will not be processed.
9. Retention period of application documents shall follow the General Records Disposition Schedule, as stated and published by the National Archives of the Philippines.

SECTION 6 COMPOSITION AND FUNCTIONS

A. Human Resource Merit Promotion and Selection Board (HRMPSB)

1. Composition

- 1.1. Members of the HRMPSB for the 1st and 2nd Level Positions should include the (i) highest official in-charge of human resource management or his/her authorized representative; (ii) the Head of the organizational unit where the vacancy exists or his/her designated alternate; (iii) the Human Resource Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection, and placement, or his/her designated alternate; and (iv) two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association of the agency.
- 1.2. Likewise, the HRMPSB for Executive/Managerial Positions should include the (i) Undersecretary/Vice President or its equivalent, or his/her authorized representative, (ii) Assistant Secretary or its equivalent, or his/her authorized representative of designated alternate; and (iii) Director for Administration or his/her authorized representative or designated alternate.
- 1.3. The membership of the HRMPSB can be modified, provided it conforms to the prescribed composition. Agencies may add a reasonable number of members, but the prescribed composition may not be reduced.
- 1.4. The composition of the DOE-HRMPSB for the 1st and 2nd level positions is hereby reconstituted as follows:

Chairperson :⁽¹⁾ Department Undersecretary for Administration

Vice Chairperson:⁽²⁾ Department Assistant Secretary

Members :⁽³⁾ Director for Administrative Services
: ⁽⁴⁾ Director for Legal Services
: ⁽⁵⁾ Bureau/Service Director, where the vacancy is

- : ⁽⁶⁾ Chief, HRMD
- : ⁽⁷⁾ Employee Representative
 - One (1) Principal and one (1) Alternate for the 2nd level
 - One (1) Principal and one (1) Alternate for the 1st level

Secretariat : Recruitment Unit of the HRMD

1.5. The composition of the **DOE-HRMPSB for the Executive/Managerial positions** is hereby reconstituted as follows:

Chairperson : ⁽¹⁾ Department Undersecretary for Administration

- Members** :
- ⁽²⁾ Department Assistant Secretary
 - ⁽³⁾ Department Assistant Secretary
 - ⁽⁴⁾ Director for Administrative Services
 - ⁽⁵⁾ Head Executive Assistant
 - ⁽⁶⁾ Director/End-User

Secretariat : Director for Administrative Service

2. Duties and functions

The DOE HRMPSB for the 1st and 2nd Level Positions shall assist the Secretary in the judicious and objective selection of candidates for appointment in the DOE, in accordance with the approved DOE-MSP.

The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.

The Secretary shall be guided by the report on the assessment of candidates by the HRMPSB and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates, deemed most qualified for appointment to a vacant position, depending on the number of candidates.

Specifically, the DOE HRMPSB for the 1st and 2nd Level Positions shall discharge the following functions and duties:

- 2.1. Follow strictly the process in the selection of candidate/s for appointment in the government service.
- 2.2. Submit evaluation report of candidate/s screened so that the appointing authority will be guided in selecting, from among the top five (5) candidates (as the case may be, depending on the number of applicants) who are deemed most qualified and can efficiently discharge the duties and responsibilities of the position to be filled. The evaluation report should not only specify if the

candidate/s meet the QS of the position but should also include comments on the candidate/s' competencies and other qualifications that are essential in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate/s' preference of assignment should be mentioned in the report.

- 2.3. Comply with the policy on the three-salary grade limitation on promotion which states that an employee shall not be promoted to a position which is more than three (3) salary grades higher than his or her present position, except the instances mentioned in Item 7 of Section 5 (Basic Policies).
- 2.4. Check the approved DOE SRP in determining the next-in-rank position to be considered in filling a vacant position.
- 2.5. Ensure that the minutes of all DOE-HRMPSB meetings/deliberations are recorded, properly filed, and maintained which must be made accessible to interested parties upon a written request, and for inspection and audit of the CSC, if deemed necessary.
- 2.6. Through the HRMD, make accessible the following information or document upon a written request:
 - a. Screening procedures, evaluation criteria for selection, and its corresponding amendments
 - b. Policies relative to human resource actions; and
 - c. Approved DOE-MSP

3. Employee Representative

The Employee Representative for the 1st and 2nd Level Positions shall be chosen by the duly accredited employees association of the DOE.

