

**PORTION OF THE
BATSTATEU MERIT
PROMOTION AND
SELECTION PLAN (MPSP)
THAT IS RESPONSIVE OF
INDICATOR NO. 8.2.8**

3.5. During the interview process, all questions directed to applicants shall be related to the position for which they have applied for. Questions concerning color, religion, sex, gender identity or expression, ethnicity, age, physical conditions and any other characteristic protected by law shall not be asked.

D. Selection and Appointment

3.6. For qualified applicants with disabilities, the person must be able to perform essential functions of the position. Selection criteria for people with disabilities shall be valid if they are job related and consistent with job requirements/ is a bona fide occupational qualification.

3.7. Decisions on appointment shall be based on merit, fitness and suitability of the candidates, the need of the University and the office concerned. All candidates shall be assessed based on their abilities, experience, commitment and qualifications compared to the requirements of the position.

E. Work Environment

3.8. The University shall make sure to create a positive and safe environment that is free from discrimination and prejudice, should an applicant from vulnerable and disadvantaged group be selected for appointment.

ARTICLE VII – GRIEVANCE

A qualified next-in-rank employee may present the grievance with the University grievance machinery under the following conditions:

- a. Non-compliance with the selection process;
- b. Discrimination on account of age, sex, sexual orientation and gender identity, civil status, disability, pregnancy, religion, ethnicity, or political affiliation⁹⁴
- c. Disqualification of applicant to a career position for reason of lack of confidence of the appointing authority; and
- d. Other violations of the provisions of this Merit Promotion and Selection Plan.

ARTICLE VIII - COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

Two (2) Human Resource Merit Promotion and Selection Boards (HRMPSB) may be established in the University – one for the first and second level positions and another for second level executive/managerial positions.

A special HRMPSB for specialized and highly technical positions may likewise be established.⁹⁵

The HRMPSB shall be composed of the following:

⁹⁴ Sec. 83 par. 2, 2017 ORAOHRA

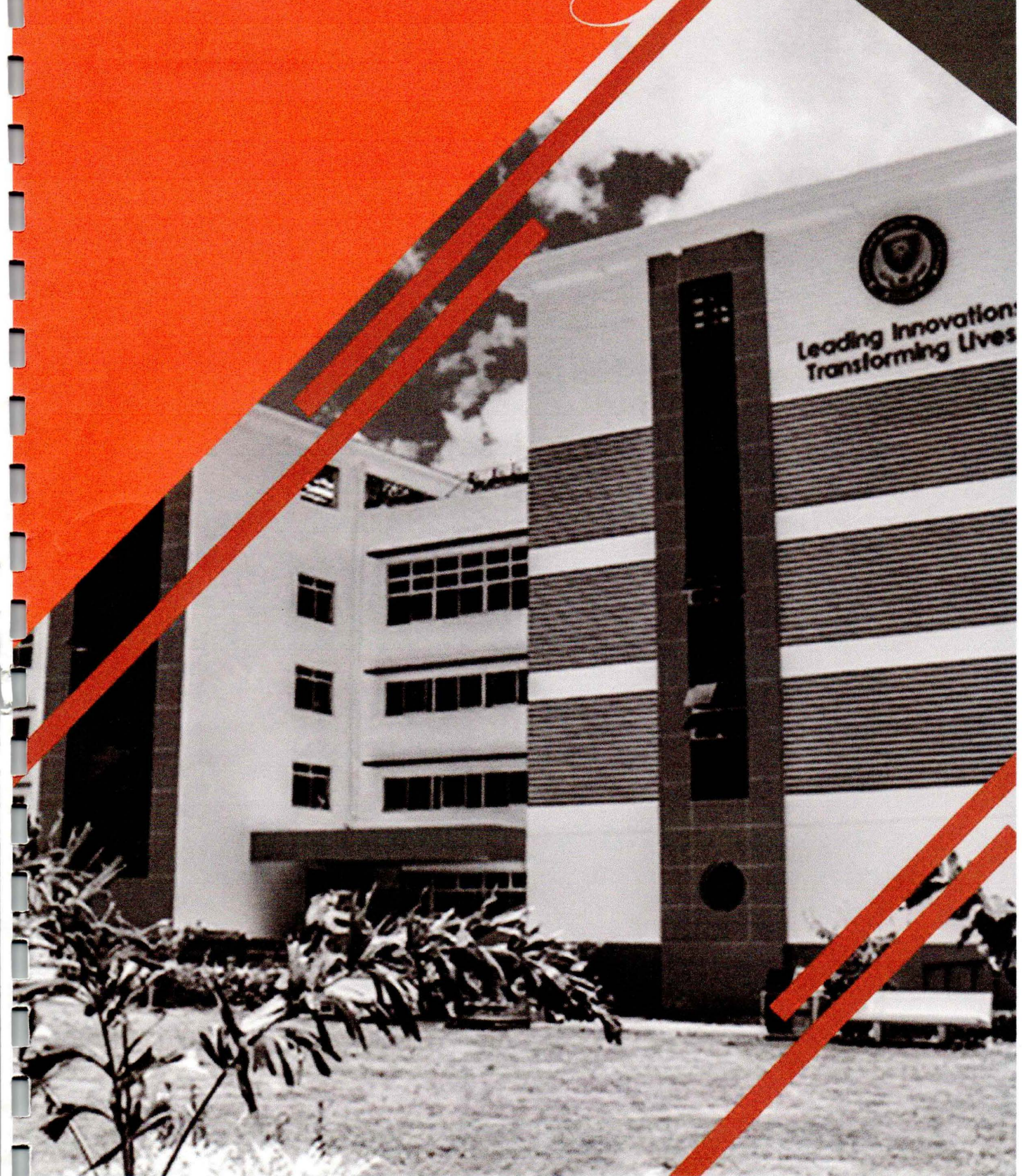
⁹⁵ Sec. 84, 2017 ORAOHRA

FULL COPY OF
BATSTATEU MERIT
PROMOTION AND
SELECTION PLAN (MPSP)



Batangas State University

MERIT PROMOTION SELECTION PLAN





Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 1546/1822
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Office of the University President

March 6, 2020

Dir. KAREN LITZ P. ZERNA
Director IV
Civil Service Commission-RO4

THRU: Dir. LILY BETH L. MAJOMOT
CSC Batangas Field Office
Batangas City

Dear Dir. Zerna:

Greetings from Batangas State University!

On 06 July 2018, the University submitted its Merit Promotion and Selection Plan (MPSP) through the CSC Batangas Field Office for your approval. On 05 December 2018, the University received your letter recommending for enhancements to ensure that the University's MPSP is compliant with the PRIME-HRM Maturity Level II indicator of the Policy Pillar Element.

