



FEBRUARY 4, 2014

CIRCULAR

NO. 2014-01

**SUBJECT : ENHANCED DILG MERIT SELECTION AND PROMOTION PLAN
[DILG-MSPP]**

I. RATIONALE

Pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 [Executive Order No. 292], and CSC Memorandum Circular No. 03, s. 2001 this Enhanced DILG Merit Selection and Promotion Plan [DILG-MSPP] is hereby established for the guidance of all concerned.

II. OBJECTIVES

The DILG Merit Promotion Plan has been expanded to include the System of Ranking Positions and the outputs of the extensive study undertaken in the Department on the CSC Memorandum Circular No. 03, s. 2001.

The Enhanced DILG Merit Selection and Promotion Plan [DILG-MSPP] aims to:

1. Establish a system that is characterized by strict observance of the merit, fitness and equality principles in the selection and promotion 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 men and women to enter the government service and for career advancement in the Department.

III. SCOPE

This Enhanced DILG Merit Selection and Promotion Plan [DILG-MSPP] shall cover career positions in the first, second, and third levels in the Department [Local Government Sector]. It may also include non-career positions.

IV. DEFINITION OF TERMS

DILG - refers to the Department of the Interior and Local Government, Local Government Sector which consists of its regional offices, bureaus, services, offices and operating units.

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.

Comparatively at Par - predetermined reasonable difference or gap between point scores of candidates for appointment established by the Personnel Selection and Promotion Board (PSPB).

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

Discrimination - is an act of excluding a qualified applicant from the selection line-up on account of age, gender, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.

Independent Resource Person - Refers to person/s with proven expertise and competence on personnel evaluation and assessment invited/requested from other offices within the department to render technical assistance to PSPB

First Level Positions- shall include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory capacity.

Job Requirements- requisites not limited to the qualification standards of the position, but shall include skills, competencies, potential, physical, emotional and social attributes necessary for the successful performance of the duties required of the position.

Next-in-Rank Position - refers to a position which by reason of the hierarchical arrangement of positions in the agency or in the government is determined to be in the nearest degree of relationship to a higher position as contained in the Department'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 to the duration of a particular project for which purpose employment was made.

Personnel 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.

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.

Qualification Standards - is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility.

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 System of Ranking Positions approved by the head of agency and who meets the requirements for appointment to the next higher position.

Second Level Positions - involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent. It shall also include executive/managerial positions.

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 is not limited to the comparative information of their education, experience, training, civil service eligibility, performance rating [if applicable], relevant work accomplishments, physical characteristics, emotional and 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.

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:

- a. Organizational structure;
- b. Salary grade allocation;
- c. Classification and functional relationship of positions; and
- d. Geographical location

Third-Level Positions - generally require either the Career Executive Service Eligibility [CESE] or the Career Service Executive Eligibility [CSEE]. These include the positions of Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Department Service Chief, Provincial /HUC Director and other officers of equivalent rank, all of whom are appointed by the President .

V. BASIC POLICIES

It is the policy of the Department to strictly adhere to the principles of merit, fitness and equality. The selection and promotion of employees shall be based on their qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection and promotion of employees on account of gender, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.

- 1. Selection and promotion of employees for appointment in the government service shall be open to all qualified men and women according to the principle of merit and fitness.
- 2. The Enhanced DILG Merit Selection and Promotion Plan [DILG-MSPP] shall cover positions in the first, second and third levels and shall also include original appointments and other related personnel actions.
- 3. When a position in the first, second or third level becomes vacant, applicants for employment who are competent, qualified and possess appropriate Civil Service/ Career Executive Service Eligibility shall be considered for appointment.

In addition to the required qualifications, applicants for third level positions must possess executive and managerial competence.

- 4. All Vacant positions shall be posted in the DILG Central and concerned Regional Office website in addition to the posting requirements under

Republic Act 7041 and other existing CSC rules and regulations for at least ten (10) calendar days.

5. A Personnel Selection and Promotion Board [PSPB] for first, second and third level positions shall be established in the Department.
6. The PSPB members, including alternate representatives for first, second and third-level positions shall undergo orientation and workshop on the selection/promotion process and CSC policies on appointments.
7. All candidates for appointment to first, second and third levels positions shall be screened by the concerned PSPB.