The 2nd Level Principal Employee Representative shall attend the HRMPSB meeting wherein positions for deliberation are in the 2nd Level Position (SG 10-24).

The 1st Level Principal Employee Representative shall attend the HRMPSB meeting wherein positions for deliberation are in the 1st Level Position (SG 1-9).

In the absence of the Principal Employee Representative, the Alternate Employee Representative shall attend the HRMPSB meeting.

4. Term of Office

The members of the DOE-HRMPSB for the 1st and 2nd Level Positions shall have a fixed term of three (3) years reckoned from the date of signing of their respective Department/Special Orders.

5. Meetings

The HRMPSB shall meet at least once every month or as often as may be necessary to ensure proper disposition of all matters under its jurisdiction. Special meetings may be called by the HRMPB Chairperson or upon the direction of the Department Secretary.

A quorum must first be established before an HRMPSB meeting commences. It shall constitute fifty percent (50%) of the members plus one (1) member.

The Chairperson or, in his/her absence, the Vice Chairperson, shall call and preside over in all meetings of the HRMPSB. The decision of the majority of those present at a meeting, at which there is a quorum, shall be valid and binding as an act of the HRMPSB. In case of matters requiring vote, the Chairperson or, in his/her absence, the Vice Chairperson, shall vote only in case of a tie.

The presence of the Chairperson or, in his/her absence, the Vice Chairperson, in any quorum shall be required.

B. HRMPSB Secretariat

1. Composition

1.1. For the HRMPSB for the 1st and 2nd Level Positions, the Recruitment Section of the HRMD shall serve as the Secretariat.

1.2. For the HRMPSB for the Executive/Managerial positions, the HRMD Chief and the Executive Assistant of the Director for Administrative Services shall serve as the Secretariat.

2. Duties and Functions

The HRMPSB Secretariat shall have the following functions:

2.1. Prepare a systematic assessment of the qualifications of applicants for the position/s they applied for;

2.2. Schedule HRMPSB deliberation meetings and provide notices of such to the members of the HRMPSB as well as prepare the PSB Minutes/Highlights of Meeting;

2.3. Present to the HRMPSB the comparative assessment of applicants for deliberation;

- 2.4. Prepare endorsement memorandum for signature of HRMPSB members;
- 2.5. Maintain records of the deliberation meetings which shall be made accessible to interested parties only upon submission of a written request and upon approval of the HRMPSB;
- 2.6. Coordinate with the CSC in terms of orientation of officials and employees pertaining to policies relative to appointments and other HR actions;
- 2.7. Draft, prepare, formulate, and update policy guidelines for the respective MSP; and
- 2.8. Performs ad hoc functions/tasks which may be assigned by the HRMPSB Chairperson or the Department Secretary.

C. End-User Evaluation (EUE) Committee

1. Composition

An EUE Committee shall be composed of the following:

Bureau Level

- a. Chairperson
Director IV or equivalent Officer-In-Charge
- b. Members
Assistant Director/Director III or equivalent Officer-In-Charge
Division Chief (or equivalent Officer-In-Charge) of the office where the vacancy is

Service / Field Office Level

- a. Chairperson
Director III or equivalent Officer-In-Charge
- b. Members
Division Chief (or equivalent Officer-In-Charge) of the office where the vacancy is
One (1) Supervising level personnel of the office where the vacancy is

Executive Office Level

- a. Chairperson
Head Executive Assistant (HEA) or any official designated by the Department Secretary
- b. Members
Division Chief (or equivalent Officer-In-Charge) of the office where the vacancy is
One (1) Supervising level personnel of the office where the vacancy is

In order to facilitate the processing of applicants endorsed by the HRMD to the EUE Committee, the Chairperson may designate members of the committee in justifiable cases wherein the actual member is not available during their deliberation.

2. Duties and Functions

The EUE Committee shall have the following functions:

2.1. The EUE Committee shall conduct the appropriate screening, evaluation and assessment procedures to the applicants referred by the HRMD. The EUE Committee shall then shortlist referred applicants based on the number of vacant positions.