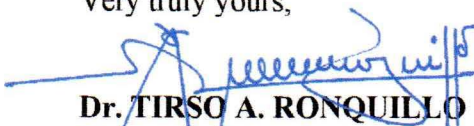
In compliance thereto, we are submitting the revised MPSP of the Batangas State University for your approval. Included in the revision are the following per your recommendation:

CSC RO4's Recommendations	University's Actions
1. Include the customized recruitment, selection and placement (RSP) policies and/or processes of the agency	Item number 12 is added to Article V where customized process of the University's RSP is provided by attaching the RSP Work Instruction thereof. Further, such provision gives the HRMPSB the flexibility in adopting internal processes that it may deem appropriate subject to existing Civil Service regulations, other laws and rules related thereto and this Merit Promotion and Selection Plan.
2. Include additional functions of the HRMPSB (e.g. formulates customized screening criteria, guidelines and tools, etc.)	Items 3 (g), (h) and (i) are added to Article VIII where the additional functions of the HRMPSB are provided
3. Include specific guidelines in the application of equal employment opportunity principle (EEOP)	Article VI (Application of Equal Employment Opportunity Principle) is added to the MPSP

The said revisions were already approved by the University's Board of Regents through BOR Resolution No. 20, s. 2020.

Thank you very much.

Very truly yours,


Dr. TIRSO A. RONQUILLO
University President



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 1546/1822
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**THE BATANGAS STATE UNIVERSITY MERIT PROMOTION
AND SELECTION PLAN**

Pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), CSC Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum No. 38, s. 1989 as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15 s. 1999, CSC Memorandum Circular No. 8, s. 1999, CSC Memorandum Circular No. 03, s. 2001, and CSC Memorandum Circular No. 24, 2. 2017, this Merit Promotion and Selection Plan (MPSP) is hereby established for the guidance of all concerned.

ARTICLE I- BASIC POLICIES

1. Selection of employees for appointment in the university 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 position in the university, provided they meet the qualification standards of the position to be filled.¹

A separate Merit System shall govern the selection, appointment and promotion of faculty members.

2. The Merit Promotion and Selection Plan (MPSP) shall cover positions in the first and second level and shall also include original appointments and other related human resource actions.

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. When a position in the first or second level becomes vacant, applicants for employment who possess the education, training, experience, eligibility, and competency requirements shall be considered for permanent appointment.³
4. Vacant positions in the career service shall be published and posted in three (3) conspicuous places for a period of at least ten (10) calendar days in accordance with the provisions of RA No. 7041 and its implementing guidelines.⁴

The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published.⁵

¹Sec. 31, 2017 ORAOHRA
²Sec. 83, 2017 ORAOHRA
³Sec. 35, 2017 ORAOHRA
⁴Sec. 24, 2017 ORAOHRA
⁵Sec. 29, 2017 ORAOHRA



5. The following positions are exempt from the publication and posting requirements:

- a. Primarily confidential;
- b. Policy-determining;
- c. Highly technical which includes the scientific and technical positions in scientific and research institutions with established merit systems;
- d. 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;
- e. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996⁶, as amended; or
- f. Those to be filled by existing regular employees in the University in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the University's bulletin boards and other conspicuous places in its campuses⁷

6. Two (2) Human Resource Merit Promotion and Selection Boards (HRMPSB) shall be established in the University – one for the first and second level positions and another for second level executive/managerial positions.

*A special HRMPSB for specialized and highly technical positions may likewise be established.*⁸

In case there is no accredited employees association in the University, 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.

The University President shall issue an Office Order identifying the principal members of the HRMPSB and their designated alternates. The CSCRO and CSCFO should be furnished with a copy of the Office Order.⁹

7. The HRMPSB members including alternate representatives shall undergo orientation and workshop on the University selection/promotion process and CSC policies on appointments.¹⁰

8. All candidates for appointment to first level and second level positions and executive/managerial positions shall be screened by the HRMPSB¹¹

⁶ Classification of positions where the required eligibility can be obtained by completion of one (1) year of Very Satisfactory actual performance.

⁷ Sec. 26, 2017 ORAOHRA

⁸ Sec. 84, 2017 ORAOHRA

⁹ Sec. 88, 2017 ORAOHRA

¹⁰ Section 92, 2017 ORAOHRA

¹¹ Secs. 85 and 94 par. 2, 2017 ORAOHRA

Appointment to the following positions shall no longer be screened by the HRMPSB:

- a. Substitute appointment due to its short duration and emergency nature.
 - b. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods; or
 - c. Appointment to primarily confidential positions.¹²
9. The University President shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions.¹³
10. For vacancies in the first and second levels, all qualified next-in-rank employees shall automatically be considered candidates for promotion to the next higher position, unless expressly waived in writing.
11. 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.¹⁴
12. The University President shall assess the merits of the HRMPSB's recommendation for appointment and in the exercise of sound discretion, select from among the top five ranking applicants deemed most qualified for appointment to the vacant position.¹⁵ Said action of the University President is subject to the confirmation of the Board of Regents for positions with SG 17 and below and approval for positions with SG 18 and above.
13. The University President 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.¹⁶ Said action of the University President is subject to the confirmation of the Board of Regents for positions with SG 17 and below and approval for positions with SG 18 and above.
14. The comparative competence and qualification of candidates for appointment shall be determined on the basis of:

13.1. PERFORMANCE

13.2. EDUCATION and TRAINING

13.3. EXPERIENCE and OUTSTANDING ACCOMPLISHMENTS

13.4. PSYCHO-SOCIAL ATTRIBUTES and PERSONALITY TRAITS

13.5. POTENTIAL

13.6. ELIGIBILITY

15. 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, except in very meritorious cases, such as:

¹² Section 94 par. 3, 2017 ORAOHRA

¹³ Section 89, 2017 ORAOHRA

¹⁴ Section 94 par. 1, 2017 ORAOHRA

¹⁵ Section 86, 2017 ORAOHRA

¹⁶ Section 87, 2017 ORAOHRA

- 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 University.
- b. The vacant position is a lone or entrance position, as indicated in the University staffing pattern.
- c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer, Computer Programmer, University Researcher and other highly specialized positions as defined.
- d. The vacant position is unique and/or highly specialized.
- e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:
 - 1. Educational achievements
 - 2. Highly specialized trainings
 - 3. Relevant work experience
 - 4. Consistent high performance rating/ranking
- f. The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems.
- g. Other meritorious cases, such as:
 - a. when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
 - b. when the qualified next-in-rank employees waived their right over the vacant position in writing
 - c. when the next-in-rank position, as identified in the University SRP is vacant
 - d. when the next-in-rank employee/s is/are not qualified
 - e. when the qualified next-in-rank employees did not apply¹⁷

The three-salary grade limitation shall apply only to promotion within the University and not 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 position¹⁸

¹⁷ Sec. 97, 2017 ORAOHRA

¹⁸ Sec. 98, 2017 ORAOHRA

16. An employee should have obtained at least Very Satisfactory performance rating for one year in the present position before being considered for promotion.¹⁹

17. An official or employee who is on official leave of absence, training or scholarship grant may be considered for promotion.

