



Civil Service Commission National Capital Region

November 19, 2019

ATTY. ENGELBERT C. CARONAN, JR.
President and Chief Executive Officer
Development Academy of the Philippines
DAP Building, San Miguel Avenue
Ortigas Center, Pasig

Dear **Atty. Caronan**:

This refers to the proposed Merit Selection Plan (MSP) of the Development Academy of the Philippines (DAP), which was resubmitted to this Office, for appropriate action.

Evaluation of the proposed DAP MSP shows its compliance with **CSC Memorandum Circular No. 24, s. 2017** and **CSC Resolution No. 1800692¹** dated July 3, 2018 (circularized through CSC MC No. 14, s. 2018). Thus, the same is hereby **APPROVED**.

We look forward to the successful implementation of the DAP MSP.

Very truly yours,

JUDITH A. DONGALLO-CHICANO
Director IV

cc: Director II Cecilia C. Villafuerte
CSC Field Office-DND

cscncrpsed/smp

¹2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009 (June 16, 2017)

Bawat Kawani, Lingkod Bayani



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1. REFERENCES:

- 1.1 Civil Service Commission Memorandum Circular No.24, s.2017 on Omnibus Rules on Appointment and other Human Resource Actions
- 1.2 Civil Service Commission Memorandum Circular No.03, s.2001 on Revised Policies on Merit Promotion Plan
- 1.3 DAP Office Order-2018-001 on Merit Selection Plan

2. BASIC POLICIES:

- 2.1 The Merit Promotion and Selection Plan (MSP) shall cover positions in the first and second levels and shall also include original appointments and other related human resource actions.
- 2.2 There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
- 2.3 The DAP may constitute two Human Resource Merit Promotion and Selection Boards (HRMPSB) – one for the first and second level positions and another for second level executive/managerial positions.
- 2.4 The HRMPSB shall assist the DAP President and CEO in the judicious and objective selection of candidates.
- 2.5 The DAP President and CEO shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.
- 2.6 The DAP President and CEO 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 provided the applicant has undergone deep selection.
- 2.7 The HRMDD is responsible for the conduct of background investigation of the applicants for employment.
- 2.8 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, shall be required.

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2.9 Vacancies resulting from promotion shall not be filled up until the promotional appointments have been approved/validated by the CSC, except, in meritorious cases, as may be authorized by the Civil Service Commission.

2.10 An employee may be promoted to a position which is not more than three salary grades, pay or job grades higher than the employee's present position, except when the promotional appointment falls within the purview of any of the following exceptions:

- 2.10.1. 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);
- 2.10.2. The vacant position is a lone or entrance position, as indicated in the DAP staffing pattern;
- 2.10.3. The vacant position is hard to fill, such as, but not limited to, Accountant, Attorney, or Information Technology Officer /Computer Programmer positions;
- 2.10.4. The vacant position is unique and/or highly specialized, such as to Actuarial, Airways Communicator positions;
- 2.10.5. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:
 - 2.10.5.1. Educational attainment
 - 2.10.5.2. Highly specialized training
 - 2.10.5.3. Relevant work experience
 - 2.10.5.4. Consistent high performance rating/ranking
 - 2.10.5.5. Other meritorious cases, such as:
 - 2.10.5.5.1: when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process;
 - 2.10.5.5.2: when the qualified next-in-rank employees waived their right over the vacant position in writing;
 - 2.10.5.5.3: when the next-in-rank position, as identified in the SRP is vacant;
 - 2.10.5.5.4: when the next-in-rank employee/s is/are not qualified; and,
 - 2.10.5.5.5: when the next-in-rank employees did not qualify.

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2.10.6. 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:

- 2.10.6.1. Transfer incidental to promotion provided that the appointee was subjected to deep selection;
- 2.10.6.2. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection;
- 2.10.6.3. Reappointment from career to non-career position;
- 2.10.6.4. Reemployment; and,
- 2.10.6.5. Reclassification of position.

2.11 In the selection process, DAP shall strictly observe the above conditions to avoid disapproval or invalidation of promotional appointments.

2.12 Vacant positions in the career service, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers shall be published and posted in three (3) conspicuous places for a period of at least ten (10) calendar days in accordance to the provisions of R.A. 7041 and its implementing guidelines.

Vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers (CS Form No. 9, Revised 2017) in electronic and printed copies shall be submitted to the CSC Field Office (CSC FO). The printed copy shall be posted by the CSC FO in its bulletin board. The electronic copy shall be forwarded to the CSC Regional Office concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website. In addition, the DAP may publish vacant position in the DAP website, newspaper and other job search websites. Any incorrect information in the publication of vacant positions, i.e., item number, position title or qualification standards shall be a ground for the disapproval/invalidation of appointments.

2.13 The following positions are exempt from the publication and posting requirements (as it may apply to the Academy):

- 2.13.1. Primarily confidential;
- 2.13.2. Policy-determining;
- 2.13.3. Co-terminus with that of the DAP President and CEO, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of EO No.292;
- 2.13.4. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s.1996, as amended; or

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2.13.5. Those to be filled by existing regular employees in the Academy in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the DAP bulletin boards and other conspicuous places in its central and field offices.

2.13.6. 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 posted in three conspicuous places in the DAP and shall be published in the CSC Bulletin of Vacant Positions in the Government in the CSC website.

2.13.7. All positions occupied by holders of temporary appointments, except positions under Category II MC No.11, s.1996, as amended, shall be continuously posted in three conspicuous places in the DAP and published in the CSC Bulletin of Vacant Positions until filled by permanent appointees. The publication of a particular vacant position shall be valid until filled but not to extend beyond nine months reckoned from the date the vacant position was published.

2.13.8. Should no appointment be issued within the nine-month period, the DAP has to cause the re-publication and re-posting of the vacant position.

2.13.9. Publication of anticipated vacancies in case of retirement, resignation, or transfer, should not be earlier than thirty (30) days prior to such retirement, resignation or transfer.

2.14 The Human Resource Merit Promotion and Selection Board (HRMPSB). The HRMPSB shall be composed of the following:

2.14.1. FIRST AND SECOND LEVEL POSITIONS

Chairperson	The highest official in-charge of HR management or his /her authorized representative
Members	Head of organizational unit where vacancy exists, or his/her designated alternative Human Resource Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate
	Two 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

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- 2.14.1.1. The highest official in charge of the human resource management may not be the HRMO, but, may be the official directly supervising the human resource management.
- 2.14.1.2. The DAP President and CEO shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions.
- 2.14.1.3. The membership of the HRMPSB can be modified, provided it conforms to the prescribed composition. The DAP may add a reasonable number of members, but the prescribed composition may not be reduced. The HRMPSB members must be duly designated and their names posted in the DAP bulletin board. Any change in the composition of the HRMPSB should be reported to the CSC Regional or Field Office concerned.
- 2.14.1.4. The HRMPSB members including alternative representatives shall undergo orientation and workshop on the agency selection /promotion process and CSC policies on appointments.
- 2.14.1.5. The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment.
- 2.14.1.6. 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.
- 2.14.1.7. The deliberation by the HRMPSB shall not be made earlier than ten calendar days from the date of publication and posting of vacant positions.

2.15 Candidates for the following appointments shall no longer be subject to the screening of the HRMPSB:

- 2.15.1. Substitute appointment due to its short duration and emergency nature;
- 2.15.2. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least “Very Satisfactory” for two rating periods;
- 2.15.3. Appointments to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO 292;
- 2.15.4. Appointment to primarily confidential positions; and,

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2.15.5. The HRM Division shall perform secretariat and technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also evaluate and analyze results of structured background investigation for second level, supervisory and executive /managerial positions.

2.16 The HRM Officer, as member of the HRMPSB, shall not act as secretariat to the HRMPSB.

2.17 Except as otherwise provided by law, pendency of an administrative case shall not disqualify respondent from promotion and other human resource actions or from claiming maternity/paternity benefits.

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 to the respondent. (*Section 46. Effects of the Pendency of an Administrative or Criminal Case. 2017 Rules on Administrative Cases in the Civil Service / 2017 RRACS*)

2.18 Performance Rating. For appointment by promotion and 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, shall be required. (*Section 6e, Rule II of CSC Resolution No 1701009*)

2.19 Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law. (*Section 128, Rule XII Prohibitions – 2017 ORAOHRA*)

3. OBJECTIVES:

3.1 It is the policy of the Academy to strictly adhere to the principles of merit, fitness and equality. The selection of employees shall be based on their relative qualifications and discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

3.2 In this pursuit, the Academy's Merit Selection Plan aims to:

3.2.1. 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.

