

Civil Service Commission Regional Office III

September 23, 2021

HON. DANIEL R. FERNANDO
Governor
Provincial Government of Bulacan
City of Malolos, Bulacan

Dear **Governor FERNANDO**:

Greetings from the Civil Service Commission!

We are pleased to inform you that the Revised Merit Selection Plan (MSP) of the **Provincial Government of Bulacan** has been **APPROVED** for substantially complying with CSC Memorandum Circular No. 14, s. 2018 otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Action (ORA OHRA), as amended.

Please be reminded to furnish the CSC Regional Office and Field Office with a copy of the specific guidelines established by your LGU regarding the setting up of cut-off scores and point system in the conduct of the comparative evaluation of candidates for appointment.

The HRMPSB shall be chaired by the local chief executive or his/her authorized representative, and its members shall be determined by resolution of the Sanggunian concerned. A copy of which should be furnished the CSC Regional Office and CSC Field Office.

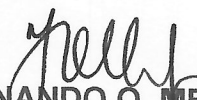
The CSC-approved MSP is a valid contract binding among the head of agency, the employees and the CSC. Non-compliance with the policies and procedures provided therein shall be considered as a ground for disapproval/invalidation of appointment. The same can be a ground for administrative disciplinary action against the official or employee who caused the violation.

We enjoin your Local Government Unit (LGU) to conduct an orientation on the new and revised policies of your Revised MSP to your officials and employees to promote awareness of the new Rules.

For further assistance, you may coordinate closely with our **CSC Field Office – Bulacan** on matters concerning the implementation of your approved MSP.

Thank you for your continued support to the programs of the Commission.

Very truly yours,


FERNANDO O. MENDOZA
Director IV

PSED/FOM/RATO/DDQ/pada

Bawat Kawani, Lingkod Bayani



Republic of the Philippines
PROVINCE OF BULACAN
City of Malolos



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

PROVINCIAL GOVERNMENT OF BULACAN MERIT SELECTION PLAN (REVISED 2021)

Pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292) and Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018 (2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018), the Provincial Government of Bulacan (PGB) Merit Selection Plan (MSP) is hereby revised for the guidance of all concerned.

I. OBJECTIVES

It is the policy of the provincial government to strictly adhere to the principle of merit, fitness and equality. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on the account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, social origin or political affiliation. In this pursuit, the PGB MSP aims to:

1. Establish a system that is characterized by strict observance of the merit, fitness and equality principles in the selection of employees for appointment to positions in the career and non-career service in all levels.
2. Create equal opportunities for employment to all qualified applicants to enter the government service and for career advancement in the provincial government.

II. SCOPE

The approved PGB MSP (Revised 2021) shall serve as the primary basis for the objective, efficient, responsive and expeditious selection of candidates for appointment, promotion and other human resource actions of all career and non-career positions in the first and second level, including executive/managerial positions, in the PGB. It serves as the fundamental policy tool for the assessment of relevant qualifications of candidates to ensure that only the best qualified and most competent are selected and appointed in the PGB.

The approved PGB MSP (Revised 2021) shall not cover the members of the faculty system¹ of the Bulacan Polytechnic College (BPC). Their approved Merit System for Faculty Members of the BPC shall hereby be annexed to this document.

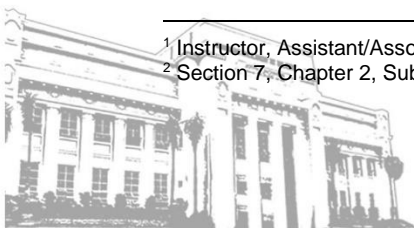
III. DEFINITION OF TERMS

Career Service – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.²

Comparatively at Par – predetermined reasonable difference or gap between point scores of candidates for appointment established by the HRMPSB.

¹ Instructor, Assistant/Associate Professor, Professor

² Section 7, Chapter 2, Subtitle A, Title I, Book V of EO No. 292, s. 1987 (Administrative Code of 1987)



Deep Selection – the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.

Discrimination – is a situation wherein a qualified applicant is not included in the selection line-up on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, social origin or political affiliation.

Executive/Managerial Positions – refers to positions to the second level that includes professional, technical and scientific positions, 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 control³.

First Level Positions – shall include clerical, trades, crafts, and custodial service positions which involve non-professional or subprofessional work in a non-supervisory or supervisory capacity requiring less than four (4) years of collegiate studies.⁴

Human Resource Action - any action denoting the movement or progress of officials and employees in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, designation, reassignment, secondment, demotion or separation from the service.

Next-in-Rank Position – refers to a position which by reason of the hierarchical arrangement of positions in the agency is determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking Positions (SRP).

Non-Career Service - positions expressly declared by law to be in the non-career service or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited a period specified by law, or which is coterminous with that of the appointing authority or subject to his pleasure, or which is limited to the duration of a particular project for which purpose employment was made.⁵

Probationary Period – refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).