Candidates for appointment to third level positions shall be screened by the PSPB for Senior Executive [third level] Positions or PSPB-SEP [third level positions] composed of at least three [3] career executive service officials as may be constituted in the Department.

Appointment to the following positions shall no longer be screened by the PSPB, provided however that evaluation shall still be made by the Central Office Personnel Division to ensure that the candidates meet the qualification of the position.

- a. Appointment to personal and primarily confidential positions; and
 - b. Renewal of temporary appointment issued to incumbent personnel.
8. The Secretary shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSPB for all levels.
 9. For vacancies in the first, second and third levels, all qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position. Qualified next in rank employees who are not interested to be considered for promotion may execute a written waiver which must be attached to the minutes of the Sub-Selection and Promotion Board/Regional Personnel Selection and Promotion Board (RPSPB) and submitted to the Personnel Section/Division. Such waiver shall apply only to the vacancy being waived and shall not prejudice the aspirant for applying to future vacancies.
 10. Qualified employees in the administrative group may be promoted to positions in the technical group (LGOO) provided that they meet the qualification requirements for the position as specified in the approved qualification

standard; in addition to existing applicable policies set forth by the Department.

11. The PSPB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the PSPB may employ the assistance of independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.
13. The appointing authority in the exercise of sound discretion, select, insofar as practicable, from among the most qualified for appointment to vacant position. ✓
14. The appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualifications and competence, and has undergone the selection process.
15. An employee should have rendered at least Very Satisfactory service for the last two (2) rating periods in the present position before being considered for promotion, provided that his/her Personnel Performance Evaluation System (PPES) has been submitted on time.
16. An employee who is next-in-rank but on local or foreign scholarship or training grant or on maternity leave shall be considered for promotion.

For this purpose, the performance rating to be considered shall be the last two (2) rating periods immediately prior to the scholarship or training grant or maternity leave.

The effectivity date of the promotional appointment shall be on the assumption to duty.

17. Promotion within six [6] months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
18. All appointments or promotions shall be duly announced and/or posted in the DILG Central and Regional website and in three [3] conspicuous places in the Department within thirty (30) days from issuance of appointment (CSC Resolution No. 1101502, dated November 18, 2011) for a duration of at least fifteen [15] calendar days (Item No. 19 of CSC Memorandum Circular No. 3, s. 2001 dated January 26, 2011).

ratings immediately prior to the scholarship or training grant or maternity leave.

The effectivity date of the promotional appointment shall be on the assumption to duty.

3. Conduct preliminary evaluation of all candidates based on Qualification Standard (QS) of the position. Those initially found qualified shall undergo further assessment such as: written examination, skills test, interview and others.

- 3.1 The comparative competence and qualifications of candidates for appointment shall be determined on the basis of:

3.1.1 PERFORMANCE [25%] – is the actual task accomplishments expected of an employee of his/her present position or designation and shall refer to the rating shown in the Personnel Performance Evaluation System (PPES) Form during the last two (2) performance rating periods of the employee. No candidate shall be considered for assessment/promotion unless he/she obtains at least a Very Satisfactory rating. Any rating more than Very Satisfactory i.e. Outstanding, shall be subject to extensive and intensive validation by the Central/Regional Selection and Promotion Boards. Failure to submit PPES Rating Forms on time would be a ground for exclusion of the aspirant for promotion.

Duly accomplished PPES Rating Forms must be submitted to the Personnel Division/Section at the Central/Regional Offices not later than thirty (30) days after the rating period together with the PPES targets of the semester being rated.

- For appointment by promotion, the performance rating of the appointee for the last two (2) rating periods should be at least Very Satisfactory (VS)
- For appointment by transfer, the performance rating for the last two (2) rating periods immediately preceding the transfer from the former office or agency should be at least Very Satisfactory (VS)

Computation of weighted score:

Average Numerical rating for the last two (2) rating periods X 25% = weighted score

19. The Enhanced DILG Merit Selection and Promotion Plan [DILG-MSPP] shall be used as one of the bases for the expeditious approval, attestation and accreditation to take final action on appointments.

