

11 October 2024

RENATO U. SOLIDUM, JR.
Secretary
Department of Science and Technology
DOST Complex, General Santos Avenue,
Central Bicutan, Taguig City

Dear **Secretary Solidum**:

Thank you for resubmitting to this Office the proposed Merit Selection Plan (MSP) of the Department of Science and Technology (DOST), in compliance with our letter dated 18 July 2024.

Evaluation of the proposed DOST MSP shows its general compliance with **Civil Service Commission Resolution No. 1800692¹ dated 03 July 2018**. Thus, the same is hereby **APPROVED**.

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

Respectfully yours,


VICTORIA F. ESBER
Director IV

C: **DIRECTOR II MARGARITA G. REYES**
CSC FO - DOST

¹ 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018), Re: Amendments and Additional Provisions to CSC Resolution No. 1701009 (June 16, 2017).

Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

MERIT SELECTION PLAN

(As amended)

Pursuant to the provisions of Section 32, Book V of the Administrative Code of 1987 (Executive Order No. 292), and the Civil Service Commission (CSC) Memorandum Circular (MC) No. 14, Series of 2018, titled, "2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018", this amended Department of Science and Technology-Merit Selection Plan (DOST-MSP) is hereby promulgated for, insofar as practicable, the adoption in the DOST System.

I. OBJECTIVES

The DOST-MSP aims to:

- A. 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 the first and second levels.
- B. Create equal opportunities for employment and career advancement to all qualified Filipinos to enter the government service and for career advancement in the DOST System.
- C. Serve as one of the bases for the expeditious processing and approval of appointments, and for elevation to higher level of CSC accreditation.

II. SCOPE

This DOST-MSP shall cover career and non-career positions in the first and second levels, including executive/managerial positions (non-presidential appointees), in the DOST System.

III. DEFINITION OF TERMS

- A. **Award** – something given to a person, a group of people, or an organization in recognition of their excellence in a certain field.
- B. **Accomplishment** – something that has been achieved successfully based on targets.
- C. **Appointing Officer/Authority** - refers to the person or body duly authorized to issue appointments in the civil service. For purposes of defining the appointing officer/authority in the DOST System, the following shall apply:

1. **DOST Central Office (CO):** DOST Secretary or his/her duly designated official
 2. **Regional Offices:** Regional Director (Director IV) or his/her duly designated official
 3. **R&D Institutes, S&T Service Institutes:** Agency Director/Executive Director/Administrator, or his/her duly designated official
 4. **PSHS System:** Executive Director/Campus Director or as delegated by the PSHS Board of Trustees
 5. **NAST:** NAST President or his/her duly designated official
 6. **NRCP:** NRCP Executive Director or his/her duly designated official
- D. 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 examinations, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- E. Closed Career Positions** – refer to positions that are scientific or highly technical in nature, which include the faculty or academic staff of state colleges and universities, and scientific and technical positions in scientific or research institutions which shall establish and maintain their own merit systems¹
- F. Comparatively at Par** – the predetermined reasonable difference or gap between point scores of candidates for appointment established by the Human Resource Merit Promotion and Selection Board (HRMPSB).
- G. Competencies** – observable, measurable and vital knowledge, skills, and attitudes which are translation of capabilities deemed essential for organizational success.
- H. Competency-based Behavioral Event Interview (CBBEI)** – an interview technique that utilizes questions based on the identified organizational, core, leadership, and functional/technical competencies required to effectively perform the duties and responsibilities of the position. It aims to get behavior-based examples of past performance, based on the principle that past behavior predicts future performance.
- I. Coterminous appointment** – an appointment issued to a person whose tenure is limited to a period specified by law or whose continuity in the service is based on the trust and confidence of the appointing officer/authority or of the head of the organizational unit where assigned.
- J. Criteria Rating Guide (CRG) / Calibrated Distribution of Points** – a standard rating/point system for evaluating candidates based on relevant education, experience, training, appropriate eligibility, and other applicable selection criteria.