For this purpose, performance rating to be considered shall be the rating in the present position for one (1) year prior to the official leave of absence, training or scholarship grant.²⁰

If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty or upon return from official leave of absence, training or scholarship grant.²¹

18. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.²²

19. A notice announcing the appointment of an employee shall be posted in three (3) conspicuous places in the University a day after the issuance of the appointment for at least fifteen (15) calendar days.²³

20. The approved University Merit Promotion and Selection Plan shall be used as one of the bases for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.²⁴

ARTICLE II- OBJECTIVES

It is the policy of the University to strictly adhere to the principles 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 account of age, sex, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation. In this pursuit, the University Merit Promotion and Selection Plan 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 men and women to enter the government service and career advancement in the University.²⁵

ARTICLE III- SCOPE

This Merit Promotion and Selection Plan shall cover positions in the first and second level and shall also include original appointments and other human resource actions.

¹⁹ Sec. 6e par. 1 and 95, 2017 ORAOHRA

²⁰ Sec. 6e par. 2, 2017 ORAOHRA

²¹ Sec. 20 par. 3, 2017 ORAOHRA

²² Sec. 128, 2017 ORAOHRA

²³ Sec. 139 (1), 2017 ORAOHRA

²⁴ Secs. 143 and 103, 2017 ORAOHRA

²⁵ Sec. 83 par. 2, 2017 ORAOHRA

ARTICLE IV- DEFINITION OF TERMS

Accredited Agency (Level II) - refers to the accreditation status of an agency whose core HR systems, practices and HRMO competencies are confirmed by the Commission to be at the Maturity Level 2 (Process-Defined HRM). The agency demonstrated readiness in exercising delegated HR functions. It can be given Level II accreditation status and enjoy certain privileges, e.g. the authority to take final action on appointments. This shall include revalidated and accredited agencies under the PRIME version 1.

Agency – refers to Batangas State University including all its campuses (Main I, Main II, Balayan, Lipa, Lemery, Lobo, Mabini, JPLPC-Malvar, Rosario, San Juan and ARASOF-Nasugbu) and other campuses to be created thereafter.

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 tenure.

Closed Career Positions refer to positions that are scientific, or highly technical in nature; these include the scientific and technical positions in scientific or research institutions which shall establish and maintain their own merit systems.²⁶

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

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

Deregulated Agency (Level III) refers to the accreditation status of an University who has initiated innovations/enhancements and whose HR systems, practices and HRMO competencies are confirmed by the Commission to be at Maturity Level 3 (Integrated HRM). The University has distinguished itself as “excellent” in all or some areas of human resource management. On top of the authority to take final action on appointments, other incentives for deregulated University would be to establish and implement its own HR mechanisms without the need for prior approval from the Commission.²⁷

Discrimination - is a situation where in a qualified applicant is not included in the selection line-up on account of gender, civil status, pregnancy, disability, religion, ethnicity or political affiliation.

Executive/Managerial- refers to the 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 control.²⁸Specifically, it refers to among others, the members of the Executive Committee. Specifically, it refers to positions with Salary Grade 25 and above and performs executive/managerial function.

²⁶Glossary of Terms, 2017 ORAOHRA

²⁷Glossary of Terms, 2017 ORAOHRA

²⁸Glossary of Terms, 2017 ORAOHRA

First Level Position - refer to positions involved in structured work in support of office operations or those engaged in clerical, trades, crafts, or custodial service which involve sub-professional work in a non-supervisory and supervisory capacity. Specifically, it refers to those position with Salary Grade (SG) of 9 and below.²⁹

Gender Identity- refers to the personal sense of identity as characterized, among others, by manners of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with the physiological characteristics of the opposite sex.³⁰

Geographical Location- refers to the area within the jurisdiction of the university, where an employee may be reassigned from one Campus to another provided that the office of the reassignment is existing in the organizational structure of the University.³¹

Hard to Fill Vacancies-refer to vacancies for which the University found difficulties in recruitment for reasons such as, lack of skills of applicants, inadequate experience, applicants' expectation of high salary, lack of professional license, competition with private sectors and overseas jobs.³²

Highly Specialized Positions-refer to positions with highly specialized and unique duties requiring specialized education, training or skills which may not be acquired through formal education, training programs, or experience gained from service-wide positions.³³

Hiring Quota - is a predetermined 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.

Job Requirement - 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 position.

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

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.

Policy-Determining Positions- refer to positions which vests in the occupant the power to formulate policies for the government or any of its agencies, subdivisions, or instrumentalities, like that of a member of the cabinet as may be determined by the Commission.

²⁹Glossary of Terms, 2017 ORAOHRA

³⁰Senate Bill 1022 – An act Prohibiting Discrimination on the Basis of Sexual Orientation and Gender Identity and Providing Penalties Therefor, Glossary of Terms, 2017 ORAOHRA

³¹ Glossary of Terms, 2017 ORAOHRA

³²Occupational Shortages and Surpluses, 2013-2014 Integrated Survey on Labor and Employment, Philippine Statistics Authority, LABSTAT Updates, March 2016, Glossary of Terms, 2017 ORAOHRA

³³ Glossary of Terms, 2017 ORAOHRA

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.

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.

Qualification Standards – is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, 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 the University and who meets the requirements for appointment to the next higher position.

Second Level Positions – professional, technical and scientific positions which involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent. Specifically, it refers to those with Salary Grade (SG) 10 – 24 or SG 25 and above which do not perform executive/managerial function.³⁴

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.

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 of the following: organizational structure; salary grade allocation; classification and functional relationship of positions; and geographical location.

ARTICLE V- SELECTION PROCEDURE

1. Publish the vacant position in the CSC Bulletin of Vacant Position or through other mode of publication such as University website, official social media account, and campuses, and post the same in three (3) conspicuous places in the University for at least 10 (ten) calendar days in accordance with the provisions of RA No. 7041 and its implementing guidelines. Men and women including persons with disability, members of indigenous communities, and those from any sexual orientation and gender identities shall be encouraged to apply.³⁵

Vacant positions which are not filled within nine (9) months should be re-published.³⁶

³⁴Glossary of Terms, 2017 ORAOHRA

³⁵PRIME-HRM ML II

³⁶Section 29, 2017 ORAOHRA

The following positions are exempt from the publication and posting requirements:

- a. Primarily confidential;
 - b. Policy-determining;
 - c. Highly technical which includes the scientific and technical positions in scientific and research institutions with established merit systems;
 - d. Coterminous with that of the University President, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of EO No. 292;
 - e. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996³⁷, as amended; or
 - f. Those to be filled by existing regular employees in the University in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the University's bulletin boards and other conspicuous places in its central and regional/field offices.³⁸
2. List candidates aspiring for the vacant position, either from within or outside the University, including qualified next-in-rank employees. In the process, the following should be considered:
- a) The pre-determined ratio of applicants for appointment or hiring quota.
 - b) An employee may be promoted to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except, in very meritorious cases, such as:
 - The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Promotion and Selection Plan and the System of Ranking Positions (SRP) of the University.
 - The vacant position is a lone or entrance position, as indicated in the University staffing pattern.
 - The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, Information Technology Officer, Computer Programmer, University Researcher and other highly specialized positions as defined.
 - The vacant position is unique and/or highly specialized.
 - The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:
 - Educational achievements
 - Highly specialized trainings
 - Relevant work experience
 - Consistent high performance rating/ranking
 - The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems.
 - Other meritorious cases, such as:

³⁷Classification of positions where the required eligibility can be obtained by completion of one (1) year of Very Satisfactory actual performance.