3.2.2. Create equal opportunities for employment to all qualified men and women to enter the government service and for career advancement in the Academy.

4. SCOPE:

This Merit Selection Plan shall cover career positions in the first and second levels in the agency including its attached offices. It shall also include non-career positions for purposes of promotions and hiring.

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5. DEFINITION OF TERMS:

- 5.1 **Academy** - Refers to the Development Academy of the Philippines;
- 5.2 **Career Service** - Positions in the civil service characterized by:
 - 5.2.1. entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications;
 - 5.2.2. opportunity for advancement to higher career positions; and,
 - 5.2.3. security of tenure.
- 5.3 **Comparatively at Par** - Predetermined reasonable difference or gap between point scores of candidates for appointment established by the HRMPSB
- 5.4 **Deep Selection** - The process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence
- 5.5 **Discrimination** - Is a situation wherein a qualified applicant is not included in the selection line-up on account of age, gender, civil status, pregnancy, disability, religion, ethnicity, or political affiliation
- 5.6 **First Level Positions** - Shall include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory capacity
- 5.7 **Hiring Quota** - Is the pre-determined ratio of applicants for appointment to ensure that one gender does not fall short of the desired percentage of the selection rate for the other gender in equivalent positions at every level, provided they meet the minimum requirements of the position
- 5.8 **HRMPSB** - Refers to the Human Resource Merit Promotion and Selection Board
- 5.9 **Job Requirements** - Requisites not limited to the qualification standards of the position, but may include skills, competencies, potential, physical and psycho-social attributes necessary for the successful performance of the duties required of the position
- 5.10 **KAS** - Knowledge, Abilities and Skills
- 5.11 **Competencies** - A set of observable, measurable, and vital skills, knowledge, and attitudes that are translations of capabilities deemed essential for organizational success
- 5.12 **Next-in-Rank Position** - Refers to a position which by reason of the hierarchical arrangement of positions in the DAP determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking Positions (SRP)

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5.13 **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:

- 5.13.1. entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and,
- 5.13.2. tenure which is limited to the duration of a particular project, or of the appointing authority for which purpose employment was made.

5.14 **Human Resource Actions** - Any action denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer, reinstatement, reemployment, detail, reassignment, secondment, and demotion.

5.15 **Promotion** - Is the advancement of an 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.

5.16 **Psycho-Social Attributes** - Refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes 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

5.17 **Qualification Standards** - Is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, competence and physical characteristics and personality traits required in the performance of the job

5.18 **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;

5.19 **Second Level Positions** - Involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent

5.20 **Selection** - Is the systematic method of determining the merit and fitness of a person on the basis of qualifications and competence to perform the duties and responsibilities of the position0

5.21 **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, competencies, physical characteristics, psycho-social attributes, personality traits and potential

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

5.23 **System of Ranking Positions** - 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:

- 5.23.1. organizational structure;
- 5.23.2. salary grade allocation;
- 5.23.3. classification and functional relationship of positions; and,
- 5.23.4. geographical location

6. PROCEDURE:

6.1 HIRING

- 6.1.1. The Center/Department Head upon endorsement of the immediate supervisor submits memorandum signifying request for hiring to the DAP President and CEO through the Group Head (done on the first month of the quarter).
- 6.1.2. Upon approval of the President and CEO, the Center/Department Head endorses the request for hiring to the HRMDD. The endorsement shall be coupled with a detailed Terms of Reference (TOR) or Job Description (JD) for the purpose of assessment, calibration, and recommendation by both at the HR and PSB levels.
- 6.1.3. HRMDD validates the request with the manpower forecast/projection for the given year.
- 6.1.4. HRMDD posts the requirement in conspicuous places within the Academy.
- 6.1.5. HRMDD evaluates candidate/s based on the qualification requirements and TOR or JD of the position .
- 6.1.6. Those initially found qualified shall undergo further assessment such as: written examination, skills test, competency-based interview and others. After which, selection line-up shall be prepared and posted in three (3) conspicuous places in the agency for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
- 6.1.7. HRMDD convenes the Human Resource Merit Promotion Selection Board (HRMPSB) for deliberation.