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. Promotion may be from one department or agency to another or from one organizational unit to another within the same department or agency. Provided, however, that any upward movement from the non-career service to the career service and vice versa shall not be considered as a promotion but as reappointment.

Qualification Standards – is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required in the performance of the job.

Qualified Next-in-Rank – refers to an employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the SRP approved by the head of agency and who meets the requirements for appointment to the next higher position.

³ CSC Resolution No. 1100472 (Policies on Executive/Managerial Positions in the Second Level)

⁴ Section 8, Chapter 2, Subtitle A, Title I, Book V of EO No. 292, s. 1987 (Administrative Code of 1987)

⁵ Section 9, Chapter 2, Subtitle A, Title I, Book V of EO No. 292, s. 1987 (Administrative Code of 1987)

Second Level Positions – shall include professional, technical and scientific positions which involve professional, technical or scientific work in a non-supervisory or supervisory capacity requiring at least four (4) years of college work up to Division Chief level.⁶

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.

Selection Line-Up – is a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential.

Superior Qualifications – shall mean outstanding relevant work accomplishments, educational attainment and training appropriate for the position to be filled. It shall include demonstration of exceptional job mastery and potential in major areas of responsibility.

IV. BASIC PRINCIPLES

1. Selection of employees for appointment in the Provincial Government of Bulacan shall be open to all qualified men and women according to the principle of merit and fitness.

Equal employment opportunity for qualified men and women at all levels of position shall be guaranteed.

2. Discrimination in any form shall not be allowed nor tolerated in the selection of employees because of an applicant's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, social origin or political affiliation. Reasonable aids, assistance and/or facilities shall be provided and made available to address individuals with disability before, during and after the recruitment process, and up to their employment period.
3. Applicants for vacant positions who are competent and qualified shall be considered for the positions to be filled.
4. All applicants for appointment or promotion shall be screened by the PGB Human Resource Merit Promotion and Selection Board (HRMPSB).
5. For vacancies in the first and second levels, all qualified next-in-rank employees shall be automatically considered candidates for promotion.

V. GENERAL PROVISIONS

1. Vacant positions in the career service that are authorized to be filled, including vacant executive/managerial positions in the second level together with their corresponding qualification standards and plantilla item numbers, shall be published and posted in three (3) conspicuous places for at least fifteen (15) calendar days pursuant to Section 80(a), Title Three, Book I of RA No. 7160 (Local Government Code of 1991).
2. The PGB 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 in its bulletin board.

⁶ Section 8, Chapter 2, Subtitle A, Title I, Book V of EO No. 292, s. 1987 (Administrative Code of 1987)

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 the Government in the CSC website.

In addition, the PGB may publish vacant positions through other modes such as in the agency website, newspaper (local and/or national) and other job search websites. The reckoning date of publication will be the publication/republication date, regardless of the mode, as certified by the HRMO, provided, that a request for publication of vacant position/s has been filed at the CSC FO on the same day of publication in the agency website, newspaper or other job search websites.

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

3. The 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 EO No. 292;
 - d. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996⁷, as amended;
 - e. Reappointment (renewal) of those appointed on temporary status for Medical Officer/Specialist positions pursuant to Presidential Decree No. 1424, further amending RA No. 1243, as amended by RA No. 2251, otherwise known as the "Hospital Residency Law"; and
 - f. Those to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places.
4. The qualification standards of the parenthetical title should be used in the publication of vacant generic positions.
5. All positions occupied by holders of temporary appointments, except positions under Category II of CSC MC No. 11, s. 1996, as amended, shall be continuously posted in three (3) conspicuous places in the agency and published in the CSC Bulletin of Vacant Positions until filled by permanent appointees.
6. 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.

Should no appointment be issued within the nine-month period, the agency has to cause the re-publication and re-posting of the vacant position.
7. Anticipated vacancies may be published in case of retirement, resignation or transfer. The publication should not be earlier than 30 days prior to retirement, resignation or transfer.
8. Vacancies resulting from promotion shall not be filled until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission.
9. An employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position. All appointments issued in violation of this policy shall be disapproved/invalidated

⁷ Classification of positions where the required eligibility can be obtained by completion of one (1) year of Very Satisfactory actual performance.

except when the promotional appointment falls within the purview of any of the following exceptions:

- a. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking Positions (SRP) of the PGB.
 - b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.
 - c. The vacant position is hard to fill, unique and/or highly specialized.
 - d. The candidates passed through a deep selection process, taking into consideration the candidate's superior qualifications in regard to:
 - i. Educational achievements
 - ii. Highly specialized trainings
 - iii. Relevant work experience
 - iv. Consistent high-performance rating/ranking
 - e. Other meritorious cases, such as:
 - i. when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
 - ii. when the qualified next-in-rank employee/s waived their right over the vacant position in writing
 - iii. when the next-in-rank position, as identified in the agency SRP, is vacant
 - iv. when the next-in-rank employee/s is/are not qualified
 - v. when the qualified next-in-rank employee/s did not apply
10. The three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:
- a. Transfer incidental to promotion provided that the appointee was subjected to deep selection
 - b. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
 - c. Reappointment from career to non-career position
 - d. Reemployment
 - e. Reclassification of position
11. An employee should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening for promotion or transfer.
- The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion. In LGUs, no reclassification shall be allowed except when the position is actually vacant.
12. An employee who is on official leave of absence, on local/foreign training scholarship or training grant may be considered for promotion. For this purpose, the performance rating in the last rating period prior to the official leave of absence or scholarship/training grant, which should be at least Very Satisfactory, shall be used as basis for promotion. If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty.
13. An employee who has a pending administrative case shall not be disqualified for promotion during the pendency thereof. A pending administrative case shall be construed where a *prima facie* case against the person complained of has been established and the disciplining authority has issued a formal or notice of charge in case the complaint has been initiated by a private person.

14. An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension or fine shall be disqualified for promotion for the same period of suspension or fine. In the case of demotion, the period of disqualification for promotion shall be within one (1) year.
15. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

VI. PROCEDURE

To ensure the objective implementation of the MSP and to guarantee undue exercise of discretion at all levels, the following shall be observed:

1. Vacant position/s shall be published in accordance with the guidelines as stated in V.2 hereof. The published vacant position/s shall also be posted in at least three (3) conspicuous places in the premises of the PGB for at least fifteen (15) calendar days. Other appropriate modes of publication, such as announcements in the official website, social media and other form of electronic media, shall also be considered.
2. The HRMPSB Secretariat, based on the approved SRP, shall identify and validate the qualifications of the next-in-rank employees. All identified next-in-rank and qualified employees, if any, shall be notified accordingly by the HRMPSB Secretariat.
3. All interested applicants, including identified next-in-rank and qualified employees, shall submit the required documents within the prescribed period.
4. A preliminary evaluation of the qualification of all applicants shall be conducted by the HRMPSB Secretariat. Preliminary evaluation will determine if the applicant meets the minimum requirements of the vacant position.
5. The HRMPSB Secretariat shall notify applicants who were initially found qualified to undergo further assessment. Those found not qualified shall likewise be notified of the result of the evaluation.
6. After the preliminary evaluation, the Secretariat shall prepare a selection line-up which shall reflect the comparative competence and qualification of applicants based on Section VIII hereof. Those found qualified shall undergo further assessment such as written examination (psychometric, competency, others), skills test and others.
7. A thorough evaluation and deliberation on the qualifications of those listed in the selection line-up shall be conducted by the HRMPSB. The Secretariat shall submit the selection line-up to the HRMPSB for deliberation *en banc*.
8. Upon completion of all assessments, the Secretariat shall prepare the final evaluation matrices of all qualified applicants per vacancy. The top five (5) ranking candidates, however, shall be limited to those whose overall point scores are comparatively at par based on the thorough evaluation by the HRMPSB. To determine the candidates who are comparatively at par, the HRMPSB shall set a reasonable cut-off score in the comparative evaluation of candidates for appointment.
9. A resolution indicating the ranking of candidates based on HRMPSB deliberation and Minutes of the HRMPSB meeting shall be prepared by the Secretariat. The HRMPSB, through the PHRMO, shall submit to the appointing authority the list of candidates which shall specify the top five (5) ranking candidates based on comparative assessments. The appointing authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select insofar as practicable, from among the top five (5) candidates or

less deemed most qualified for appointment to the vacant position, depending on the number of candidates.

10. The HRMPSB Secretariat shall notify in writing all applicants assessed by the HRMPSB of the results of the evaluation.
11. The PHRMO shall prepare and issue the appointment papers in accordance with the provisions of the PGB MSP.
12. The HRMPSB Secretariat shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the provincial government a day after the issuance of appointment for at least fifteen (15) days. The date of posting shall be indicated in the notice.

VII. HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD AND ITS SECRETARIAT

1. The PGB HRMPSB for the first and second level positions shall be composed of the following:
 - i. Chairperson
 1. The Local Chief Executive or his/her authorized representative; or
 2. Vice-Governor or his/her authorized representative, if the vacant position is in his/her office or in the Office of the Secretary to the Sangguniang Panlalawigan.
 - ii. Members
 1. Department Head of the organizational unit where vacancy exists or his/her designated alternate;
 2. Department Head of the Provincial Human Resource Management Office or his/her designated alternate;
 3. Sangguniang Panlalawigan Member who holds the chairmanship of the Committee on Civil Service at the Sangguniang Panlalawigan; and
 4. 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 employee association in the agency.

In case there is no accredited employee association in the agency, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.

The first level representative or alternate shall participate during the screening of candidates for vacancies in the first level; the second level representative or alternate 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.

As above, the HRMPSB shall be chaired by the local chief executive or his/her authorized representative and its members shall be determined by resolution of the Sangguniang Panlalawigan. The CSC RO and CSC FO should be furnished with a copy of the said resolution.