³⁸ Sec. 26, 2017 ORAOHRA

- when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
- when the qualified next-in-rank employees waived their right over the vacant position in writing
- when the next-in-rank position, as identified in the University SRP is vacant
- when the next-in-rank employee/s is/are not qualified
- when the qualified next-in-rank employees did not apply³⁹

The three-salary grade limitation shall apply only to promotion within the University and not to the following human resource actions which involve issuance of an appointment:

- Transfer incidental to promotion provided that the appointee was subjected to deep selection
- Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
- Reappointment from career to non-career position
- Reemployment
- Reclassification of position⁴⁰

- c) An official or employee who is on official leave of absence, training or scholarship grant may be considered for promotion.

For this purpose, performance rating to be considered shall be the rating in the present position for one (1) year prior to the official leave of absence, training or scholarship grant.⁴¹

If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty or upon return from official leave of absence, training or scholarship.⁴²

- d) Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.⁴³

3. Conduct preliminary evaluation of the qualification of all candidates based on the Qualification Standards Manual.⁴⁴ Those initially found qualified shall undergo further assessment to evaluate candidate's functional/technical qualifications for the job, such as: written examination, skills test, interview, background investigation and others. University shall employ equal employment opportunity principle during the selection, such as providing assistance to persons with special needs, etc. After which, selection line-up shall be prepared and posted in three (3) conspicuous places in the University for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.⁴⁵

An applicant intending to withdraw his/her application should do so in writing addressed to the HRMPSB.

³⁹ Sec. 97, 2017 ORAOHRA

⁴⁰ Sec. 98, 2017 ORAOHRA

⁴¹ Sec. 6e par. 2, 2017 ORAOHRA

⁴² Sec. 20 par. 3, 2017 ORAOHRA

⁴³ Sec. 128, 2017 ORAOHRA

⁴⁴ Sec. 33, 2017 ORAOHRA

⁴⁵ PRIME-HRM ML II

- 3.1. The selection line-up shall reflect the comparative competence and qualification of candidates on the basis of:

3.1.1. PERFORMANCE

An employee should have obtained at least Very Satisfactory performance rating for one year in the present position before being considered for promotion.⁴⁶

- 3.1.2. **EDUCATION and TRAINING** - include 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.

3.1.2.1. EDUCATION

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)⁴⁷ of the position to be filled.⁴⁸

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.⁴⁹

For one to meet the two years studies in college requirement in the Qualification Standards Manual, one must have earned from a CHED-recognized institution at least 72 academic units leading to a degree or has completed a relevant two-year collegiate/technical course.⁵⁰

Certificates issued by the schools deputized by the CHED on having completed a bachelor's degree under the Expanded Tertiary Education Equivalency and Accreditation Program⁵¹ shall be considered valid documents for meeting the education requirement for positions requiring completion of a bachelor's degree.⁵²

Certifications issued by the schools deputized by CHED showing completion of at least 72 academic units leading to a degree under the 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.⁵³

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

⁴⁶ Sec. 6e par. 1 and 95, 2017 ORAOHRA

⁴⁷ DBM-CSC Form No. 1, Revised 2017

⁴⁸ Sec. 42, 2017 ORAOHRA

⁴⁹ Sec. 43, 2017 ORAOHRA

⁵⁰ Sec. 44, 2017 ORAOHRA

⁵¹ Executive Order No. 330, dated May 10, 1996

⁵² Sec. 45, 2017 ORAOHRA

⁵³ Sec. 46, 2017 ORAOHRA

education requirement for appointment to division chief and executive/managerial position.⁵⁴

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.⁵⁵

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.⁵⁶

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.⁵⁷

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.⁵⁸

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 or functionally related positions as that of the professions regulated by Bar/Board laws; provided that, this does not apply to lawyers and doctors.⁵⁹

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.⁶⁰

⁵⁴ Sec. 47, 2017 ORAOHRA

⁵⁵ Sec. 48, 2017 ORAOHRA

⁵⁶ Sec. 49, 2017 ORAOHRA

⁵⁷ Sec. 50, 2017 ORAOHRA

⁵⁸ Sec. 51, 2017 ORAOHRA

⁵⁹ Sec. 52, 2017 ORAOHRA

⁶⁰ Sec. 53, 2017 ORAOHRA

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.⁶¹

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.⁶²

3.1.2.2. TRAINING

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 University President and Certificates issued by the HRMO or authorized official from the government or private sector.⁶³

Continuous learning and development shall be espoused by the Civil Service Commission. The University shall ensure that each employee shall have undergone at least one planned human resource development intervention during the year⁶⁴. 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 University should be provided by the University to incumbents of supervisory and managerial positions.⁶⁵

Training may be acquired from any of the following institutions:

- a. Any CSC accredited learning and development institutions⁶⁶;
- 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 of Excellence (COE) or Development (COD);

⁶¹ Sec. 54, 2017 ORAOHRA

⁶² Sec. 55, 2017 ORAOHRA

⁶³ Sec. 61, 2017 ORAOHRA

⁶⁴ Item (e), Section 7, Rule VIII, Omnibus Rules Implementing Book V of Executive Order No. 292

⁶⁵ Sec. 62, 2017 ORAOHRA

⁶⁶ List of CSC accredited training institutions which offer HROD and/or Leadership programs is posted at the CSC website

- f. Foreign institution that offers training for scholarship purposes or for personal advancement of participants; or
- g. Other institutions that partner with the Civil Service Commission in building capabilities of civil servants.⁶⁷

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.⁶⁸

Attendance to annual University 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.⁶⁹

The learning and development/training required for Division Chief and comparable positions shall be 40 hours of supervisory/management learning and development intervention undertaken within the last five (5) years reckoned from the date of issuance of appointment.⁷⁰

Generally, the training required for executive/managerial positions in the second level shall be 120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years reckoned from the date of issuance of appointment. Management training includes, courses, workshops, seminars and other learning and development 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 competencies⁷¹ to prepare managers in managing people and work.⁷²

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 Continuing Professional Education/Development (CPE/CPD) for licensed professionals or trainings 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 taken within the last five (5) years reckoned from the date of issuance of appointment.⁷³

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 which are highly technical and/or highly-specialized. These highly technical/highly-

⁶⁷ Sec. 63, 2017 ORAOHRA

⁶⁸ Sec. 64, 2017 ORAOHRA

⁶⁹ Sec. 65, 2017 ORAOHRA

⁷⁰ Sec. 66, 2017 ORAOHRA

⁷¹ 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

⁷² Sec. 67, 2017 ORAOHRA

⁷³ Sec. 68, 2017 ORAOHRA

3.1.3.2.OUTSTANDING ACCOMPLISHMENTS

Outstanding accomplishments may include awards received from reputable institutions which includes but not limited outstanding employee awards, leadership awards, engagement to voluntary works, among others.