¹ Glossary of Terms, CSC MC No. 14, s. 2018

- K. **Deep Selection** – the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.
- L. **Discrimination** – a situation wherein a qualified candidate is not included in the selection line-up on account of factors such as age, sex, sexual orientation, gender identity, civil status, pregnancy, disability, religion, ethnicity, political affiliation and other related factors.
- M. **DOST System** – refers to the Central Office and all attached agencies (Sectoral Planning Councils, Advisory Bodies, Research and Development Institutes, S&T Service Institutes) and Regional Offices of the DOST created under Executive Order No. 128 dated January 30, 1987.
- N. **Education**² – the formal or non-formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) (DBM-CSC Form No. 1, Revised 2017) of the position to be filled.
- O. **Eligibility**³ – the result of passing a merit and fitness test, which may be determined, as far as practicable, by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the CSC, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as the Professional Regulation Commission (PRC)-conducted board examinations, the Supreme Court (SC)-conducted bar examinations, or the CESB-conducted CES examinations.
- P. **End-User** – refers to the head of office/division where a vacancy exists or the official's duly authorized representative within the official's area of responsibility including offices and units under the official's direct supervision. For purposes of defining an End-User, the following shall apply:

1. For the DOST-CO:

- a. Undersecretary, Assistant Secretary, or Head Executive Assistant (for OSEC positions) for Executive Offices, including units immediately supervised by the Executive Office
- b. Service Director (Director IV) for the Services, including divisions/units under each Service

For Service Directors who are designated as HRMPSB members, the role of an End-User may be delegated to the Division Chiefs directly supervising the division/unit where the vacancy exists.

2. For the Regional Offices: Chief of the Division where the vacancy exists. In case the Division Chief concerned is the designated HRMPSB

² Sec. 42 of Rule VIII of CSC MC No. 14, s. 2018

³ Sec. 71 of Rule VIII of CSC MC No. 14, s. 2018

Chairperson, the next lower position directly supervising the division/unit where the vacancy exists shall be the End-User.

3. **For Attached Agencies:** Official and/or Division Chief directly supervising the division/unit where the vacancy exists. In case the official/division chief concerned is the designated HRMPSB Chairperson, the next lower position directly supervising the division/unit where the vacancy exists shall be the End-User.
- Q. **Executive Managerial** – refers to professional, technical, and scientific positions, the functions of which are managerial in character, exercising management over people and resources, and implementing policies 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, and application of managerial skills required to carry out basic duties and responsibilities involving leadership, functional guidance and control.
- R. **Experience**⁴ – previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer (HRMO) or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.
- S. **First Level Positions** – positions involved in structured work in support of office operations or clerical, trades, crafts, or custodial service positions, which involve sub-professional work in a non-supervisory or supervisory capacity⁵.
- T. **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 (*Senate Bill 1022 – An Act Prohibiting Discrimination on the Basis of Sexual Orientation and Gender Identity and Providing Penalties Therefor*)⁶.
- U. **Hard-to-Fill Vacancies**⁷ – refer to vacancies for which agencies 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 (Occupational Shortages and Surpluses, 2013-2014 Integrated Survey of Labor and Employment, Philippine Statistics Authority, LABSTAT Updates, March 2016).
- V. **Highly Specialized Positions** – refer to positions with highly specialized and unique duties requiring specialized education, training or skills which may not

⁴ Sec. 56 of Rule VIII of CSC MC No. 14, s. 2018

⁵ Glossary of Terms, CSC MC No. 14, s 2018

⁶ Ibid.

⁷ Ibid.

be acquired through formal education, training programs, or experience gained from service-wide positions.

- W. **Highly Technical Positions**⁸ – refer to positions that require the occupant to possess skill or training in a supreme or superior degree, such as that of an Associate or Assistant Scientist.
- X. **Human Resource Action**⁹ – any action denoting the movement or progress of human resource in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion, and separation.
- Y. **Human Resource Merit Promotion and Selection Board (HRMPSB)** – refers to the committee tasked to assist the Appointing Officer/Authority in the judicious and objective selection of candidates for appointment in the agency.
- Z. **Next-in-Rank Position**¹⁰ – a position which, by reason of the hierarchical arrangement of positions in the DOST, is determined to be in the nearest degree of relationship to higher position as contained in the agency-approved System of Ranking Positions (SRP).
- AA. **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 the bases other than those of the usual tests of merit and fitness utilized for the career service; (2) tenure which is limited to the duration of a particular project for which purpose of employment was made; and (3) appointment which is coterminous with the appointing authority.
- BB. **Performance Rating**¹¹ – the Performance Rating of the appointee in the last rating period prior to the date of assessment or screening (for appointment by promotion and transfer), which should be at least Very Satisfactory.
- CC. **Policy-Determining Positions**¹² – positions that vest 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.
- DD. **Pre-employment Test** – a general ability and competency/technical test that measures verbal, analytical, and numerical abilities of applicants to various government positions. Primarily, it is intended for first and second level positions, and separate tests are given for technical/professional and executive/managerial positions. It is a human resource assessment tool given to applicants for filling up of vacancies in government, and serves as a mechanism to filter applicants for certain positions in an agency.