Shortlisting per vacant position shall be made as follows:

1-5 applicants - No shortlisting required

- All referred applicants must be invited for EUE Committee interview and assessment
- Ranking of applicants shall be made based on the results of EUE Committee's interview and assessment

6 or more - At least 5 shortlisted candidates who shall undergo EUE Committee interview and Assessment

- Ranking of applicants shall be made based on the results of EUE interview and assessment

For example:

One (1) vacant Science Research Specialist (SRS) I position in a Division with twenty (20) endorsed applicants from the HRMD would require at least five (5) shortlisted candidates by the EUE Committee.

Two (2) vacant SRS I positions in a Division with twenty (20) endorsed applicants from the HRMD would require at least ten (10) shortlisted candidates by the EUE Committee, depending on the number of referred applicants.

As such, the HRMPSB Secretariat shall elevate to the HRMPSB for deliberation and interview the appropriate number of shortlisted candidates, based on the number of vacant positions.

2.2. After conducting their screening, evaluation and assessment, the EUE shall submit to the DOE-HRMPSB a memorandum indicating among others the following essential data:

- a. Reason for shortlisting applicants, as the case may be;

- b. Ranking list of the shortlisted candidates; and
 - c. Scores of the shortlisted candidates on the Potential and Other Factors and the Psychosocial Attributes and Personality Traits criteria.
- 2.3. The EUE memorandum shall be signed by the Bureau/Service Director or HEA, as the case may be. In the absence of the Bureau Director, the Bureau Assistant Director may sign on behalf of the Bureau Director.
- 2.4. The EUE shall have twelve (12) working days to one (1) calendar month to act on the referred applicants from the HRMD. Once the prescribed period has lapsed and no action from EUE was made, the HRMPSB shall act on the applications and proceed with its deliberation.

SECTION 7 EVALUATION CRITERIA FOR SELECTION

The HRMPSB may amend the Evaluation Criteria (Annex A), consistent with existing laws and policies, and shall be approved through a Department Order by the Department Secretary/Appointing Authority. Its amendments shall take effect three (3) days after dissemination.

1. Performance

- 1.1. The performance rating shall be taken from the applicant's Individual Performance Commitment and Review (IPCR) rating, or any equivalent, for the latest one (1) rating period.
- 1.2. This refers to the accomplishment of a given task measured against present known standards of accuracy, completeness, quality, and efficiency towards attaining the major final output of the department.
- 1.3. The IPCR is required for DOE employees, as well as applicants from other government agencies. For hiring outsiders, the performance rating or its equivalent from the existing/immediate previous employer is required.
- 1.4. To be considered in the assessment, the performance rating of the applicant for the latest one (1) rating period must be at least "Very Satisfactory" (or any equivalent rating).
- 1.5. For appointment by promotion or transfer, the performance rating of the appointee in the last rating period prior to the date of assessment or screening, which should be at least Very Satisfactory.
- 1.6. The performance criterion is constant and included both in the EUE and HRMPSB Evaluation (HRMPSBE).

2. Education

- 2.1. An applicant must have completed formal, non-formal academic, technical or vocational studies defined by a course curriculum or program of study attained or acquired in an accredited academic institution.
- 2.2. For purposes of meeting the required master's degree for Division Chief and executive/managerial positions, the following shall be considered:
 - a. Certificate of Leadership and Management (C-Pro) from the CSC;
 - b. Bachelor of Laws and Doctor of Medicine; and
 - c. Career Executive Service (CES) or Career Service Executive (CSE) eligibilities.
- 2.3. RA No. 1080 eligibles shall be exempt from the master's degree requirement of Division Chief and executive/managerial positions, the duties and responsibilities of which involve practice of profession or belonging to the same occupational group or functionally related positions as that of the professions regulated by Bar or Board laws.
- 2.4. The education criterion is constant and included both in the EUE and HRMPSBE.

3. Training

- 3.1. Training programs and/or learning and development interventions shall be evidenced by the Learning and Development Plan, Individual Development Plan (IDP) or the DOE-Coaching and Mentoring Form (CMF) approved by the employee and his/her immediate supervisor during the IPCR period, and Certificates issued by the HRMD or accredited government or private training institutions.
- 3.2. Training shall not include OJT, practicum or internship required in partial fulfillment of a course or subject in school.
- 3.3. Attendance to annual DOE strategic planning sessions, workshops, conferences as a requirement for operations and/or services rendered as Secretariat, Facilitator or Resource Persons in seminars, workshops or trainings shall not be considered for meeting the Training requirement.
- 3.4. Continuous learning and development shall be espoused by the DOE. The HRMD shall ensure that each employee shall have undergone at least one (1) planned human resource development intervention during the year.