2. The PGB HRMPSB for the second level executive/managerial positions shall be composed of the following:
 - i. Chairperson
 1. The Local Chief Executive or his/her authorized representative; or

2. Vice-Governor or his/her authorized representative, if the vacant position is in his/her office or in the Office of the Secretary to the Sangguniang Panlalawigan.
- ii. Members
 1. The Provincial Administrator or his/her designated alternate;
 2. Department Head of the Provincial Human Resource Management Office or his/her designated alternate; and
 3. Sangguniang Panlalawigan Member who holds the chairmanship of the Committee on Civil Service at the Sangguniang Panlalawigan.
3. The Local Chief Executive shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions.
 4. The membership of the HRMPSB may be modified, provided it conforms to the prescribed composition. The provincial government may add a reasonable number of members but the prescribed composition may not be reduced. In no instance should the HRMPSB be composed entirely of the members of the local Sanggunian. The HRMPSB members must be duly-designated and their names posted in the agency bulletin board. Any change in the composition of the HRMPSB should be reported to the CSC Regional or Field Office concerned.
 5. The HRMPSB members including the alternate representatives shall undergo orientation and workshop on the agency selection/promotion process and CSC policies on appointments.
 6. The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment.
 7. 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.
 8. The deliberation by the HRMPSB shall not be made earlier than fifteen (15) calendar days from the date of publication and posting of vacant positions. An appointment issued in violation of this rule shall be disapproved/invalidated.
 9. Candidates for the following appointments shall no longer be subject to the screening of the HRMPSB:
 - i. Substitute appointment due to its short duration and emergency nature;
 - ii. Appointment of faculty members and academic staff of SUCs and LUCs who belong to the closed career service;
 - iii. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods; or
 - iv. Appointments to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.
 10. The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved PGB MSP.

The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the provincial government in accordance with the approved PGB MSP and shall submit to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.

11. The appointing officer/authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.
12. The appointing officer/authority may appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment of qualifications/competence evidenced by the comparative ranking.
13. The HRMPSB Secretariat shall be the HR Planning and Development Division of the Provincial Human Resource Management Office.
14. The HRMPSB Secretariat shall perform the following functions:
 - i. Publish and post the vacant position/s in accordance with the guidelines as stated in VI.1 hereof;
 - ii. Receive and review the documentary requirements submitted by applicants;
 - iii. Identify, validate and notify qualified next-in-rank employees, if any, to the vacant position/s;
 - iv. Prepare a preliminary evaluation and afterwards, a selection line-up of the qualifications of all applicants;
 - v. Administer psychometric examinations to qualified applicants. Endorse the same to the respective departments for competency examinations;
 - vi. Schedule HRMPSB deliberation meetings and provide notices of such to the members of the HRMPSB;
 - vii. Prepare HRMPSB minutes/highlights of the meeting;
 - viii. Present to the HRMPSB the comparative assessment of applicants for deliberation;
 - ix. Prepare the final evaluation matrices of all qualified applicants per vacancy;
 - x. Ensure that all documents related to the deliberation are properly signed by the members of the HRMPSB;
 - xi. 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;
 - xii. Notify in writing all applicants on the results of every stage of the recruitment process;
 - xiii. Post a notice announcing the appointment of an employee following VI.12 hereof; and
 - xiv. Prepare the Recruitment, Selection and Placement Efficiency Monitoring Tool

VIII. QUALIFICATION STANDARDS AND OTHER EVALUATION CRITERIA

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

The establishment, administration and maintenance of qualification standards shall be the responsibility of the provincial government with the assistance and approval of the CSC. The request for approval of the qualification standards for a particular position/s in the PGB shall comply with the requirements of and be in accordance with the provisions of Section 41 of CSC MC No. 14, s. 2018 and CSC MC No. 5, s. 2016 (Revised Qualification Standards for Division Chief and Executive/Managerial Positions in the Second Level).