VI. PROCEDURE

1. Publish the vacant position in the DILG Central and Concerned Regional office website, CSC Bulletin of Vacant Positions and through other mode of publication and post the same in three [3] conspicuous places in the Department for at least ten [10] calendar days.

In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from date of publication. Should no appointment be issued within the nine (9)-month period, the Department has to cause the re-publication of the vacant position. ✓

The following positions are exempt from the publication requirement:

- Primarily confidential positions;
 - Positions which are policy determining;
 - Highly technical positions;
 - Other non-career positions; and
 - Positions to be filled by existing regular employees in the Department in case of reorganization.
2. List down candidates aspiring for the vacant position, either from within or outside the Department, including qualified next-in-rank employees. In the process, the following should be considered:
- An employee shall not be promoted to a position which is more than three [3] salary grades higher than the employee's present position except in very meritorious cases or if the vacant position is next-in-rank as identified in the SRP approved by the Secretary or the lone or entrance position indicated in the DILG staffing pattern.
 - An employee who is on detail/reassignment, local or foreign scholarship or training grant or pregnant or on maternity leave shall not be deprived of the opportunity to be considered for promotion.

For this purpose, except for those who are on detail/reassignment, the performance rating to be considered shall be the last two (2)

3.1.2 EXPERIENCE (15%) -includes occupational history, relevant work experience and various skills acquired either from the government or private sector. An experience acquired through a designation covered by an Office or Memorandum Order may be considered for meeting the experience requirement in the Qualification Standards Manual.

To determine weighted score for experience, the following shall be considered:

- 20 yrs. or more of relevant service shall be equivalent to 100 pts.
- Thus, the maximum weighted score for 20 yrs. or more relevant experience is 15 points.

Let X be the weighted score for 1 month relevant experience

$$\frac{15 \text{ pts.}}{20 \text{ yrs or 240 months}} = \frac{X \text{ points}}{1 \text{ month}}$$

$$0.75 = X$$

Therefore, to get the suggested score for relevant experience less than 20 years or 240 months, the following formula shall be used:

Let N be the length of relevant service less than 240 months (20yrs.).

$$\text{Weighted score for experience} = 0.75 X N$$

3.1.3 EDUCATION [10%] - includes educational background, successful completion of training courses accredited by the Civil Service Commission, scholarships, training grants and others which must be relevant to the duties of the position to be filled.

The education factor shall be determined using the following table:

DEGREE/COURSE	POINT SCORE	X 10%	WEIGHTED SCORE
Elementary Graduate	5	.10	.5
High School Graduate	10	.10	1.0
2 nd year College with at least 72 units	15	.10	1.5
3 rd year to 4 th year college	20	.10	2.0
Graduate Bachelor's Degree Course	25	.10	2.5

Masteral Course			
1 – 18 units	30	.10	3.0
19 – 36 units	35	.10	3.5
37 – completion of academic requirements	40	.10	4.0
Graduate Masteral Course	60	.10	6.0
Doctoral Course			
1 – 9 units	65	.10	6.5
10 – 18 units	70	.10	7.0
19 – 27 units	75	.10	7.5
28 – 36 units completion of academic requirements	80	.10	8.0
Graduate Doctoral Course	100	.10	10

3.1.4 TRAINING (10%) - refers to the HRD interventions or non-formal interventions, such as coaching, mentoring, job rotation, and others that are supported by certificates issued by the HRMO authorized official from the government or private sector shall be considered training for meeting the training requirements in the QS Manual, provided they are relevant to the position to be filled. It is the development of a particular skills, knowledge, ability, profession or occupation acquired through formal or informal learning, usually measured in terms of number of hours, days or months. For purposes of the training factor in the comparative assessment, it shall include all trainings, seminars, scholarships travel grants, workshops attended by the candidate while in the government service regardless of sponsor (government or non-government) for the last five (5) years. Such training must be evidenced by duly authenticated certificates of attendance/completion, Regional/ Department Orders (for Regional/ Department-sponsored trainings); and for other agencies/institution sponsored training, from their personnel unit. Otherwise, such trainings may not be considered in the assessment. In case certificates of trainings could not be presented, a certification under oath by the aspirant may suffice, provided that the certification is accompanied by a justification and subject to verification.