- 3.5. A minimum of forty (40) hours supervisory and/or management training programs or learning and development intervention per year based on the Learning and Development Plan of the DOE should be provided to incumbents of supervisory and managerial positions.
- 3.6. Support will be provided for licensed professionals who are required to complete Continuing Professional Education(CPE) or Continuing Professional Development (CPD) units to practice profession pursuant to Professional Regulation Commission (PRC) Resolution No. 2008-466 s. of 200 or the Repealing Resolution 2004-179, Series 2004, Standardized Guidelines and Procedures for the Implementation of the Continuing Professional Education/ Development (CPE/CPD) System for All Professions and Implementation of Revised Standardized Guidelines and Procedures for the Implementation of the CPE/CPD System for all Registered and Licensed Professional.
- 3.7. The Training criterion is constant and included both in the EUE and HRMPSBE.

4. Work Experience

- 4.1. Relevant experience acquired through the following may be considered in meeting the Experience requirement, subject to the evaluation of such:
 - a. Job Order or Contract of Service covered by a contract or a Memorandum of Agreement
 - b. Volunteer work, on full time basis, as certified by the HRMO or authorized officials
 - c. Designation covered by an Office or Memorandum Order
 - d. For second level positions, experience in the first level positions acquired in the same occupational group or functionally related positions.
- 4.2. The Work Experience criterion is constant and included both in the EUE and HRMPSBE.

5. Outstanding Accomplishments

- 5.1. The Outstanding Accomplishment criterion shall be rated by the members of the HRMPSB and is part of the HRMPSBE only.
- 5.2. The following works can be considered as Outstanding Accomplishments:
 - 5.2.1. Those which resulted in savings in terms of man-hours and costs through innovation and/or improvement of work performance and system procedures.

5.2.2. Those which brought honor and prestige to the DOE through the following:

- a. Exemplary service and conduct (RA 6713 or the Code of Conduct and Ethical Standards of Government Officials and Employees);
- b. Outstanding teamwork, cooperation and consistent dedicated performance as a team member which resulted in the successful achievement of its goals or greatly improved public service delivery;
- c. Receipt of awards, citations, commendation from other government agencies, private sector, Non-Government Organizations (NGOs), schools or training institutions for outstanding work accomplishment or academically excellent performance; or
- d. Community-based and religious-based awards, citations, and commendations.

5.3. Candidates for hiring and promotion may be required to submit supporting documents such as certification, awards received, and other evidence for the Outstanding Accomplishments they declared.

6. Psychosocial Attributes and Personality Traits (PAPT) and Potential and Other Factors (POF)

6.1. The PAPT criterion includes the way an applicant perceives things, his or her ideas, beliefs, and understanding and how he or she acts and relates these to other people in social situations which may have bearing on the way he or she will perform the functions of the position to be filled.

6.2. On the other hand, the POF shall include an assessment of the applicants' readiness, motivation, and qualities that may be developed and lead to future success or usefulness.

6.3. The HRMPSB shall use the HRMPSB Evaluation Form or equivalent scoring sheet to ascertain/rate the combined PAPT/POF criterion during the deliberation.

6.4. The PAPT/POF criterion is constant and included both in the EUE and HRMPSBE.

7. Eligibility

7.1. 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 or merit and fitness conducted by the CSC 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 Regulation Commission (PRC)-conducted board examinations, the Supreme Court (SC)-conducted Bar examinations or the Career Executive Service Board (CESB)-conducted CES examinations.

- 7.2. The Eligibility criterion is incorporated in the HRMPSBE.
- 7.3. The first level eligibilities are appropriate for appointment to positions in the first level. They do not apply to the first level positions that require licenses such as those positions listed under Category IV of the CSC MC No. 11, s. 1996, as amended.
- 7.4. Second level eligibilities are appropriate for appointment to positions in the second and first levels. They do not apply to positions covered by Bar/board/special laws and those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.
- 7.5. Eligibilities resulting from passing the Bar/board examinations shall be required for appointment to the following positions:
 - a. Duties of which constitute the practice of profession/s regulated by the Philippine Bar/board laws
 - b. Requiring completion of at least a bachelor's degree
 - c. Other first and second level positions not covered by Bar/board/special laws
- 7.6. Eligibilities granted after one (1) year of Very Satisfactory actual work performance under temporary status for positions listed under Category II of CSC MC No. 11, s. 1996, as amended, shall only be appropriate for appointment to highly skilled positions within the same occupational group or functionally related positions.
- 7.7. Licenses issued by authorized government agencies shall be required for appointment to positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