2. The PGB shall also set specific of higher standards for its plantilla positions including the required competencies. These standards should be submitted to the CSC for approval, and once approved, it shall be uniformly and consistently be adopted in the selection and appointment of employees. The approved qualification standards shall be adopted by the CSC in the attestation of appointments of the PGB.
3. All plantilla positions should be included in the approved PGB Qualification Standards Manual.
4. Qualification standards for certain positions that are prescribed by a special law, such as the Local Government Code of 1991 (RA No. 7160), shall prevail. The qualification standards for department head and assistant department head positions (mandatory or optional), considered as executive/managerial positions, shall be those prescribed by RA No. 7160 and other special laws. For newly-created department head and assistant department head positions, the qualification standards shall be equivalent or comparable to those prescribed by RA No. 7160.
5. Appointees to career service positions must meet the education, training, experience, eligibility and competency requirements prescribed in the Qualification Standards Manual or CSC-approved agency qualification standards for their positions at the time of the issuance of the appointment.
6. Appointees to casual, contractual and coterminous positions that are not primarily confidential in nature must meet the education, training and experience requirements of the positions approved by the CSC.
7. Eligibility is not required for appointment to casual, contractual and coterminous positions but preference should be given to civil service eligibles. However, if the duties of the position involve the practice of a profession regulated by the Philippine Bar/Board or special laws, and/or require licenses such as those required for positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, the corresponding professional licenses and/or certificate of registration shall be required.
8. Appointees to primarily confidential/personal staff positions are exempt from qualification requirements, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board laws, and/or require licenses such as those required for positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, and those specifically required by a special law, such as the positions of Provincial Administrator, Information Officer and Legal Officer required under specific provisions of the 1991 Local Government Code to have "first grade civil service eligibility" or its equivalent and RA No. 1080 (Bar) eligibility, respectively.
9. Incumbents of positions under permanent status who are reappointed to the same of comparable positions⁸ during the reorganization, rationalization or recategorization and other similar events are considered as having met the qualification standards for the positions.
10. The qualification standards for division chief and executive/managerial positions shall primarily take into consideration the education, experience, training, eligibility and leadership competencies.
11. The deep selection, screening, evaluation and comparative assessments of the required professional and technical qualifications, skills and competence of applicants shall be determined on the following criteria, to wit:

⁸ Item 1 of CSC MC No. 3, s. 2014 dated February 6, 2014 clarified that "Comparable position is determined based not solely on salary grade but also on the duties and responsibilities of the positions and level of position in the organizational structure or plantilla of the agency. Positions may be considered to be comparable if they belong to the same occupational grouping and the duties and responsibilities of the positions are similar and/or related to each other."

i. Education

1. Education refers to the formal or non-formal academic, technical or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) (DBM-CSC Form No.1, Revised 2017) of the position to be filled.
2. Certificates of completion of non-formal education issued by the Department of Education shall be considered valid documents for appointment to positions requiring completion of elementary or high school education, provided, that other requirements of the positions are met.
3. For one to meet the two years studies in college requirement in the Qualification Standards Manual, one must have earned from a Commission on Higher Education (CHED)-recognized institution at least 72 academic units leading to a degree or has completed a relevant two-year collegiate/technical course.
4. Certificates issued by the schools deputized by CHED on having completed a bachelor's degree under the Expanded Tertiary Education Equivalency and Accreditation Program⁹ shall be considered valid documents for meeting the education requirement for positions requiring completion of a bachelor's degree.
5. Certifications issued by the schools deputized by CHED showing completion of at least 72 academic units leading to a degree under Expanded Tertiary Education Equivalency and Accreditation Program shall be considered valid documents for meeting the education requirement for positions requiring completion of two years studies in college.
6. Certification issued by CHED that a one-year diploma post-graduate course acquired from foreign or local institutions is equivalent to a master's degree shall be considered appropriate for meeting the education requirement for appointment to division chief and executive/managerial position.
7. Certification issued by CHED that a degree obtained from foreign schools is equivalent to a bachelor's or master's degree shall be considered valid document for meeting the education requirement for positions requiring completion of a bachelor's or master's degree.
8. To meet the relevant bachelor's degree requirement in the Qualification Standards Manual, the appointee must have completed from a CHED-recognized college or university a bachelor's degree whose curriculum either includes, or is supplemented by, 12 academic units of the subject or course, which will enable the candidate to successfully perform the duties and responsibilities of the position to be filled in the Position Description Form.
9. A graduate of the Master's Degree or Certificate in Leadership and Management (C-Pro) from the CSC shall be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/managerial positions.
10. Completion of the degrees of Bachelor of Laws and Doctor of Medicine from a CHED-recognized institution shall be considered appropriate education for appointment to division chief and executive/managerial positions or other positions requiring a master's degree, the duties of which do not involve practice of profession covered by bar/board laws.

⁹ Executive Order No. 330, s. 1996

11. RA No. 1080 eligibles shall be exempt from the master's degree requirement for division chief and executive/managerial positions the duties and responsibilities of which involve practice of profession or belong to the same occupational group or functionally related positions as that of the professions regulated by Bar or Board laws.
However, a master's degree shall be required if the executive/managerial or division chief position does not involve practice of profession or does not belong to the same occupational group of functionally related positions as that of the professions regulated by Bar/Board Laws; provided that, this do not apply to lawyers and doctors.
12. Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall likewise be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/managerial positions.
13. Those who have been allowed to register and are issued certificate of registration or valid professional license of a specific board law shall be considered as having met the educational requirements for appointments to positions covered by the corresponding board law or other functionally related positions that do not involve the practice of other professions covered by bar/board laws.
14. Those who were allowed to take the Career Service Professional and Subprofessional examinations on or before November 29, 1992 shall be considered as having met the education requirement for appointment to corresponding level of position not covered by bar/board laws.