3.1.4. **PSYCHO-SOCIAL ATTRIBUTES and PERSONALITY TRAITS-** 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 other and in social situations.

3.1.5. **POTENTIAL** 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.

3.1.6. **ELIGIBILITY**

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 Civil Service Commission, 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.⁸¹

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 Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.⁸²

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 Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.⁸³

Eligibilities resulting from passing the bar/board examinations shall be required for appointment to positions the duties of which constitute the practice of profession(s) regulated by the Philippine bar/board laws.⁸⁴

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

⁸¹ Sec. 71, 2017 ORAOHRA

⁸² Sec. 72, 2017 ORAOHRA

⁸³ Sec. 73, 2017 ORAOHRA

⁸⁴ Sec. 74, 2017 ORAOHRA

Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.⁸⁵

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 Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.⁸⁶

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 Commission.

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 or other positions as may be determined by the Commission.⁸⁷

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.⁸⁸

Eligibilities previously issued under Category I (SCEP) shall continue to be appropriate for permanent appointment to 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.⁸⁹

Licenses issued by authorized government agencies shall be required for appointment to positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.⁹⁰

A greater percentage shall be allocated to performance

4. Notify all applicants of the outcome of the preliminary evaluation.
5. Submit the selection line-up to the HRMPSB for deliberation en banc.

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

⁸⁵ Sec. 75, 2017 ORAOHRA

⁸⁶ Sec. 76, 2017 ORAOHRA

⁸⁷ Sec. 77, 2017 ORAOHRA

⁸⁸ Sec. 78, 2017 ORAOHRA

⁸⁹ Sec. 79, 2017 ORAOHRA

⁹⁰ Sec. 80, 2017 ORAOHRA

- a. Substitute appointment due to its short duration and emergency nature.
 - b. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods; or
 - c. Appointment to primarily confidential positions.⁹¹
6. Make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
7. Submit the list of candidates recommended for appointment from which the University President shall choose the applicant to be appointed.

The list of recommended candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

8. Assess the merits of the HRMPSB's recommendation for appointment and in the exercise of sound discretion, select from among the top five ranking applicants deemed most qualified for appointment to the vacant position.⁹²

The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

To determine candidates who are comparatively at par, the HRMPSB shall set reasonable difference or gap between point scores of candidates for appointment.

9. The chosen candidate shall then be submitted to the Board of Regents (BOR) for confirmation or approval, as the case may be. This is subject to the authority that the BOR may give the University President. For the purpose of this plan, the appointing authority shall refer to the BOR subject to the authority that it may vest upon the University President.
10. Issue appointment in accordance with the provisions of the University Merit Promotion and Selection Plan
11. Post in three (3) conspicuous places in the University a notice announcing the appointment of an employee a day after the issuance of the appointment for at least fifteen (15) calendar days.⁹³
12. The University, through the HRMPSB, shall conduct recruitment, hiring and selection processes in accordance with the Work Instruction hereto appended and made as an integral part of this Plan. The HRMPSB shall be given flexibility in adopting internal processes that it may deem appropriate subject to existing Civil Service regulations, other laws and rules related thereto and this Merit Promotion and Selection Plan.

⁹¹ Sec. 94 par. 3, 2017 ORAOHRA

⁹² Sec. 86, 2017 ORAOHRA

⁹³ Sec. 139 (I), 2017 ORAOHRA

ARTICLE VI – APPLICATION OF EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE

1. It is, and continues to be, the policy of the University to adopt and support measures designed to prevent and eliminate discrimination against employees and prospective employees of the University on the basis of color, religion, sex, gender identity or expression, ethnicity, age, physical conditions or other characteristic protected by law.
2. As a part of this policy, all members of the University shall continue to take such steps as may be necessary to accelerate the final elimination of any and all vestiges of discrimination because of color, religion, sex, gender identity or expression, ethnicity, age, physical conditions or other characteristic protected by law that may still exist in the employment policies, practices and/or procedures of the University.
3. In accordance with the immediately preceding items, the University, in general and the HRMPSB in particular, shall follow the guidelines hereinafter:

A. Publication/Announcement of Vacancy

- 3.1. The HRMPSB, through the HRMO, shall publish/post notice of job opportunities with the following statement: “Batangas State University is seeking applications from competent candidates, regardless of color, religion, sex, gender identity or expression, ethnicity, age, physical conditions and any other characteristic protected by law”.
- 3.2. All qualified applicants will receive equal consideration for employment and admissions without regard to color, religion, sex, gender identity or expression, ethnicity, age, physical conditions and any other characteristic protected by law.

In no case shall the University disregard applicants due to their affiliation to a particular religious group, or to their connection to a particular political individual and/or entity. In addition, condition of applicants such as being pregnant, being married, being a lactating mother, having a dependent, or being in similar situations shall not be viewed by the University as impediment that shall hinder them from being qualified candidates for the post unless the same is considered as a bona fide occupational qualification as provided for by law.

B. Administration of Prequalifying Examination, Technical, Skills or Trade test

- 3.3. In the administration of prequalifying examination, technical, skills or trade test, it must be ensured that the person with disability shall be provided with the needed assistance during the examination. Further, the venue of the examinations may be arranged to be accessible to said applicants. In all cases, it must be ensured that persons with disability are not at any substantial disadvantage compared to other applicants.

C. For Interview Process

- 3.4. To be able to provide access to person/applicant with mobility disability, the interview location or site may be arranged.

3.5. During the interview process, all questions directed to applicants shall be related to the position for which they have applied for. Questions concerning color, religion, sex, gender identity or expression, ethnicity, age, physical conditions and any other characteristic protected by law shall not be asked.

D. Selection and Appointment

3.6. For qualified applicants with disabilities, the person must be able to perform essential functions of the position. Selection criteria for people with disabilities shall be valid if they are job related and consistent with job requirements/ is a bona fide occupational qualification.

3.7. Decisions on appointment shall be based on merit, fitness and suitability of the candidates, the need of the University and the office concerned. All candidates shall be assessed based on their abilities, experience, commitment and qualifications compared to the requirements of the position.

E. Work Environment

3.8. The University shall make sure to create a positive and safe environment that is free from discrimination and prejudice, should an applicant from vulnerable and disadvantaged group be selected for appointment.

ARTICLE VII – GRIEVANCE

A qualified next-in-rank employee may present the grievance with the University grievance machinery under the following conditions:

- a. Non-compliance with the selection process;
- b. Discrimination on account of age, sex, sexual orientation and gender identity, civil status, disability, pregnancy, religion, ethnicity, or political affiliation⁹⁴
- c. Disqualification of applicant to a career position for reason of lack of confidence of the appointing authority; and
- d. Other violations of the provisions of this Merit Promotion and Selection Plan.

ARTICLE VIII - COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

Two (2) Human Resource Merit Promotion and Selection Boards (HRMPSB) may be established in the University – one for the first and second level positions and another for second level executive/managerial positions.