To determine weighted score, the following should be considered:

100 training hours or 1 month = 1 point
1 hour is equivalent to 0.01

In computing the weighted score, the following formula shall be used:

Weighted score for training = 0.01 X N

3.1.5 POTENTIAL [20%] - refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of higher or more responsible positions.

It shall be computed as follows:

60% of the immediate supervisor's rating + 40% of the average of PSPB ratings = weighted score

3.1.6 EMOTIONAL AND SOCIAL ATTRIBUTES/ PERSONALITY TRAITS (10%) – refer to the characteristics or traits of a person which involve both the emotional and social aspects, 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.

Average of the PSPB ratings X 10% = weighted score

3.1.7 OUTSTANDING ACCOMPLISHMENT [10%] – this refers to actual accomplishments during the preceding two [2] semesters, which are of such nature as to have effected to a large extent an improvement or innovation in the existing organization, policies, systems and procedures irrespective of whether the employee has been publicly recognized or not.

Awards/Citations/Commendations/Recognition (5%) – given to an employee for valuable contribution to operations or for excelling in the performance of duties. Only those awards received in the past twelve (12) months preceding the assessment shall be considered.

Supporting documents such as justifications, duly authenticated Certificates/Plaques shall be required to support such awards. Otherwise no points shall be allowed.

TYPES OF AWARDS	PERCENTAGE
National	2.0%
Regional	1.5%
Provincial	1.0%
Individual	.5%
TOTAL	5.0%

Bonus Point for the Designation to perform functions higher than his/her present position in an OIC/Acting Capacity (5%) – Applicable to personnel designated to perform functions higher than his/her present position in an Officer-In-Charge/Acting Capacity. Designations in the form of Regional/Provincial/Division Orders shall be attached including the confirmation of the Regional Director/Assistant/ Secretary/Undersecretary/Department Secretary.

The maximum Bonus Point for the Designation to perform functions higher than his/her present position in an OIC/Acting Capacity; shall however, not exceed 5 points. This means that designation of 5 yrs. or 60 months or more will only earn a maximum of 5 points.

To determine bonus points for said designation less than 5 years or 60 months, the following shall be considered:

1 year OIC or 12 months = 1 point
1 month = x point for every month

$\frac{1 \text{ point}}{12 \text{ months}} = \frac{x \text{ point}}{1 \text{ month}}$

1 month $\left[\frac{1 \text{ point}}{12 \text{ months}} \right] = X \text{ point}$

0.083 point = X

Formula:

Let N be the period of designation to higher position:

$N \times 0.083 = \text{equivalent point/s earned}$

Moreover, those personnel who were designated as Cluster Heads/Leaders for not less than six [6] months shall earn a maximum of 5 points, provided a Position Description Form [PDF] stating the specific duties, functions and responsibilities of the actual performance as cluster heads/leaders is submitted.

4. Notify each applicant of the result of his/her preliminary evaluation.
5. Submit the selection line-up to the PSPB for deliberation en banc.

6. Pursuant to existing CSC rules (MC No. 04 series of 2005), and in the exercise of the PSPB's function of assisting the appointing authority, make a systematic assessment using the prescribed CSC comparative assessment form. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
7. Notify all applicants assessed by the PSPB of their individual rating on the basis of education, training, experience, eligibility and interview, as well as of the outcome of the evaluation of the PSPB.
8. Submit the list of screened candidates from which the appointing authority shall choose the applicant to be appointed.

The list of screened candidates should specify the ranking candidates whose overall point scores are comparatively at par based on the comparative assessment.

9. The Appointing authority must assess the merits of the PSPB's evaluation for appointment and in the exercise of sound discretion, select, insofar as practicable, from among the ranked applicants most qualified for appointment to the vacant position. ✓
10. Issue appointment in accordance with the provisions of the Enhanced DILG Merit Selection and Promotion Plan.
11. Post a notice announcing the appointment or promotion of an employee in the DILG Central Office and concerned Regional Office websites and in three [3] conspicuous places in the Department within thirty (30) days from issuance of the appointment and for at least fifteen (15) calendar days duration. The date of posting should be indicated in the notice.