ii. Experience

1. Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employers, are functionally related duties in the PDF of the position to be filled.
2. Relevant experience acquired through a Job Order or Contract of Service covered by a contract or a Memorandum of Agreement may be considered for meeting the experience requirement.
3. Relevant experience acquired through volunteer work, on full time basis, as certified by the Human Resource Management Officer or authorized officials, may be considered for meeting the experience requirement.
4. Experience in first-level positions may be considered for meeting the experience requirement of second level positions when acquired in the same occupational group or functionally related positions.
5. Relevant experience acquired through a designation covered by an Office or Memorandum Order may be considered for meeting the experience requirement.

iii. Training

1. Training refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by

- the agency head and Certificates issued by the HRMO or authorized official from the government or private sector.
2. Continuous learning and development shall be espoused by the CSC. The Local Chief Executive shall ensure that each employee shall have undergone at least one planned human resource development intervention during the year.¹⁰ A minimum of forty (40) hours supervisory/management training or learning and development intervention per year based on the Learning and Development Plan of the agency should be provided by the agency to incumbents of supervisory and managerial positions.
 3. Training may be acquired from any of the following institutions:
 - a. Any CSC accredited learning and development institutions¹¹;
 - b. Government training institutions;
 - c. Non-accredited private training institution offering training of highly technical /specialized nature;
 - d. Local training institution that is internationally acclaimed for meeting the global standards of excellence in training;
 - e. Institution recognized by Commission on Higher Education (CHED) as Center for Excellence (COE) or Development (COD);
 - f. Foreign institution that offers training for scholarship purposes or for personal advancement of participants; or
 - g. Other institutions that partner with the CSC in building capabilities of civil servants.
 4. Training acquired from any of the afore-mentioned institutions must be relevant to the position to be filled and aligned with the strategy map or development goal of the institution or organization.
 5. Attendance to annual agency planning sessions/workshops/conferences as a requirement for operations and/or services rendered as facilitator/resource person in seminars/workshops/trainings shall not be considered for meeting the training requirements.

In-house agency-initiated trainings or in-service training/learning and development intervention shall be considered for purposes of meeting the training requirement of positions.
 6. The learning and development/training required for division chief and comparable positions shall be 40 hours of supervisory/management training/learning and development intervention¹².
 7. Generally, the training required for executive/managerial positions in the second level shall be 120 hours of supervisory/management training/learning and development intervention.

Management training/learning and development intervention includes courses, workshops, seminars and other interventions that develop and/or enhance knowledge, skills and attitude to enable successful performance of management functions such as planning, organizing, directing, controlling, coordinating and overseeing the activities of an organization, a unit thereof or a group. It is intended to develop/enhance leadership competencies¹³ to prepare managers in managing people and work¹⁴.
 8. For executive/managerial positions in the second level with duties and responsibilities involving practice of profession, the Mandatory Continuing Legal Education (MCLE) for Bar passers, the

¹⁰ Item (e), Section 7, Rule VIII of the Omnibus Rules Implementing Book V of EO No. 292

¹¹ List of CSC accredited training institutions which offer HROD and Leadership programs is posted at the CSC website

¹² CSC MC No. 19, s. 2019 (Revised Policies on Training/Learning and Development Requirements for Division Chief and Executive/Managerial Positions in Government)

¹³ Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, and Creating and Nurturing a High Performing Organization

¹⁴ CSC MC No. 19, s. 2019 (Revised Policies on Training/Learning and Development Requirements for Division Chief and Executive/Managerial Positions in Government)

Continuing Professional Education/Development (CPE/CPD) for licensed professionals or trainings/learning and development interventions relevant to practice of profession may constitute for a maximum of 40 hours of technical training and the remaining 80 hours shall be management trainings/learning and development interventions¹⁵.

9. Executive/Managerial positions in the second level with duties and responsibilities which are highly-specialized in nature as shown in their PDF/JD may require trainings/learning and development interventions which are highly technical and/or highly-specialized. These highly technical/highly-specialized trainings/learning and development interventions shall make up for the 120 hours of management and technical training/learning and development interventions where a maximum of 80 hours shall be for technical training and the minimum of 40 hours shall be management trainings/learning and development interventions¹⁶.
10. Agencies shall adopt the provisions in Sections 68 and 69 for executive/managerial positions in the second level with duties and responsibilities involving practice of profession or which belong to the same occupational group where practice of profession is required/preferred or those considered highly-specialized in nature, without the need for approval by the CSC¹⁷.

iv. Eligibility

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 of 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 PRC-conducted board examinations, the SC-conducted bar examinations or the CESB-conducted CES examinations.
2. First level eligibilities are appropriate for appointment to positions in the first level. They do not apply to those covered by bar/board/special laws, and other special eligibilities as may be determined by the CSC or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.
3. Second level eligibilities are appropriate for appointment to positions in the second and first level. They do not apply to those covered by bar/board/special laws, and other special eligibilities as may be determined by the CSC or those that require licenses such as those positions licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.
4. Eligibilities resulting from passing the bar/board examinations shall be required for appointment to positions the duties of which constitute to practice profession(s) regulated by the Philippine bar/board laws.
5. Eligibilities resulting from passing the bar/board examinations which require completion of at least a bachelor's degree shall be considered appropriate to positions for which the examinations were given, and to other first and second level positions not covered by bar/board/special laws and/or those that require other special eligibilities as may be determined by the CSC or those that require licenses such as those positions listed under Category IV of CSC MC No.11, s.1996, as amended.