A special HRMPSB for specialized and highly technical positions may likewise be established.⁹⁵

The HRMPSB shall be composed of the following:

⁹⁴ Sec. 83 par. 2, 2017 ORAOHRA

⁹⁵ Sec. 84, 2017 ORAOHRA

	BATSTATEU PROPER	NASUGBU & MALVAR
Chairperson	a. Vice President for Administration and Finance	a. Vice President for Administration and Finance
Members	b. Head of the organizational unit where the vacancy exists (Immediate Supervisor) c. Director for Administration d. Assistant Director, Human Resource Management Office e. Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level (to be chosen by the employees association of the University)	b. Executive Director c. Head of the organizational unit where the vacancy exists (Immediate Supervisor) d. Director for Administration and Finance e. Assistant Director, Human Resource Management Office f. Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level (to be chosen by the employees association of the University)
Secretariat	g. Human Resource Management Office	g. Human Resource Management Office

The composition of Human Resource Merit Promotion and Selection Board (HRMPSB) for executive/managerial positions shall be designated by the University President which composition shall depend on the nature of the position.

In case there is no accredited employees association in the University, 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.

The University President shall issue an Office Order identifying the principal members of the HRMPSB and their designated alternates. The CSCRO and CSCFO should be furnished with a copy of the Office Order.⁹⁶

ARTICLE IX - FUNCTIONS AND RESPONSIBILITIES

1. The Human Resource Management Officer **or the duly authorized employee in charge of human resource management** shall have the following functions and responsibilities:

- a. Disseminate copies of the University Merit Promotion and Selection Plan (MPSP) and its annexes to all University human resource after approval thereof by the Civil Service Commission. An orientation shall also be conducted by the HRD Unit within six (6) months upon approval of the MPSP. 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. Identify vacant positions that may be enrolled in the Brightest in the Bureaucracy Program (BBP);
- d. Develop a plan which shall set forth the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives and programs;
- e. Develop and maintain an updated qualification database of employees of the University to include education, training, experience, skills, competencies, and other similar information;
- f. Develop a program to fast track the career movement of employees with superior qualifications; and
- g. Publish vacant position in the CSC Bulletin of Vacant Position or through other mode of publication and post the same in three (3) conspicuous places in the University for at least ten (10) calendar days in accordance with the provisions of RA No. 7041 and its implementing guidelines.

Vacant positions which are not filled within nine (9) months should be re-published⁹⁷

The following positions are exempt from the publication requirement:

1. Primarily confidential positions;
2. Positions which are policy determining;
3. Highly technical positions which includes the scientific and research institutions with established merit systems;
4. 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;

⁹⁶Sec. 88, 2017 ORAOHRA

⁹⁷Section 29, 2017 ORAOHRA

5. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996⁹⁸, as amended; or
 6. Those to be filled by existing regular employees in the University in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the University's bulletin boards and other conspicuous places in its central and regional regional/field offices.⁹⁹
- h. Prepare list of candidates aspiring for the vacant position either from within or outside the University, including qualified next-in-rank employees within fifteen (15) days from completion of the preliminary evaluation. In the process, the following should be considered:
- The pre-determined ratio of applicants for appointment or hiring quota.
 - An employee may be promoted to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except, in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the Merit Promotion and Selection Plan and the SRP approved by the University; the lone or entrance position indicated in the University staffing pattern; hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, Information Technology Officer, Computer Programmer, University Researcher and other highly specialized positions as defined; unique and/or highly specialized; the candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to educational achievements, highly specialized trainings, relevant work experience, consistent high performance rating/ranking; belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems; and other meritorious cases, such as: when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process: when the qualified next-in-rank employees waived their right over the vacant position in writing; when the next-in-rank position, as identified in the University SRP is vacant; when the next-in-rank employee/s is/are not qualified and when the qualified next-in-rank employees did not apply.¹⁰⁰ The three-salary grade limitation shall apply only to promotion within the University and not to the following human resource actions which involve issuance of an appointment: Transfer incidental to promotion provided that the appointee was subjected to deep selection; Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection; Reappointment from career to non-career position; Reemployment; and Reclassification of position¹⁰¹

⁹⁸Classification of positions where the required eligibility can be obtained by completion of one (1) year of Very Satisfactory actual performance.

⁹⁹ Sec. 26, 2017 ORAOHRA

¹⁰⁰ Sec. 97, 2017 ORAOHRA

¹⁰¹ Sec. 98, 2017 ORAOHRA

- An official or employee who is on official leave of absence, training or scholarship grant may be considered for promotion. For this purpose, the performance ratings to be considered shall be the rating in the present position for one (1) year prior to the official leave of absence, training or scholarship grant.¹⁰² If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty or upon return from official leave of absence, training or scholarship grant.¹⁰³ Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.¹⁰⁴
- i. Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment to evaluate candidate's functional/technical qualifications for the job, such as: written examination, skills test, interview and others. The University shall employ equal employment opportunity principle during the selection, such as providing assistance to persons with special needs, etc. After which, selection line-up shall be prepared and posted in three (3) conspicuous places in the University for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice;¹⁰⁵
 - j. Notify all applicants of the outcome of the preliminary evaluation;
 - k. Submit selection line-up to the HRMPSB for deliberation en banc. Appointment to the following positions shall no longer be screened by the HRMPSB:
 1. Substitute appointment due to their short duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position should be screened and passed upon by the PSB;
 2. Appointment to entry laborer positions;
 3. Appointment to personal and primarily confidential positions; and
 4. Renewal of temporary appointment issued to the incumbent personnel.
 - l. Upon instructions from the appointing officer/authority, prepare appointments in accordance with Sections 139 and 140 of the 2017 ORAOHRA.
 - m. In collaboration with the HRMPSB, supervisors and top management, the HRMO shall:
 - Review and enhance the Recruitment, Selection and Placement (RSP) policies and processes to meet University requirements and promote EEOP.
 - Track and analyze the efficiency of RSP processes and use data for the improvement of existing RSP policies and their execution.

¹⁰² Sec. 6e par. 2, 2017 ORAOHRA

¹⁰³ Sec. 20 par. 3, 2017 ORAOHRA

¹⁰⁴ Sec. 128, 2017 ORAOHRA

¹⁰⁵ PRIME-HRM ML II

- Review and recommend staffing modification based on planned annual HR needs.
- Develop a recruitment plan that includes internal and external sources, based on anticipated vacancies within the year.
- Develop and use appropriate assessment tools to evaluate candidate's functional/technical qualifications for the job, and background investigation for short-listed candidates.
- Develop and implement an orientation program that helps employees understand performance expectations and information networks.