⁸ Ibid.

⁹ Sec. 3 of Rule I of CSC MC No. 14, s 2018

¹⁰ Glossary of Terms, CSC MC No. 14, s 2018

¹¹ Sec. 6 (e) of Rule II of CSC MC No. 14, s. 2018

¹² Glossary of Terms, CSC MC No. 14, s 2018

- EE. Primarily Confidential Position** – a position is primarily confidential in nature when the duties of the said position require “the appointing authority’s belief that he can share a close intimate relationship with occupant, which ensures freedom of discussion, without fear of embarrassment or misgivings of possible betrayal of personal trust on confidential matters of state¹³”.
- FF. Promotion**¹⁴ – the advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary. Promotion may be from one department or agency to another or from one organizational unit to another within the same department or agency. Provided, however, that any upward movement from the non-career service to the career service and vice versa shall not be considered as a promotion but as reappointment.
- GG. Protest**¹⁵ – an action filed by a qualified next-in-rank official or employee questioning the issuance of an appointment in favor of another on the basis of lack of qualifications of the appointee.
- HH. Psycho-Social Attributes** – potentials relative to the job and organization, which may include attributes such as, but not limited to, pleasing personality, sharpness of mind, ability to express ideas/communication skills, good quality of response, self-confidence, judgment and logical thinking, initiative, willingness and ability to learn, and such other qualities analogous thereto.
- II. Qualification Standards** – the minimum and basic requirements for positions in the government in terms of education, training, experience, eligibility, physical fitness and other qualities required for the successful performance of the duties of the position. These shall serve as the basic guide in the selection of the employees and in the evaluation of appointments to all positions in the government.
- JJ. Qualified Next-in-Rank** – an employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the SRP approved by the DOST Secretary/Head of Agency/Regional Director, who meets the minimum qualification requirements for appointment to the next level position.
- KK. Regular Appointments**¹⁶ – refer to appointments issued in government agencies based on the authorized positions found in the Plantilla of Personnel or Lump Sum appropriation under Personnel Services, or those occupying the positions in the DBM-approved contractual staffing pattern of the agencies concerned, all of which are submitted to the Civil Service Commission Field Office (CSCFO) for attestation.
- LL. Second Level Positions** – include professional, technical, and scientific positions which involve professional, technical and scientific work in a non-

¹³ Grino vs. CSC, 194 SCRA 458, cited in CSC MC No. 24, s. 2007 [Guidelines in the Declaration of Positions in Government Agencies (excluding LGUs) as Primarily Confidential]

¹⁴ Sec. 11(b) of Rule IV of CSC MC No. 14, s. 2018

¹⁵ Rule 17 of RRACCS

¹⁶ Glossary of Terms, CSC MC No. 14, s 2018

supervisory or supervisory capacity up to Division Chief including executive-managerial positions.

MM. Selection – the systematic method of determining the merit and fitness of a person on the basis of qualifications and the ability to perform the duties and responsibilities of the position.

NN. Selection Line-Up/Matrix of Applicants – the 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, psycho-social attributes, personality traits, and potential.

OO. Superior Qualifications – educational achievements, highly-specialized training, relevant work experience, and consistent high performance rating/ranking.

PP. System of Ranking Positions¹⁷ – 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: (1) organizational structure; (2) salary grade allocation; (3) classification and functional relationship of positions; and (4) geographical location.

QQ. Training¹⁸ – formal or non-formal training courses and human resource development (HRD) interventions such as job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the agency head and certificates issued by the HRMO or authorized official from the government or private sector.

RR. Transfer¹⁹ – the movement of an employee from one position to another which is of equivalent rank level or salary without gap in the service involving the issuance of an appointment.

IV. POLICIES

A. General Policies

1. The DOST System adheres to the existing general policy of no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or

¹⁷ Glossary of Terms, CSC MC No. 14, s 2018

¹⁸ Sec. 61 of Rule VIII of CSC MC No. 14, s. 2018

¹⁹ Sec. 11 (c) of Rule IV of CSC MC No. 14, s. 2018

political affiliation²⁰ in the implementation of the DOST-MSP. Reasonable accommodations will be made to allow all qualified applicants and employees to participate in the recruitment and selection process, perform relevant job functions, and enjoy employment benefits and privileges as may be allowed by existing laws and policies; *provided*, that such accommodations shall not pose an undue hardship to DOST agencies and offices in the implementation of the same.