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6.2 PROMOTION

- 6.2.1. The Center/Department Head upon endorsement by the Group Head submits memorandum signifying request for promotion every first month of each quarter.
- 6.2.2. HRMDD lists candidates aspiring for the vacant position, either from within or outside the DAP, including qualified next-in-rank employees. In the process, the following should be considered:
 - 6.2.2.1. The pre-determined ratio of applicants for appointment or hiring quota, if applicable;
 - 6.2.2.2. The performance rating to be considered for promotion of an employee who is on official leave of absence/maternity leave, scholarship, or training grant shall be at least Very Satisfactory in the last rating period prior to the official leave of absence/maternity leave, scholarship, or training grant.
 - 6.2.2.3. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- 6.2.3. HRMDD conducts preliminary evaluation of the qualification of all candidates within five (5) days from receipt of endorsement.
- 6.2.4. HRMDD submits the selection line-up to the HRMPSB for deliberation through a majority of the members.
- 6.2.5. HRMDD shall prepare and distribute copies of the KAS and/or Competencies and other pertinent documents to the HRMPSB members within the second week of the second month of the quarter.
- 6.2.6. The HRMPSB deliberates on the list of candidates with complete documentation starting on the 3rd week of the 2nd month of the quarter.
- 6.2.7. When necessary, the HRMPSB shall hold marathon deliberations every Friday or at any day depending on the availability of the members of the HRMPSB who shall constitute a quorum.
- 6.2.8. Any HRMPSB member who fails to attend three consecutive meetings shall be replaced.
- 6.2.9. In assessing the fitness of the candidate to the position, the following shall guide the HRMPSB:
 - 6.2.9.1. Regardless of the rating of the other KAS/Competency dimensions, if one (1) KAS/Competency dimension has an average rating of below two (2), it is deemed that the competency required of the position is not fully met;

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6.2.9.2. The average of the average ratings of the PRC members is used as the final rating of the HRMPSB;

6.2.9.3. If there is a rating of one (1) in a Must KAS/Competency dimension by at least one of the HRMPSB members, the HRMPSB members deliberate and recalibrate their ratings for the concerned KAS dimension/s; Consensus rating must be reached by the HRMPSB for rating below passing.

6.2.9.4. Multi-project involvement means more than two projects implemented at same time.

6.2.10. All "Must" KAS/Competency dimensions must be rated and have rating of 2:

6.2.10.1. The "Want" KAS/Competency dimensions may be used to guide the HRMPSB in case the members would recommend a higher position; and,

6.2.10.2. The "Want" KAS/Competency data if with a rating of 1, would still qualify the aspiring candidate for promotion.

6.2.11. The HRMPSB Secretariat processes the documents after deliberation which includes the minutes of the meeting and routes the list of names of screened applicants from which a selection for appointment may be made to the HRMPSB members for review/certifying correctness of data within three working days after meeting/deliberation. The HRMPSB Secretariat submits to the HRMPSB Chairperson the routed document for review/approval within five days after review by the HRMPSB members who deliberated on the aspiring candidates.

6.2.12. HRMPSB, who participated in the deliberations and composing the majority of the members submits to the DAP President and CEO the list of names of screened applicants from which a selection for appointment may be made within two weeks after each deliberation.

6.2.13. HRMDD informs the concerned units/centers through a memo the result of the deliberations and action of the DAP President and CEO. The HRMDD shall prepare the necessary appointment papers of those whose promotion were approved by the DAP President and CEO within five days from receipt of the approval;

6.2.14. HRMDD shall submit the required documents to the CSC for attestation within five days from receipt of the signed/issued appointment paper.

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6.2.15. The posting of a notice announcing the appointment of an employee for at least fifteen (15) days in three (3) conspicuous places in the agency should be made a day after the issuance of the appointment.

7. EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP)

The Academy shall afford full protection to labor and adhere to the principle of equal employment opportunity for all, thus:

7.1. Selection of employees for appointment shall be open to all qualified men and women according to the principle of merit and fitness. There shall be equal employment opportunity for men and women at all levels of positions in the Academy, provided they meet the minimum requirements of the position to be filled.