In addition, the HRMO shall:

- Identify and/or apply competencies and corresponding key behaviours required for an employee to deliver excellent performance in specific jobs.
- Use computer-based records and data management system to maintain RSP data and documents.
- Update everyone in the University on RSP system and processes, and provide system review data to top management, supervisors and the PSB.
- Apply national policies on Gender and Development, Persons with Disability, Indigenous Peoples and other related workforce diversity issuances in updating staffing plan.
- Develop notice of vacancies that attracts diverse applicants and initiate posting in other appropriate publication modes.
- Update job description and develop specific Qualification Standards for a position to be filled.
- Develop and apply assessment and selection processes that respond to applicants with special needs.¹⁰⁶

2. **The employees** shall be responsible for updating their Personal Data Sheet annually, if deemed necessary, and submit supporting documents thereto to the HRD Unit.
3. The Human Resource Merit Promotion and Selection Board (HRMPSB) 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 University 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 HRMPSB may employ the assistance of external or 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 candidates recommended for appointment from which the appointing officer/authority shall choose the applicant to be appointed. The list of recommended candidates should specify the top five ranking candidates deemed most qualified for appointment to the vacant position.¹⁰⁷
- 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;
- g. Formulate customized criteria, guidelines and tools for the recruitment, selection and placement;
- h. Monitor and evaluate the effectiveness of the abovementioned criteria, guidelines and tools;
- i. Recommend actions necessary to improve the recruitment, selection and placement process of the University; and

Orient the officials and employees in the University pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Promotion and Selection Plan.

4. The **appointing officer/authority** shall have the following functions and responsibilities:

- a. Establish a Human Resource Merit Promotion and Selection Board and see to it that all HRMPSB members undergo orientation and workshop on the selection/promotion process and CSC policies on appointments. The University shall, as far practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions.¹⁰⁸
- b.
- c. The appointing officer/authority shall assess the merits of the HRMPSB's recommendation for appointment and in the exercise of sound discretion, select from among the top five ranking applicants deemed most qualified for appointment to the vacant position.¹⁰⁹
- d.
- e. Issue appointments in accordance with the provisions of the University Merit Promotion and Selection Plan¹¹⁰

¹⁰⁷ Sec. 85, 2017 ORAOHRA

¹⁰⁸ Sec. 89, 2017 ORAOHRA

¹⁰⁹ Sec. 86, 2017 ORAOHRA

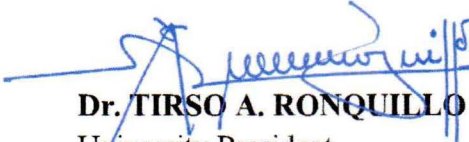
¹¹⁰ Sec. 102 and 103, 2017 ORAOHRA

ARTICLE X - EFFECTIVITY


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

ARTICLE XI - COMMITMENT

I hereby commit to implement and abide by the provisions of this Merit Promotion and Selection Plan. It is understood that this MPSP shall be the basis for expeditious approval of appointments.


Dr. TIRSO A. RONQUILLO
University President
Date: _____

APPROVED BY:


Atty. KARIN LITZ P. ZERNA
Director IV, CSC Regional Office
Date: 01 March 2021



WORK INSTRUCTION

Document Title: Recruitment, Hiring and Selection of University Non-teaching Personnel

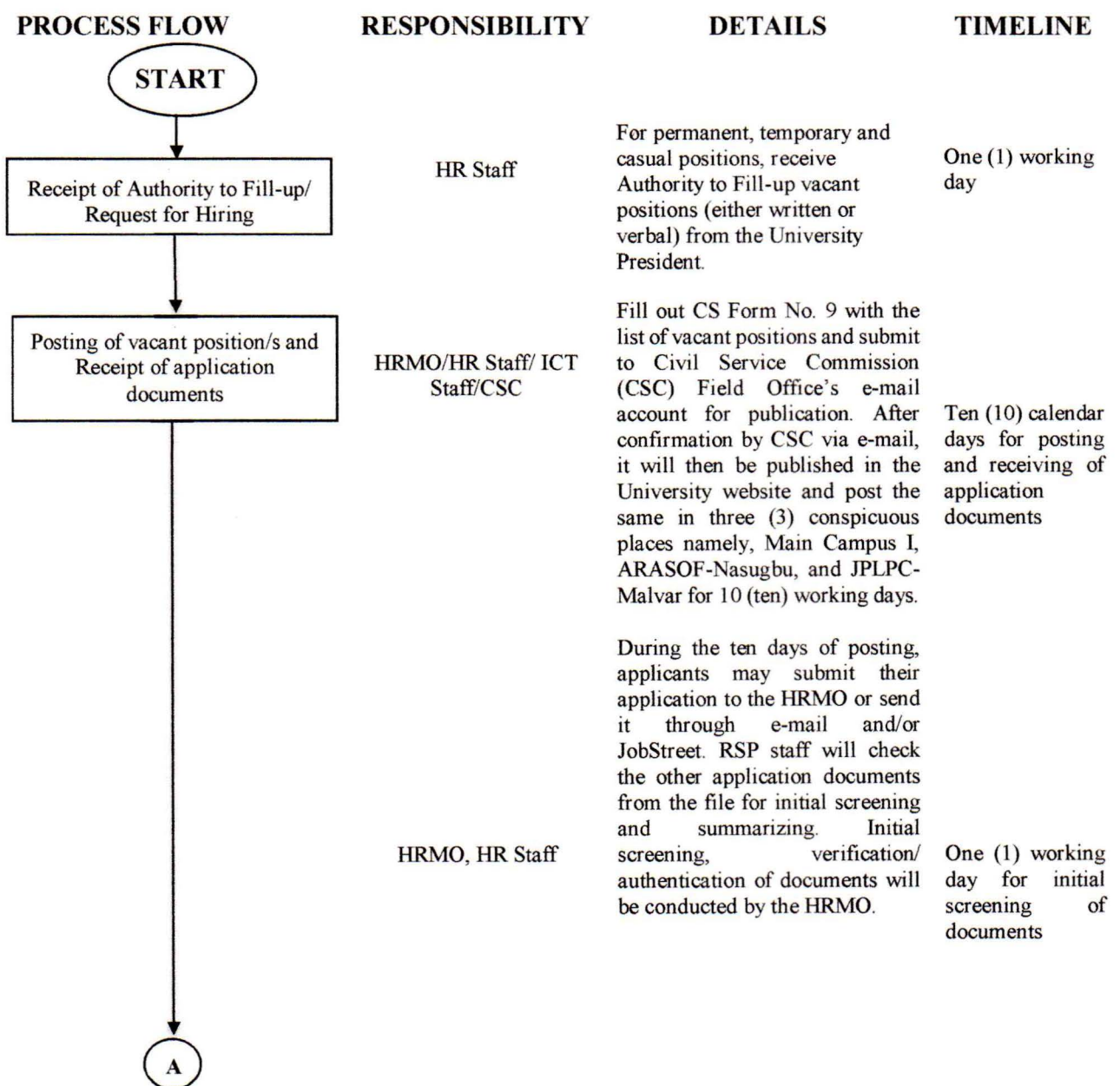
1.0 Objective

- To have a common procedure in recruitment, selection and hiring of University non-teaching personnel
- To ensure that the applicants to be hired are fit to the qualifications per Qualifications Standards of the Civil Service Commission and University Merit System
- To ensure fairness among all qualified applicants in the process of recruitment, selection and hiring

2.0 Scope

This shall apply to all qualified applicants aiming to be part of the University work force