Selection of employees for appointment in the DOST System shall be open to all qualified Filipinos according to the “merit and fitness” principle as well as on the basis of the CSC qualification standards established for the position. Merit and fitness shall be determined, as far as practicable, by competitive examinations. This does not apply to appointments to positions which are policy determining, primarily confidential, or highly technical.

On account of age: All applicants who signify their intention to apply in any of the available job vacancies in the DOST System shall be welcomed; *provided*, the applicants are Filipino citizens, of legal working age suited for positions in the Philippine civil service as may be provided by existing laws, labor policies, rules, and regulations; *provided further*, that no person who has reached the compulsory retirement age of 65 years can be appointed to any position in the government, except to a primarily confidential position²¹; *provided finally*, that promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law²².

On account of sex, sexual orientation, and gender identity, preference, or expression: Applicants who signify their intention to apply in any of the available job vacancies in the DOST System shall be welcomed regardless of sex, sexual orientation, gender identity, preference, or expression.

Statements of preference for specific sex and/or gender to a particular job vacancy posting (i.e. “preferably female applicants, “male applicants are encouraged to apply”, etc.) shall be discouraged.

DOST agencies and offices shall be encouraged to setup gender neutral facilities (e.g. restrooms, conference/meeting rooms, etc.) for use by applicants during the conduct of any applicable job assessment. Said facilities shall be with appropriate signage and equipment that can cater to the needs of applicants of any sexual orientation or gender identity, preference, or expression.

On account of civil status: Applicants who signify their intention to apply in any of the available job vacancies in the DOST System shall be welcomed regardless of their civil status. In any part of the recruitment and selection process, HRMOs, end-users, and members of the Agency HRMPSB shall refrain from asking questions that have reference to an applicant’s civil status.

²⁰ Sec. 83 of Rule IX of CSC MC No. 14, s. 2018

²¹ Sec. 129 of Rule XII of CSC MC No. 14, s. 2018

²² Sec. 128 of Rule XII of CSC MC No. 14, s. 2018

The use of maiden names to be reflected in the appointment paper, position description form, and such other analogous documents forming part of the appointment by married women who are appointees to vacant positions shall be allowed pursuant to Philippine Commission on Women Memorandum Circular No. 2016-07 dated 12 October 2016²³ and such other existing laws, policies, and prevailing jurisprudence. The Agency HRMO shall seek consent from the appointee prior to the preparation of the appointment papers.

On account of disability: Persons with disability (PWD) who signify their intention to apply in any of the available job vacancies in the DOST System shall be welcomed. Opportunities for suitable employment shall be open to all qualified PWDs who shall be provided equal opportunity in the selection process based on qualification standards prescribed for an appointment to a position in government. No PWD shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives, or allowances as an employed able-bodied person²⁴.

DOST agencies and offices shall allocate at least one percent (1%) of all regular and non-regular positions for persons with disability²⁵. Should there be a fraction in coming up with the sum of at least one percent (1%) of the total plantilla position, the same shall be considered as one (1) position reserved for persons with disability. However, in cases where no qualified PWD applies for the available position, the concerned agency has the option to hire non-PWD applicant.

DOST agencies and offices shall ensure reasonable accommodation when allocating positions to persons with disability, which includes the means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure persons with disability the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms²⁶. For this purpose, DOST agencies and offices may employ the following:

- a. Improvement of existing facilities used by employees in order to render these readily accessible to PWDs, such as provision of wheelchair ramps, elevators, grab bars, wider doorways, parking spaces and restrooms for PWDs, and the like;
- b. Modification of work schedules;

²³ Allowing Married Women to Retain and Use their Maiden Name in lieu of their Husband's Surname in accordance to Existing Laws and Pertinent Jurisprudence

²⁴ Sec. 6 of Rule IV of IRR of RA 10524 entitled "An Act Expanding the Positions Reserved for Persons with Disability"

²⁵ Sec. 7 of Rule IV of IRR of RA 10524 entitled "An Act Expanding the Positions Reserved for Persons with Disability"

²⁶ Rule III of IRR of RA 10524 entitled "An Act Expanding the Positions Reserved for Persons with Disability"

- c. Modification of examinations, training materials, policies, rules and regulations pertaining to recruitment, selection, and placement, and learning and development; and
- d. Provision of appropriate auxiliary aids (hearing aids, Braille system) and assistive devices (mobility aids; voice recognition programs such as text-to-speech or speech-to-text software; screen reader and screen enlargement applications), and other similar accommodations for PWDs.