¹⁵ *Ibid.*

¹⁶ *Ibid.*

¹⁷ *Ibid.*

6. Eligibilities resulting from passing the board examinations which require completion of less than a bachelor's degree shall be considered appropriate to positions for which the examinations were given, and to other first level positions not covered by board/special laws and/or those that require other special eligibilities as may be determined by the CSC or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.
7. Eligibilities resulting from passing the Unassembled, Testimonial or special examinations conducted by the CSC or by the departments or agencies with the assistance of or in coordination with the CSC shall only be appropriate for appointment to the positions for which they were given, to other functionally related positions, and other positions as may be determined by the CSC.
Incumbents of positions who were issued permanent appointments using eligibilities resulting from these examinations shall retain their permanent status but may only be promoted to positions belonging to the same occupational group or functionally related positions for which the examinations were given on other positions as may be determined by the CSC.
8. Eligibilities granted after one 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.
9. Eligibilities previously issued under Category I (SCEP) shall continue to be appropriate for permanent appointment corresponding positions re-categorized under Category II and other functionally-related positions without undergoing one (1) year employment under temporary status, provided the other requirements are met.
10. Licenses issued by authorized government agencies shall be required for appointment for positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.
11. Passing the 13th Shari'a Bar Examinations held in January 2014 and the Shari'a Bar Examinations conducted thereafter shall be considered as an eligibility appropriate for appointment to first and second level positions, except for positions covered by bar/board/special laws and/or those that require other special eligibilities as may be determined by the CSC or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.¹⁸
12. Passing the Shari'a Bar Examinations held prior to the 13th Shari'a Bar Examinations shall be considered as appropriate for appointment to first level positions, except for positions covered by bar/board/special laws and/or those that require other special eligibilities as may be determined by the CSC or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.¹⁹
For purposes of appointment, passers of the Shari'a Bar Examinations shall be required to submit an authenticated copy of his/her Certificate of Membership in the Shari'a Bar issued by the Supreme Court.

v. Performance

1. Performance refers to the accomplishment of a given task measured against present known of standards of accuracy,

¹⁸ Supreme Court Bar Matter No. 2409 dated November 29, 2011, on the approved Proposal to Amend the September 20, 1983 Supreme Court *En Banc* Resolution to Disqualify Graduates of Islamic Secondary Schools from Qualifying to Take the Shari'a Bar Examinations

¹⁹ Ibid.

completeness, quality and efficiency towards attaining the major final output of the department.

2. Performance evaluation shall be based on the approved Strategic Performance Management System, in case of government employees, or other similar performance evaluation system in the case of private individuals.

vi. Psycho-Social Attributes and Personality Traits

1. Psycho-Social Attributes refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological aspects include the way he/she perceives things, ideas, beliefs and understanding and how he/she acts and relates these things to others and in social situations.
2. A psychometric examination, composed of tests on cognitive, verbal, aptitude and logical reasoning skills, personality traits, and other related examinations, shall be administered by the HRMPSB Secretariat to all qualified applicants.

vii. Potential

1. Potential refers to the evaluation in order to determine 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 his/her technical competence, work values, attitude and communication skills.
2. The evaluation of an applicant's potential shall be based on function-specific written examination and the results of HRMPSB interview.

viii. Other Factors

1. The following factors shall be considered and given appropriate point allocations:
 - a. The length of government service of an applicant whether relevant or not to the position being applied for.
 - b. Outstanding accomplishments shall include exemplary work, civic, religious and other achievements which may consist of, but not limited to, special commendations and citations, including the PGB Gawad Galing Kawani, CSC Honor Awards Program and other awards for exceptional performance.

12. The PGB shall set specific guidelines regarding the setting-up of cut-off scores and point system in the comparative evaluation of candidates for appointment. It shall be an integral part of the PGB Merit Selection Plan (Revised 2021) as an annex and the CSC-RO shall be furnished of such document.