3.0 Procedure





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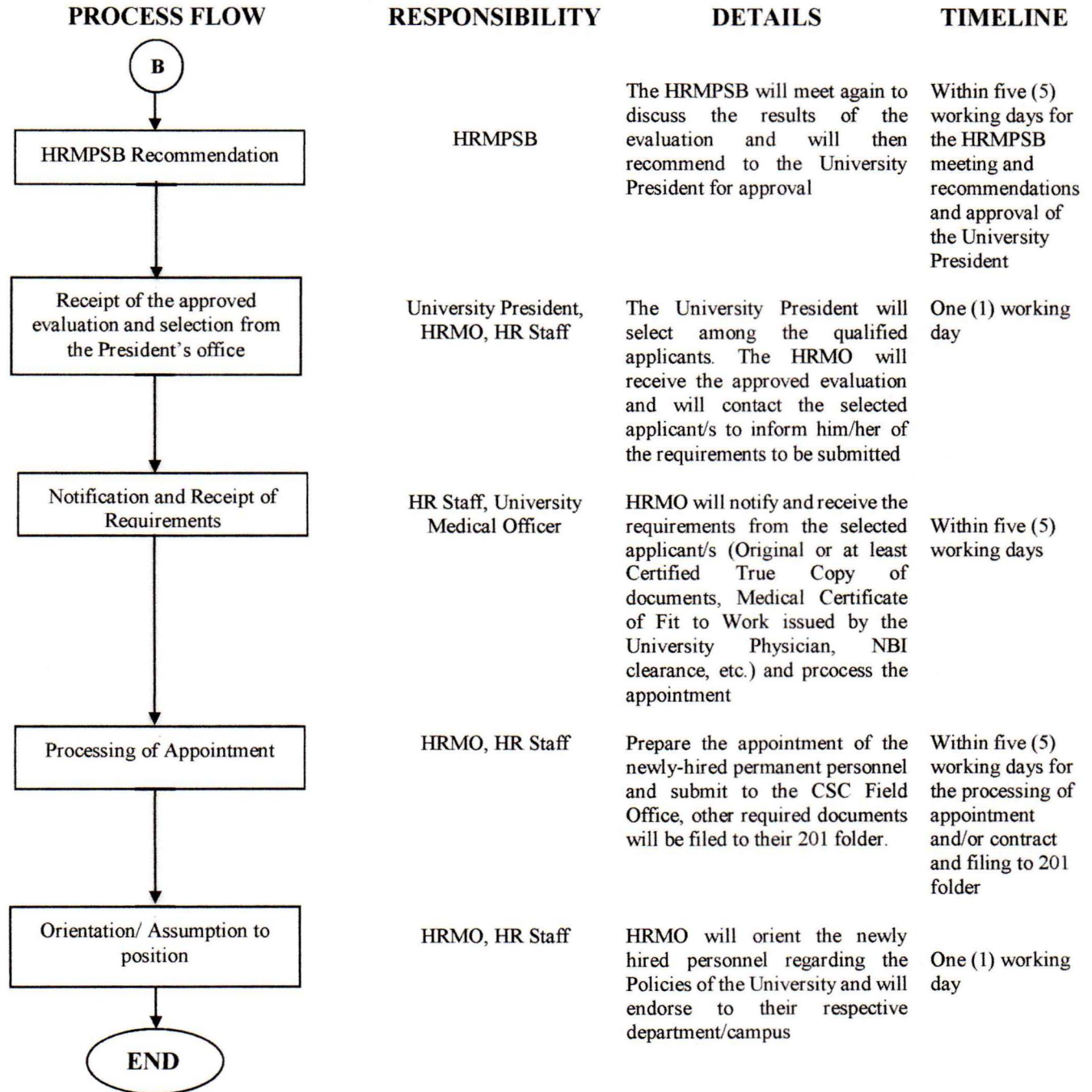
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PROCESS FLOW	RESPONSIBILITY	DETAILS	TIMELINE
<div><div>A</div><div>Initial Review and Short-listing of applicants</div></div>	HRMO, HR Staff	<p>Initial review, verification/ authentication and short-listing of application documents will be conducted by the HRMO/HR Staff.</p> <p>Qualified applicants will be shortlisted and will be presented to the members of Human Resource Merit Promotion and Selection Board (HRMPSB). Vacancies which are not filled due to lack of qualified applicants will be reposted for another ten (10) calendar days. If there are applicants but not qualified for the position, their application documents will be filed in the applicants' pool for future reference. The HRMO, as secretariat of the HRMPSB, will distribute a notice of meeting to the members and will prepare summary of qualifications of applicants for deliberation.</p>	Two (2) working days
<div>Initial Deliberation</div>	HRMPSB	<p>The HRMPSB will meet to deliberate the application documents of qualified applicants and to agree with the schedule of the screening process.</p>	One (1) working day
<div>Schedule for the Hiring Process</div>	HR Staff	<p>The qualified candidates will be scheduled for the selection process. The documents of applicants who are not qualified for the position will be filed for future reference.</p>	One (1) working day
<div>Schedule for the Hiring Process</div>	TAO, HRMPSB, HR staff	<p>Contact (call/text) applicants. Inform them regarding the schedule of the recruitment process.</p> <p>Applicants will be endorsed to the Testing and Admission Office for written examination and will be interviewed by the HRMPSB members. The HRMO will also do the background checking of the applicants</p>	Within ten (10) working days for written examination and interview
<div>Consolidation of results</div>	HR Staff	<p>After the written examination and interviews, the HRMO will consolidate the results and will prepare evaluation which will then be presented to the HRMPSB.</p>	Two (2) working days for the evaluation
<div>B</div>			



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Regional Office IV

Dr. TIRSO A. RONQUILLO

University President

Batangas State University

Rizal Avenue Extension, Batangas City, Batangas 4200

Dear **Dr. Ronquillo**:

This refers to the Merit Promotion and Selection Plan (MPSP) for non-faculty personnel of Batangas State University submitted to this Office for review.

After a thorough review and evaluation of your agency MPSP, we found that it is substantially in accordance with CSC Memorandum Circular (MC) No. 03, s. 2001 (Revised Policies on Merit Promotion Plan), CSC Memorandum Circular No. 04, s. 2005, CSC MC No. 14, s. 2018 (2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018), 2019 Edition, CSC Memorandum Circular No. 19, s. 2019, and CSC Memorandum Circular No. 21, s. 2019. Thus, the said MPSP is hereby **approved**, for implementation.

In addition, may we enjoin the agency to also craft an MPSP for Faculty and ensure that it is in accordance with CSC Memorandum Circular (MC) No. 19, s. 2005. You may submit the soft copy of your agency MPSP for faculty to the CSC Field Office – Batangas for further checking. The printed copy shall be forwarded to this Regional Office for approval.

Thank you for your continued support and cooperation to the programs and projects of the Commission

Very truly yours,


KARIN LITZ P. ZERNA
Director IV

01 March 2021

cc: CSC Field Office – Batangas

KPZ/FOW/PSD/ONL