On account of religion: Applicants who are members of any religion, religious groups, beliefs, or faith who signify their intention to apply in any of the available job vacancies in the DOST System shall be welcomed. In any part of the recruitment and selection process, HRMOs, end-users, and members of the Agency HRMPSBs shall refrain from asking questions that have reference, whether directly or indirectly, to an applicant's religious beliefs, faith, or practices. Regardless of an applicant's religious belief and/or faith or sincerely held religious, ethical or moral beliefs, the same shall not be a condition of employment.

DOST agencies and offices shall ensure reasonable accommodation, as far as practicable, as regards an applicant's or an employee's religious belief, faith, or practices which include flexible work scheduling for religious observances, dress or grooming practices, job reassignments, and such other accommodations analogous thereto; *provided*, that such accommodations shall not cause undue hardship to the agency, compromise workplace safety, decrease workplace efficiency, or infringe other employees' rights.

On account of ethnicity: Applicants who belong to or are members of any Filipino ethnic or indigenous group, peoples, or race who signify their intention to apply in any of the available job vacancies in the DOST System shall be welcomed. HRMOs, end-users, and members of the Agency HRMPSBs shall ensure reasonable accommodation during the selection process such as allowing applicants to use local or vernacular dialects or languages during interviews; *provided*, that all parties have a clear understanding of the dialect or language to be used, and the same shall not impair the flow of conversation or coherent thought that may affect the outcome of assessments and selection. As far as practicable and as the case may warrant, HRMOs, end-users, and the Agency HRMPSBs may employ the assistance of a dialect or language interpreter, whether formal or informal, to have a mutual understanding of concepts or ideas between the applicant and the assessing parties.

HRMOs, end-users, and members of the Agency HRMPSBs shall also refrain from asking questions that have reference, whether directly or indirectly, to an applicant's ethnicity or membership in indigenous groups or peoples. Should an applicant initiate a discussion of the topic, HRMOs, end-users, and members of the Agency HRMPSBs must ensure objectivity and

the use of politically correct and/or ethnically sensitive terminologies in any part of the selection process.

On account of political affiliation: Applicants who signify their intention to apply in any of the available job vacancies in the DOST System, and who belong to any political affiliation, subscribe to any political belief, or whose applications are being endorsed by any public or private official or person regardless of their position or level of socio-economic/political influence, shall be welcomed. HRMOs, end-users, and members of the Agency HRMPSBs shall, as far as practicable, refrain from asking questions that have reference, whether directly or indirectly, to an applicant's political points-of-view, stand, opinion on contemporary political issues, among others. Should an applicant initiate a discussion of the topic, HRMOs, end-users, and members of the Agency HRMPSBs must ensure objectivity and the use of neutral and/or politically sensitive terminologies in any part of the selection process.

DOST agencies and offices shall develop and issue their respective internal guidelines on the implementation of the equal employment opportunity principle and its affirmative actions as stated herein.

2. DOST agencies and offices are encouraged to set specific or higher standards for their positions, including the required competencies. These standards shall be submitted to the CSC for approval, and once approved, the agency shall uniformly and consistently adopt these in the selection and appointment of employees. The approved qualification standards shall be adopted by the CSC in the attestation of appointments of the agency concerned²⁷.

DOST agencies and offices that have an established competency-based human resource management system which includes, among others, a competency-based recruitment and selection process, may adopt the same in the selection and evaluation process.

3. Qualification standards shall be established for all positions in the Index of Occupational Service (IOS), Position Titles, and Salary Grades or positions subsequently created and approved in accordance with existing laws, policies, rules and regulations. Qualification standards which have been established and approved by the CSC for positions in a particular sector may be adopted for the same position titles in other government sectors without need for prior approval of the CSC²⁸.
4. All agency positions should be included in the approved Qualification Standards Manual of the CSC. If unique to the DOST, the qualification standards should be approved/confirmed by the CSC.