IX. RESPONSIBILITIES OF THE HUMAN RESOURCE MANAGEMENT OFFICER

1. The Human Resource Management Officer shall have the following functions and responsibilities:
 - i. Submit to the CSC Field Office concerned within the first quarter of the year the agency's updated Personal Services Itemization/Plantilla of Personnel.
 - ii. Submit the list of vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers using the prescribed form (CSC Form No. 9, Revised 2018) in electronic and printed copies to the CSC FO.
 - iii. Request authentication from the CSC or authorized agencies of the original copy of certificate of eligibility/licenses of selected candidate/s prior to

- issuance of original appointment, promotion, transfer, reappointment or reemployment unless previous authentication has been issued for the same eligibility/license/report of rating.
- iv. Review thoroughly and check the veracity, authenticity and completeness of all the requirements and supporting papers in connection with all cases of appointments before submitting the same to the CSC.
 - v. The HRMO shall also ensure that the Personal Data Sheet (CS Form No. 212, Revised 2017) of the appointee is updated and accomplished properly and completely. To monitor any change in the employee's profile, the PDS shall be updated on an annual basis thru a memorandum informing them of such.
 - vi. Sign the following certifications at the back of the appointment:
 1. Certification as to completeness and authenticity of requirements; and
 2. Certification that the vacant position to be filled has been published and posted in the CSC Bulletin of Vacant Positions in accordance with RA No. 7041, and deliberation was done by the HRMPSB fifteen (15) days after publication.
 - vii. Ensure that the Chairperson of the HRMPSB has signed the certification at the back of the appointment, whenever applicable.

The Human Resource Management Officer or the duly authorized employee directly responsible for recruitment, selection and placement shall be a regular member of the HRMPSB.
 - viii. Ensure that the appointment for department head position is submitted within seven (7) calendar days upon issuance by the appointing officer/authority to the local sanggunian for concurrence.

The HRMO shall also ensure that a copy of the Sanggunian Resolution concurring or a certification of non-action on the request for concurrence signed by the Secretary to the Sangguniang Panlalawigan shall be attached to the appointment for department head positions.
 - ix. Furnish the appointee with a copy of his/her appointment (appointee's copy), ensuring that the appointee signs on the acknowledgment portion of the appointment.
 - x. Submit RAI (CS Form No. 2, Revised 2018), original copy of appointments (CSC copy) with supporting documents on or before the 30th day of the succeeding month.
 - xi. Transmit to the appointee a copy of the RAI indicating the action of the CSC FO concerned on the appointment.

Record the action of the CSC FO at the Notation portion of the Agency and Appointee's copy of appointment.
 - xii. Submit to the CSC, through the CSC FO concerned within the prescribed period, the required reports (electronic and hard copy) such as DIBAR (CS Form No. 8, Revised 2017), summary list of employees' performance rating, and such other reports as may be required by the CSC.
 - xiii. Post in three (3) conspicuous places in the agency a notice announcing the appointment of an employee a day after issuance of appointment for at least fifteen (15) calendar days.
 - xiv. Ensure the oath taking and conduct of orientation program to new employees and continuous human resource interventions for existing employees.
 - xv. Submit to the CSC FO a copy of the Oath of Office (CS Form No. 32, Revised 2018) within 30 days from the date of assumption of the appointee.
 - xvi. Submit to the CSC FO a copy of the Certification of Assumption to Duty (CS Form No. 4, Series of 2018) within 30 days from the date of assumption of the appointee.
 - xvii. Ensure the conduct of orientation and workshop of the HRMPSB members including alternate representatives on the agency selection/promotion process and CSC policies on appointments.

- xviii. Ensure the orientation of officials and employees on the recruitment, selection and placement process.
- xix. Ensure the establishment and maintenance of the agency Human Resource Management Database which will be the basis of all the reports to be submitted by his/her agency to the CSC.
- xx. Ensure the establishment, maintenance and disposal of agency's employees 201/120 files pursuant to the guidelines of CSC MC No. 8, s. 2007 and CSC MC No. 1, s. 2011.
- xxi. Ensure the renewal of professional licenses of appointees to positions involving practice of profession regulated by bar/board law.
- xxii. Disseminate copies of the PGB Merit Selection Plan (Revised 2021), System of Ranking Positions and its annexes to all PGB personnel after approval thereof by the CSC. An orientation shall also be conducted within six (6) months upon approval of the MSP. This orientation is meant to ensure awareness and understanding of the Plan.
- xxiii. Perform all other functions as may be provided by law.

2. Failure of the HRMO to perform any of the above responsibilities shall be a ground for administrative disciplinary action for neglect of duty which the Local Chief Executive or the CSC can initiate.

X. SYSTEM OF RANKING POSITIONS


The PGB shall use the approved System of Ranking Positions as the basis in determining which position is next-in-rank, taking into consideration the organizational structure, salary grade allocation, classification and functional relationship of positions and geographical location.

XI. EFFECTIVITY


This Merit Selection Plan (Revised 2021) shall take effect immediately upon approval by the Civil Service Commission.

XII. COMMITMENT

The undersigned hereby commits to implement and abide by the provisions of this Merit Selection Plan (Revised 2021).


DANIEL R. FERNANDO
Provincial Governor

APPROVED BY:


FERNANDO O. MENDOZA
Director IV
Civil Service Commission Regional Office III

SEP 23 2021

Date