SECTION 8 EVALUATION AND SELECTION PROCESS

1. Applicants who meet the QS of the vacant position shall undergo the Competency-Based Interview (CBI) to be conducted by the HRMD.
2. Those who pass the CBI shall take the DOE-QEE, Supervisory and/or Managerial Examinations, whichever are applicable.
3. For applicants who passed the required examinations, they shall be referred by the HRMD to the EUE, through HRMD's referral memorandum, stating among others, the QS of the vacant position and the selection line-up.

4. The EUE shall conduct their evaluation through assessment procedures such as but not limited to interview and written technical examinations in order to shortlist referred applicants.
5. The EUE Committee shall be guided by the EUE Evaluation Criteria in terms of shortlisting¹ of applicants and shall provide their ratings on two (2) criteria - the PAPT and the POF.
6. After conducting their screening, evaluation, and assessment, the EUE shall submit to the DOE-HRMPSB a memorandum indicating among others the following essential data:
 - 6.1. Reason for shortlisting applicants, as the case may be;
 - 6.2. Ranking list of the shortlisted candidates; and
 - 6.3. Scores of the shortlisted candidates on the POF and PAPT criteria.
7. The EUE memorandum shall be signed by the Bureau/Service Director or HEA, as the case may be. In the absence of the Bureau Director, the Bureau Assistant Director may sign on behalf of the Bureau Director.
8. The EUE shall be given twelve (12) working days to one (1) month to act on the referred applications from the HRMD. Once the prescribed period has lapsed and no action from EUE was made, the HRMPSB shall act on the applications and proceed with its deliberation.
9. Once the documents submitted by the EUE have been elevated to the DOE HRMPSB for the latter's deliberation, the EUE's scores on the POF and PAPT criteria shall be reset to zero (0).
10. The HRMPSB Secretariat shall review the completeness of EUE submission and shall prepare the Summary of Assessment to be presented during the DOE-HRMPSB regular meeting.
11. The DOE-HRMPSB shall conduct a panel interview on the shortlisted candidates. Prior to the interview, the DOE-HRMPSB Secretariat shall initially present only the Assessment Profile of the candidates.
12. Applicants for HRMPSB interview are expected to follow the schedule of the HRMPSB deliberation meeting. In case a candidate requests for a reschedule of HRMPSB interview, said request shall only be granted once, provided that the reason is of high importance/urgency or emergency in nature. Otherwise, a request for reschedule from a candidate shall be denied if the reason for such lacks merit.
13. Applicants in the DOE Field Offices may be interviewed by the HRMPSB via video conference. Otherwise, the members of HRMPSB may opt to conduct the interview and deliberation in the DOE Field Offices.

¹ The shortlisting of candidates is delegated by the HRMPSB to the EUE.

14. The DOE-HRMPSB shall be guided by the Evaluation Criteria and shall provide their ratings on two (2) Outstanding accomplishments, and the combined PAPT/POF criterion.
15. The rating in all evaluation criteria shall be added to come up with a Grand Total Score for each candidate. A ranking of the candidates shall be presented to the HRMPSB by the Secretariat.
16. The minimum acceptable Grand Total Score that a candidate is required to obtain in the HRMPSB interview is 75.00%, for him/her to be considered in the final deliberation lineup. A score of 74.99% is considered a failing score.
17. In case of a tie between or among candidates, the HRMPSB members shall conduct "*forced ranking scores*" for the tied candidates in order to determine who ranks first.
18. The DOE-HRMPSB, after due deliberation, shall submit an endorsement memorandum to the DOE Secretary. Said memorandum shall indicate the name/s of the candidate/s endorsed for hiring/promotion along with observations and comments on the endorsed candidates' competencies and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the endorsed candidate's advantage/s over the other candidate/s are to be mentioned.
19. The DOE Secretary shall, after finding merits in the deliberation of the HRMPSB, in the exercise of sound discretion, select, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.
20. Approved candidate/s for hiring who has/have satisfactorily complied with the pre-employment requirements shall be issued an appointment by the DOE Secretary.
21. The HRMD shall announce the appointment of an employee a day after the issuance of appointment thru posting in at least three (3) DOE Bulletin Boards located in conspicuous places in the DOE for at least fifteen (15) calendar days.