²⁷ Sec 31 of Rule VIII of CSC MC No. 14, s. 2018

²⁸ Sec. 32 of Rule VIII of CSC MC No. 14, s. 2018

5. The deliberation by the HRMPSB shall not be made earlier than ten (10) calendar days from the date of publication and posting of vacant positions.
6. All qualified next-in-rank employees for vacancies in the first and second levels shall be automatically considered candidates for promotion to the next higher position except when they have signified in writing that they are not interested in the position.
7. The qualification standards for division chief and executive/managerial positions shall primarily take into consideration education, experience, training, eligibility and leadership competencies²⁹.
8. The comparative competence and qualification of candidates for appointment shall be determined on the basis of the following:
 - a. Education
 - b. Experience
 - c. Training
 - d. Job Competency
 - e. Psycho-social Attributes
 - f. Potential
 - g. Performance
 - h. Awards and Outstanding Accomplishments

The DOST-CO, Attached Agencies, and Regional Offices shall come up with their own internal guidelines on how to rate the aforesaid criteria except for potential, which is lodged before the HRMPSB.

B. Specific Policies

1. Education refers to the formal or non-formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the PDF (DBM-CSC Form No. 1, Revised 2017) of the position to be filled.
 - 1.1 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 met³⁰.
 - 1.2 For one to meet the two-year studies in college requirement in the Qualification Standards Manual, one must have earned from a Commission on Higher Education (CHED)-recognized institution at least 72 academic units leading to a degree or has completed a relevant two-year collegiate/technical course³¹.

²⁹ Sec. 40 of Rule VIII of CSC MC No. 14, s. 2018

³⁰ Sec. 42 of Rule VIII of CSC MC No. 14, s. 2018

³¹ Sec. 43 of Rule VIII of CSC MC No. 14, s. 2018

1.3 Certificates issued by the schools deputized by the CHED:

- 1.3.1 Having completed a bachelor's 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 a bachelor's degree³².
- 1.3.2 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-year studies in college³³.

1.4 Certifications issued by CHED:

- 1.4.1 That a one-year diploma post-graduate course acquired from foreign or local institutions is equivalent to a master's degree shall be considered appropriate for meeting the education requirement for appointment to division chief and executive/managerial position³⁴.
- 1.4.2 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 degree³⁵.

1.5 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 PDF³⁶.

1.6 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 positions³⁷.

³² Sec. 45 of Rule VIII of CSC MC No. 14, s. 2018

³³ Sec. 46 of Rule VIII of CSC MC No. 14, s. 2018

³⁴ Sec. 47 of Rule VIII of CSC MC No. 14, s. 2018

³⁵ Sec. 48 of Rule VIII of CSC MC No. 14, s. 2018

³⁶ Sec. 49 of Rule VIII of CSC MC No. 14, s. 2018

³⁷ Sec. 50 of Rule VIII of CSC MC No. 14, s. 2018

1.7 Completion of the degree 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 laws³⁸.

1.8 Republic Act (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 functionality related positions as that of the professions regulated by Bar or Board laws³⁹.

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 professions regulated by Bar/Board laws; provided that, this does not apply to lawyers and doctors.

1.9 A CES eligible or Career Service Executive (CSE) eligible 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 positions⁴⁰.

2. Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the HRMO or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.

2.1 Relevant experience acquired through any the following modalities may be considered for meeting the experience requirement:

2.1.1 Job Order or Contract of Service covered by a contract or a Memorandum of Agreement

2.1.2 Volunteer work, on full time basis, as certified by the HRMO or authorized officials

2.1.3 Designation covered by an Office or Memorandum Order

2.1.4 Experience in the first level positions for second level positions when acquired in the same occupational group or functionally related positions.

3. Training refers to formal or non-formal training courses and HRD interventions such as job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development

³⁸ Sec. 51 of Rule VIII of CSC MC No. 14, s. 2018

³⁹ Sec. 52 of Rule VIII of CSC MC No. 14, s. 2018

⁴⁰ Sec. 53 of Rule VIII of CSC MC No. 14, s. 2018

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 JD of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the agency head and certificates issued by the HRMO or authorized official from the government or private sector.

- 3.1 Attendance to annual agency planning sessions or workshops or 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 requirements⁴¹.
- 3.2 The learning and development/training required for Division Chief and comparable positions shall be 40 hours of supervisory/management learning and development intervention⁴².
4. Performance Rating. The Performance Rating of the appointee in the last rating period prior to the date of assessment or screening, which should be at least Very Satisfactory, shall be required for appointment by promotion or transfer⁴³.
 - 4.1 The performance rating reflected in the Individual Performance Commitment Report (IPCR) under the Strategic Performance Management System (SPMS) shall be used. However, for non-DOST applicants, they shall submit a certification signed by the Human Resource Officer of the company where they worked indicating their performance rating during the period of their employment.
 - 4.2 The performance rating in the last rating period prior to the scholarship grant, which should be at least Very Satisfactory (VS), shall be used as basis for promotion of an appointee-scholar⁴⁴.
 - 4.3 The performance rating of at least VS in the last rating period shall not be required for promotion from first to second level entry positions⁴⁵.
5. Promotion - the advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary. Promotion may be from one department or agency to another or from one organizational unit to another within the same department or agency. Provided, however, that any upward movement from the non-career service to the career service and vice versa shall not be considered as a promotion but as reappointment.
 - 5.1 The pendency of an administrative case against any employee shall not be a bar to promotion⁴⁶.