7.2. The Merit Selection Plan shall cover positions in the first and second level shall also include original appointments and other related human resource actions. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

7.3. The DAP President and CEO shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSB for all levels.

8. PROTEST:

Pursuant to CSC MC No. 4, s. 2010 dated February 8, 2010 and Rule 18 of CSC Resolution No. 1701007 dated July 3, 2017, within fifteen (15) days from announcement and/or posting of appointments subject of protest, a qualified next-in-rank employee shall have the right to appeal initially to the Academy President, then to the Civil Service Commission Regional Office (CSCRO), and then to the Civil Service Commission Proper.

9. HRMPSB SECRETARIAT

The HRM unit which acts as the secretariat for the HRMPSB shall have the following functions and responsibilities:

- 9.1 Prepare copies of the KAS;
- 9.2 Distribute KAS and other pertinent documents to HRMPSB members;
- 9.3 Set/schedule the HRMPSB meeting/deliberation;
- 9.4 Prepare the minutes and routes the recommendation to the HRMPSB members for review/certifying correctness of data;
- 9.5 Submit to the HRMPSB Chairperson the routed document for review and approval;

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- 9.6 Communicate the DAP President and CEO's decision to concerned Centers/Departments through a memorandum;
- 9.7 Submit the required documents to the CSC for attestation; and,
- 9.8 Provide copies of individual attested appointments.

10. FUNCTIONS AND RESPONSIBILITIES:

- 10.1 The Human Resource Management Division shall have the following functions and responsibilities:
 - 10.1.1. Disseminate copies of the DAP Merit Selection Plan (MSP) and its annexes to all agency personnel after approval thereof by the Civil Service Commission. An orientation shall also be conducted for the HRMPSB members including alternate representatives and workshop on the DAP selection/promotion process and CSC policies and appointments;
 - 10.1.2. Develop a System of Ranking Positions which will be submitted for approval of the DAP President and CEO, copy furnished the Civil Service Commission and its Field Office concerned, for reference purposes;
 - 10.1.3. Develop a Plan which shall set forth the number, competencies and skills of personnel needed to achieve the organization's goals, objectives and programs;
 - 10.1.4. Develop and maintain an updated qualification database of employees of the agency to include education, training, experience, skills, competencies, and other similar information;
 - 10.1.5. Develop a program to fast track the career movement of employees with superior qualifications;
 - 10.1.6. Publish vacant position in the CSC Bulletin of Vacant Position and through other mode of publication and post the same in three (3) conspicuous places in the DAP for at least ten (10) calendar days.
- 10.2 The employees shall be responsible for updating their Personal Data Sheet annually, if deemed necessary, and submit supporting documents thereto to the Human Resource Development Division.
- 10.3 The HRMPSB for first, second and managerial/executive levels shall have the following functions and responsibilities:
 - 10.3.1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:

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- 10.3.1.1. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position; and,
- 10.3.1.2. Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
- 10.3.2. Disseminate screening procedure and criteria for selection to all agency officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated.
- 10.3.3. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates 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.
- 10.3.4. Evaluate and assess through a majority of the HRMPSB members the qualifications of those listed in the selection line-up.
- 10.3.5. Submit to the President and CEO the list of names of screened applicants from which a selection for appointment may be made.
- 10.3.6. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC.
- 10.3.7. Orient the officials and employees in the agency pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan.

10.4 The appointing authority shall have the following functions and responsibilities:

- 10.4.1. Establish a Human Resource Merit Selection and Promotion Board (HRMPSB) and see to it that all HRMPSB members undergo orientation and workshop on the selection/promotion process and CSC policies on appointments. The DAP President and CEO shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PRC for all levels;
- 10.4.2. Exercising sound discretion select from among the screened applicants who he/she deems most qualified for appointment to the vacant position.
- 10.4.3. Issue appointments in accordance with the provisions of the agency Merit Selection Plan.

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11. EFFECTIVITY:

The Merit Selection Plan and subsequent amendments thereto shall take effect immediately after the approval by the Civil Service Commission.

12. COMMITMENT:

I hereby commit to implement and abide by the provisions of this Merit Selection Plan. It is understood that this MSP shall be the basis for democratic, objective and expeditious approval of appointment.

[REDACTED]
ATTY. ENGELBERT C. CARONAN, JR., MNSA
President and CEO

APPROVED

[REDACTED]
JUDITH A. DONGALLO-CHICANO

Director IV

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