SECTION 9 RULES ON PROMOTION

1. An employee is considered eligible for promotion if he or she:
 - 1.1. Has not been promoted in the last six (6) months;
 - 1.2. Has obtained at least a Very Satisfactory performance rating in the last rating period prior to the date of assessment or screening before being considered for promotion;

- 1.3. Has the capability to assume more complex duties and responsibilities by exhibiting required competencies for the position; and
- 1.4. Has been adequately prepared or trained to ensure performance success in the position promoted to.

SECTION 10 RULES ON NEPOTISM

1. No appointments in the DOE shall be made in favor of a relative of the appointing officer/authority, or of the chief of bureau or office or of the persons exercising immediate supervision over the appointee.
2. The nepotism rule covers all kinds of appointments whether original, promotion, transfer, and re-employment regardless of status, including casual, contractual and coterminous but are not primarily confidential. This rule shall also apply to designation.
3. The restriction mentioned herein shall not be applicable to the case of a member of any family, who, after his or her appointment to any position in an office or bureau, contracts marriage with an employee in the same office or bureau, in which event the employment or retention therein of both husband and wife may be allowed.
4. In case of marriage between DOE officials or employees of the same division or office, the Head of Division or Office shall recommend for change of place of assignment or reassignment of either of the married employees.
5. If the involved employee is the Head of Division or Office, the other employee shall automatically be reassigned to another office.
6. Unless otherwise provided by law, the word "*relative*" and the members of the family referred to are those related within the 3rd degree either of consanguinity or affinity.
7. No relatives of incumbent employees within the 3rd civil degree of consanguinity or affinity shall be appointed in the DOE except for coterminous positions or positions which require trust and confidence, highly technical and specialized positions, and those positions which are considered to have dearth applicants.
8. Upon application in the DOE, the applicant shall accurately and truthfully respond to the question on civil/family relationships in the DOE Application Form and Personal Data Sheet (PDS).
9. Any falsification and/or misrepresentation of information pertaining to an applicant's relationship with incumbent employees, as indicated in the DOE Application Form and PDS, being pertinent documents under oath, shall result to disqualification and the applicant shall no longer be allowed to proceed with the DOE screening process.

10. Relationship within the 3rd civil degree of consanguinity or affinity shall be carefully checked by the HRMO, as the case may be, upon submission of application.

SECTION 11 PECULIAR CASES ON APPLICATION

1. Applicant may apply for a demotion, provided that he/she submits a notarized affidavit that he/she is aware that the movement is a demotion and entails reduction in duties, responsibilities, status or rank, which may or may not involve a reduction in salary.
2. Appointments for various skills eligibilities under CSC MC No. 11, s. 1996, may be granted a temporary appointment in the absence of the required skills eligibility.

The temporary appointment shall not exceed twelve (12) months reckoned from the date of the issuance of the appointment and may be renewed until five (5) times.

The required eligibility for this purpose may be obtained by completing one (1) year of very satisfactory actual work performance under temporary status of appointment for approval and conferment by the CSC prior to the issuance of an appointment on a "*permanent*" status.

SECTION 12 PROHIBITIONS

1. No appointive official shall hold any other office or employment in the DOE unless otherwise allowed by law or by the primary functions of his or her position.
2. No elective official shall be eligible for appointment in any capacity in the DOE during his or her tenure.
3. A person who lost in an election, except in the Barangay election, shall not be eligible for appointment or reemployment in the DOE within one (1) year following such election.
4. A DOE employee shall be considered *ipso facto* resigned from his or her office upon filing of the certificate of candidacy. He or she must vacate the same at the start of the day of the filing of the certificate of candidacy with the Commission on Elections (COMELEC), even if later on disqualified or has withdrawn the certificate of candidacy.
5. A DOE employee who resigned from the government service during the three-month period before any election to promote the candidacy of another shall not be reemployed during the six-month period following such election.
6. A person with dual citizenship (acquired by naturalization or its equivalent to foreign countries) shall not be appointed in the DOE unless he or she renounces his or her foreign citizenship pursuant to the provisions of RA No.