⁴¹ Sec. 65 of Rule VIII of CSC MC No. 14, s. 2018

⁴² CSC MC No. 19, s. 2019, Revised Policies on Training/Learning and Development Requirements for Division Chiefs and Executive/Managerial Positions in Government

⁴³ Sec. 6 (e) Rule II of CSC MC No. 14, s. 2018

⁴⁴ Sec. 6 (e) Rule II of CSC MC No. 14, s. 2018

⁴⁵ Sec. 6 (e) Rule II of CSC MC No. 14, s. 2018

⁴⁶ Sec. 11 (b) of Rule IV of CSC MC No. 14, s. 2018

- 5.2 Agencies shall not fill up vacancies resulting from promotion until the promotional appointments have been approved/validated by the CSC, except those conferred with the PRIME-HRM⁴⁷ Bronze/Silver/Gold award and other meritorious cases, as may be authorized by the CSC⁴⁸.
- 5.3 Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law⁴⁹.
- 5.4 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. The following cases are exempt from the three (3) salary grade limitation on promotion⁵⁰:
 - 5.4.1 The position occupied by the person is next-in-rank to the vacant position as identified in the DOST-MSP and the SRP of the agency.
 - 5.4.2 The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.
 - 5.4.3 The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions.
 - 5.4.4 The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:
 - 5.4.4.1 Educational achievements
 - 5.4.4.2 Highly specialized trainings
 - 5.4.4.3 Relevant work experience
 - 5.4.4.4 Consistent high performance rating/ranking
 - 5.4.5 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.
 - 5.4.6 Other meritorious cases, such as:
 - 5.4.6.1 When the appointee is a lone applicant who meets all the requirements of the position and passed through the deep selection process;

⁴⁷ Program to Institutionalize Meritocracy and Excellence in Human Resource Management

⁴⁸ Sec. 96 of Rule IX of CSC MC No. 14, s. 2018

⁴⁹ Sec. 128 of Rule XII of CSC MC No. 14, s. 2018

⁵⁰ Sec. 97 of Rule IX of CSC Resolution No. 1800692

- 5.4.6.2 When the qualified next-in-rank employees waived their right over the vacant position in writing;
 - 5.4.6.3 When the next-in-rank position, as identified in the agency SRP is vacant;
 - 5.4.6.4 When the next-in-rank employee/s is/are not qualified;
 - 5.4.6.5 When the qualified next-in-rank employees did not apply.
- 5.5 The three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment⁵¹:
- 5.5.1 Transfer incidental to promotion provided that the appointee was subjected to deep selection
 - 5.5.2 Reappointment involving promotion from non-career to career; provided, the appointee was subjected to deep selection
 - 5.5.3 Reappointment from career to non-career position
 - 5.5.4 Reemployment
 - 5.5.5 Reclassification of position
- 5.6 An employee or official who is on local or foreign scholarship or training grant or on official leave of absence/maternity leave may be considered for promotion. The performance rating of at least VS in the last rating period immediately prior to the scholarship or training grant or official leave of absence/maternity leave shall be required. If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty or upon return from official leave of absence/maternity leave, scholarship, or training grant⁵².

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

- 6.1 Each agency may constitute two (2) HRMPSBs: one for the first and second level positions, and another for the second level executive/managerial positions. It may also establish a special HRMPSB for specialized and highly technical positions or different sets of HRMPSB for its own purpose, but the same should be submitted to the CSC Regional Office (CSCRO) concerned for approval⁵³.

⁵¹ Sec. 98 of Rule IX of CSC MC No. 14, s. 2018

⁵² Sec. 17 of Rule VI of CSC Resolution No. 1800692

⁵³ Sec. 84 of Rule IX of CSC MC No. 14, s. 2018

- 6.2 Agencies may add a reasonable number of members of HRMPSB, but the prescribed composition shall not be reduced. Members must be duly designated and their names posted in the agency bulletin board. Any change in the composition of the HRMPSB should be reported to the CSCRO/FO concerned⁵⁴.