VII. COMPOSITION OF THE PERSONNEL SELECTION AND PROMOTION BOARD [PSPB]

1. To assist the Secretary in the screening and evaluation of candidates to the third-level positions, the DILG Personnel Selection and Promotion Board for Senior Executive Positions (Third Level) shall have the following composition:
 - a. Chairperson - Undersecretary for Local Government
 - b. Members - All Undersecretaries
 - All Assistant Secretaries who are Career Executive Service Officers [CESOs], or CES incumbents to be designated by the Secretary

- Head Executive Assistant (HEA)
- Executive Director of the Local Gov't. Academy (LGA)
- One (1) Regional Director (representing the Regional Directors)
- One (1) Bureau Director (representing the Bureaus and Service Directors)

The Administrative Service shall be the secretariat of the Personnel Selection Board for Senior Executive Positions.

2. To effectively and efficiently adhere to the Department's policy on the merit principle of selecting and promoting employees on the basis of their qualification and competence, the Central Personnel Selection and Promotion Board [CPSPB] for first and second level positions shall be composed of the following:

Chairperson - Assistant Secretary

Members - Director, Administrative Service

- Representative from the Office of the Secretary (OSEC)

Director or his/her representative of organizational unit where vacancy is

HRMO V or Chief Administrative Officer and Two [2] representatives of the rank-and-file employees, one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association in the Department.

Representatives of the first and second level positions shall sit in the CPSPB deliberations only when the vacancy concerns the respective level they are representing.

Secretariat services shall be provided by the Personnel Transaction Section of the Personnel Division, Administrative Service.

2. To assist the Central Personnel Selection and Promotion Board, Bureau/Service Personnel Selection and Promotion Boards shall be created for the screening and evaluation of employees in the **Bureaus/Services**.

Each Bureaus/Services Personnel Selection and Promotion Board (B/SPSPB), shall be composed of the following:

Chairperson - Assistant Bureau Director

Members - All Division Chiefs and

Two [2] representatives of the rank-and-file employees,

one from the first level and one from the second level

4. In the Regional Offices, each Regional Personnel Selection and Promotion Board (RPSPB) shall be composed of the following:

Chairperson	-	Assistant Regional Director
Members	-	All Division Chiefs in the regional offices;
	-	Provincial/HUC Director representative to be chosen from among themselves and
	-	Provincial/HUC Director where the vacancy is
	-	Administrative Officer V (HRMO); and
	-	Two [2] representatives of the rank-and-file employees, one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association in the agency

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 garners the second highest votes shall automatically be the alternate representative. Any other mode of selection shall be conducted for the purpose.

The first-level representative shall participate during the screening of candidates for vacancies in the first level; the second-level representative shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two [2] years. For continuity of operation, the DILG accredited employee association may designate an alternate

5. To assist the RSPB, a Provincial Personnel Selection and Promotion Board (PPSPB) shall be created with the following composition:

Chairperson	-	Highest ranking official in the Province
Members	-	Representative of the cluster heads
		Representative of CLGOOs, if applicable
		Representative of MLGOOs
		Representative LGOOs III / II
		Representative First Level

VIII. FUNCTIONS AND RESPONSIBILITIES

1. The Administrative Officer/Human Resource Management Officer [HRMO] shall have the following functions and responsibilities:
 - a. Disseminate copies of the Enhanced DILG Merit Selection and Promotion Plan [DILG-MSPP] and its annexes to all Department personnel after approval thereof by the Civil Service Commission. An orientation shall also be conducted by the Personnel Division, Administrative Service within six [6] months upon approval of the MSP. This orientation is meant to ensure awareness and understanding of the Plan. A report on the same shall be submitted to the Civil Service Field Office concerned for record purposes;
 - b. Develop a System of Ranking Positions which will be submitted for approval of the appointing authority, copy furnished the Civil Service Commission and its Field Office concerned, for reference purposes;
 - c. Develop a Plan which shall set forth the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives and programs;
 - d. Develop and maintain an updated qualification database of employees of the agency to include education, training, experience, skills, competencies, and other similar information;
 - e. Develop a program to fast track the career movement of employees with superior qualifications;
 - f. Publish vacant positions in the DILG Central and concerned Regional Office' website, CSC Bulletin of Vacant Positions or through other modes of publication and post the same in three [3] conspicuous places in the Department for a least ten [10] calendar days;
 - g. Prepare list of candidates aspiring for the vacant position either from within or outside the agency, including qualified next-in-rank employees within fifteen [15] days from completion of the preliminary evaluation.
 - h. Conduct preliminary evaluation of the qualification of all candidates;
 - i. Notify all applicants of the outcome of the preliminary evaluation;
 - j. Submit the selection line-up to the PSB for deliberation en banc.
 - k. Post a notice announcing the appointment of an employee in the DILG Central Office and concerned Regional Office websites, as well as in three [3] conspicuous places in the office premises within thirty (30) days from issuance of the appointment [for at