9225. However, even if he or she has renounced his or her foreign citizenship but continues to use his or her foreign passport in travelling after renunciation, he or she shall not be still considered for appointment in the DOE.

This rule shall not apply to Filipino citizens whose foreign citizenship was acquired by birth or *jus soli*.

7. No person who has been dismissed or perpetually excluded/disqualified from government service shall be appointed or re-employed in the DOE unless he or she has been granted executive clemency by the President of the Philippines.

SECTION 13 EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE

Policy Statement:

The Equal Employment Opportunity Principle (EEO) asserts that all applicants shall have equal rights and fair chance to be evaluated for a vacant position on the bases of merit and fitness, regardless of their ethnicity, civil status, sex, gender, sexual preference or orientation, disability, religion, political affiliation, social status, or age.

The DOE is committed to abide to the policy of non-discrimination in its Recruitment, Selection and Placement (RSP) of personnel to ensure equal opportunity for hiring and promotion.

Guidelines:

1. Publication of Vacancies

Subject to all existing policies of the CSC, the DOE shall not post, print, publish or cause the posting, printing, and publication, in any form of media, including the internet, any notice of advertisement relating to employment which suggests limitation and discrimination in ethnicity, civil status, gender, sexual preference or orientation, religion, political affiliation, social status, disability, or age.

All vacant positions shall be open to all qualified applicants regardless of ethnicity, civil status, gender, sexual preference or orientation, religion, political affiliation, social status, disability, or age or other similar circumstances which run counter to the principles of merit and fitness of the job and EEO.

2. HRMD Assessment and DOE Qualifying Entrance Examination

An applicant regardless of ethnicity, civil status, gender, sexual preference or orientation, religion, political affiliation, social status, disability, or age shall be initially assessed based on submitted

documents vis-à-vis the QS of the position, which have been established by the CSC.

Qualified applicants, who meet the initial HRMD assessment, shall be notified for HRMD interview. Successful interviewees shall be referred to undergo the DOE Qualifying Entrance Examination.

HRMD assessment shall include a notification if the applicant is a Person with Disability (PWD) so that adequate and proper assistance shall be provided. PWD may be classified, but not limited to the following:

- Partial visual impairment
- Mild hearing impairment
- Acquired brain injury
- Autism spectrum disorder
- Orthopedic disability
- Cancer survivors

Also, an applicant's capacity shall be measured against the job description of the position, as provided for in the Position Description Form (PDF).

3. EUE Committee and HRMPSB Interview

HRMD shall initially inform the EUE Committee and HRMPSB in case of a diverse status of applicants and shall orient them with the assistance and consideration due the applicants.

Applicants who reached the level of the EUE Committee and HRMPSB Interviews shall be notified accordingly. PWD shall be provided with adequate and proper assistance, in coordination with the General Services Division (GSD).

Members of the EUE Committee and HRMPSB shall only ask questions related to the selection criteria. Questions shall not pertain to discrimination or insinuation on ethnicity, civil status, gender, sexual preference or orientation, religion, political affiliation, social status, disability, or age or other similar circumstances which run counter to the principles of merit and fitness of the job and EEO.

In case the information on ethnicity, civil status, gender, sexual preference or orientation, religion, political affiliation, social status, disability, or age is voluntarily shared by the applicant, the EUE Committee and HRMPSB shall still not insinuate bias pertaining to such.

4. Placement

HRMD shall include in its records of employees the data on classification of ethnicity, civil status, gender, sexual preference or orientation, religion, political affiliation, social status, disability, or age, as the case may be.

Employees who belong to specialized groups shall be properly documented in order to be given adequate and proper assistance during their tenure in the DOE.

Employment policies shall be regularly reviewed to ensure that employees and applicants for employment are receiving fair and equal consideration for job opportunities.

Affirmative actions shall be taken to encourage minorities, women, and persons with disabilities to apply for positions in the DOE.

SECTION 14 PROBATIONARY PERIOD

1. Original appointees in the DOE with permanent status of appointment shall undergo probationary period for a thorough assessment of his or her performance, attitude towards work, and character. The duration of probationary period in the DOE shall be generally six (6) months.
2. The probationary period shall cover the following employees:
 - 2.1. Those who are issued with original appointments under permanent status in the DOE and who meet all the requirements of the positions;
 - 2.2. Non-career service employees who are reappointed or reemployed to a career position under permanent status;
 - 2.3. Temporary appointees who after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change of status to permanent);
 - 2.4. Those who are reemployed under permanent status;
 - 2.5. Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended, shall be under probation for a period of one (1) year; and
 - 2.6. Appointees whose positions require probationary period as may be provided by law.
3. A notation that the appointee is under probation for a specified period shall be indicated in the appointment issued.
4. 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 appointee under probation, the immediate supervisor (rater), and the head of bureau/service within five (5) days upon appointee's assumption to duty.
5. The appointee's performance during the probationary period shall be reviewed as follows:

- 5.1. The immediate supervisor (rater) shall regularly gather feedback on the appointee's performance, and conduct feedback and coaching sessions to determine appropriate interventions to improve the appointee's performance;
- 5.2. 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; and
- 5.3. The performance review shall be conducted within 10 days before the end of every rating period during the probationary period.

Illustrative Example

Date of Appointment	July 7, 2016
Assumption to Duty	July 14, 2016
Probationary Period	6 months
Duration	July 14, 2016 - January 13, 2017
Setting of Performance Targets	July 14, 2016 - July 18, 2016
Performance Periods	
1 st to 3 rd month	July 14, 2016 - October 13, 2016
First Evaluation Period	September 14, 2016 - October 4, 2016
4 th to 6 th month	October 14, 2016 - January 13, 2017
Second Evaluation Period	December 20, 2016 - December 29, 2016

6. The critical factors to be reviewed shall be based on the performance dimensions indicated in the DOE Strategic Performance Management System (SPMS) and may include competency (knowledge, skills and attitude), and job-related critical incidents, such as habitual tardiness and continuous absence from work.
7. The performance evaluation report shall be reviewed and certified by the DOE Performance Management Team (PMT) or any duly constituted review committee.
8. 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.
9. The services of the appointee can be terminated for unsatisfactory conduct or want of capacity after the First Evaluation Period, after the 3rd month, and before the end of the performance review on the 6th month.
10. The appointee shall be issued a notice of termination of service by the appointing officer/authority within fifteen (15) days immediately after it was proven that he/she demonstrated unsatisfactory conduct or want of capacity

before the end of the second performance review on the sixth (6th) month or depending on the duration of the probationary period.

11. Such notice shall state, among other things, the reasons for the termination of service and shall be supported by at least two (2) of the following:
 - 11.1. Performance Evaluation Report;
 - 11.2. Report of the immediate supervisor (rater) on job-related critical and unusual incidents and on unsatisfactory conduct or behavior of the appointee; or
 - 11.3. Other valid documents that may support the notice of termination of service.
12. The notice of termination of service shall be executed after fifteen (15) days from receipt of the employee concerned.
13. The same may be appealed with the CSC Regional Office concerned, within fifteen (15) days from receipt of notice but shall be executory pending said appeal.
14. A copy of the Notice of Termination of Service shall be included in the 201 file of the appointee and furnished to the CSC Field Office concerned for recording purposes.
15. If no notice of termination of office is given by the appointing authority to the employee before the expiration of the six-month or depending on the duration of the probationary period, the probationer becomes a regular employee of the DOE.

SECTION 15 PROTEST

1. Only a qualified next-in-rank employee may file a protest against an appointment made in favor of another employee who does not possess the minimum qualification requirements.
2. A qualified next-in-rank employee shall have the right to appeal initially to the DOE Secretary, then to the CSC Regional Office, and then to the CSC Proper.
3. Protest may be filed within fifteen (15) days from the announcement and/or posting of appointments subject of protest. For this purpose, all appointments or promotions shall be duly announced and/or posted in bulletin boards or at conspicuous places in the DOE.

**SECTION 16
REPEALING CLAUSE**

All other DOE issuances, Department Orders, Special Orders, and memoranda inconsistent with this MSP are hereby revoked, repealed or amended accordingly.

**SECTION 17
EFFECTIVITY CLAUSE**

This DOE-MSP and any subsequent amendments thereto shall take effect immediately, after the approval by the CSC Regional Office concerned.

**SECTION 18
COMMITMENT CLAUSE**

The DOE employees and its officials hereby commit to implement and abide by the provisions of this MSP. It is understood that the same shall be the basis for expeditious approval of all DOE appointments.



RAPHAEL P.M. LOTILLA
Secretary



Date: MAR 08 2023