least fifteen [15] calendar days]. The date of posting should be indicated in the notice.

2. The employees shall be responsible for updating their Personal Data Sheets annually, if deemed necessary, and submit supporting documents thereto to the Personnel Division/Section as the case may be.
3. The Personnel Selection and Promotion Board for all levels shall have the following functions and responsibilities:
 - a. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - a.1 Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - a.2 Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
 - b. Disseminate screening procedure and criteria for selection to all Department officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated;
 - c. 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 PSPB may employ the assistance of independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;
 - d. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up;
 - e. Submit the list of the candidates screened for appointment from which the appointing authority shall choose the applicant to be appointed.

The list of candidates who were evaluated should specify the ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment.

- f. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC, and
 - g. Orient the officials and employees in the agency pertaining to policies relative to personnel actions, including the gender and development dimensions of the DILG Merit Selection and Promotion Plan [DILG-EMSPP].
4. The **appointing authority** shall have the following functions and responsibilities:
- a. Establish a Personnel Selection and Promotion Board and see to it that all PSPB members undergo orientation and workshop on the selection/promotion process and CSC policies on appointments. The Secretary shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSPB for all levels;
 - b. Assess the merits of the PSPB's comprehensive evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the following:
 - Ranking candidates deemed most qualified to the vacant positions;
 - Candidates who have undergone deep selection and found to possess superior qualifications, and
 - pool of the Brightest for the Bureaucracy Program [BBP];
 - c. Issue appointments in accordance with the provisions of the Enhanced DILG Merit Selection and Promotion Plan.

IX. PROTEST

Pursuant to CSC Resolution No. 1101502, promulgated on November 18, 2011 and which took effect on December 6, 2011, the following shall govern the protest that may be filed by an aggrieved next-in-rank employee.

1. Within fifteen [15] days from the announcement and/or posting of appointments, a protest may be filed only by a qualified next-in-rank employee against an appointment made in favor of another who does not possess the minimum qualification requirements to the Secretary or Appointing Authority.
2. A protest shall be subscribed and sworn to and among others, clearly state the position held by the protestant, the contested position, the

salary attached thereto, the organizational unit where the said position belongs and the specific grounds or reasons underlying the protest.

3. The protest shall be evaluated by the appointing authority within fifteen [15] days from receipt thereof and a decision shall be rendered thereon, copy furnished the parties concerned.
4. In case of an adverse decision the protestant or protestee may file a motion for reconsideration within fifteen [15] days from receipt of the decision before the same may be finally elevated to the Civil Service Commission.
5. A protest shall not render an appointment ineffective nor bar the approval thereof by the Civil Service Commission, its Field or Regional Offices, as the case maybe, but the approval shall be subject to the final outcome of the protest.
6. A protest or an appeal may be withdrawn at anytime as a matter of right. The withdrawal of the protest or appeal shall terminate the protest case.
7. Decision on a protest case shall become final after fifteen (15) days from receipt thereof, provided that no motion for consideration or appeal has been filed.



X. SANCTIONS

Any violation of the provisions of this circular shall be dealt with in accordance with pertinent laws, rules and regulations.

XI. EFFECTIVITY

The Enhanced DILG Merit Selection and Promotion Plan [DILG-MSPP] and subsequent amendments thereto shall take effect immediately after the approval by the Civil Service Commission.

All previous issuances of this Department inconsistent with this Circular are hereby rescinded or modified accordingly.


MAR ROXAS
Secretary 

APPROVED BY:

LYDIA ALBA CASTILLO
[CSNCR Director]