V. Publication and Posting of Vacant Positions

- A. Vacant positions in the career service, including vacant executive/managerial positions (non-presidential appointees) in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, shall be published and posted in three (3) conspicuous places for a period of at least ten (10) calendar days in accordance with the provisions of RA No. 7041⁵⁵ and its implementing guidelines⁵⁶.
- B. Agencies shall submit a list of their vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSCFO concerned. The electronic copy shall be forwarded to the CSCFO concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website. In addition, DOST-CO, attached agencies, and regional offices may publish vacant positions in their respective websites, newspaper (local and/or national) and other job search websites⁵⁷.

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

- C. The following positions are exempt from the publication and posting requirements⁵⁸:
1. Primarily confidential;
 2. Policy determining positions;
 3. Highly technical which includes the faculty and academic staff of state/local colleges and universities, and scientific and technical positions in scientific and research institutions with established merit systems;
 4. Coterminal with that of the appointing officer/authority, including other non-career positions such as contractual and casual identified

⁵⁴ Sec. 90 of Rule IX of CSC MC No. 14, s. 2018

⁵⁵ "An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Therefore, and For Other Purposes", approved on 05 June 1991

⁵⁶ Sec. 24 of Rule VII of CSC MC No. 14, s. 2018

⁵⁷ Sec. 25 of Rule VII of CSC MC No. 14, s. 2018

⁵⁸ Sec. 26 of Rule VII of CSC MC No. 14, s. 2018

under Section 9, Subtitle A, Title I, Book V of Executive Order (EO) No. 292, s. 1987;

5. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996⁵⁹, as amended; or
 6. Those to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional/field offices.
- D. The qualifications standards of the parenthetical title should be used in the publication of vacant generic positions⁶⁰.
- E. All positions occupied by holders of temporary appointments, except positions under Category II of CSC MC No. 11, s. 1996, as amended, shall be continuously posted in three (3) conspicuous places in the agency and published in the CSC Bulletin of Vacant Positions until filled by permanent appointees⁶¹.
- F. The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published. Should no appointment be issued within the nine-month period, the agency has to cause the re-publication and re-posting of the vacant position⁶².
- G. Anticipated vacancies may be published in case of retirement, resignation, or transfer. The publication should not be earlier than 30 days prior to retirement, resignation or transfer⁶³.

VI. Role/Function/Responsibility of the Head of Agency/Appointing Authority

- A. Develop the SRP, which shall be submitted for approval of the appointing authority, copy furnished the CSC and its Field Office concerned, for reference purposes.
- B. Develop and maintain an updated qualification database of its employees to include education, training, experience, skills, competencies, and other similar information.
- C. Develop a succession plan.

⁵⁹ Classification of positions where the required eligibility can be obtained by completion of one (1) year of Very Satisfactory actual performance.

⁶⁰ Sec. 27 of Rule VII of CSC MC No. 14, s. 2018

⁶¹ Sec. 28 of Rule VII of CSC MC No. 14, s. 2018

⁶² Sec. 29 of Rule VII of CSC MC No. 14, s. 2018

⁶³ Sec. 30 of Rule VII of CSC MC No. 14, s. 2018

- D. Ensure that copies of the DOST-MSP and its annexes are disseminated to all personnel in the DOST System after approval thereof by the CSC.
- E. Conduct an orientation of the MSP within six (6) months upon approval. This orientation is meant to ensure awareness and understanding of the Plan. A report on the same shall be submitted to the CSCRO/FO concerned for record purposes.
- F. Issue a Special Order (SO) establishing the following:
 - 1. HRMPSB for first and second level positions, as may be applicable, identifying the principal members and their designated alternates. The CSCRO/FO should be furnished with a copy of the said Special Order⁶⁴.
 - 2. Special HRMPSB or Search Committee for Assistant/Associate Scientist positions in the DOST System.
- G. Issue separate guidelines containing the procedure for applications of candidates to Associate and Assistant Scientist positions.
- H. Guided by the report of the HRMPSB's assessment and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates⁶⁵.
- I. Approve appointments to the first and second level positions, except in agencies where the Governing/Executive Council/Board or Board of Trustees exercises such function. In the case of the DOST-CO, appointment to the first and second level positions shall be approved by the DOST Secretary. However, the Secretary may delegate such function at his/her discretion.
- J. 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, or appoint an applicant who is not next-in-rank but possesses superior qualification and competence, and has undergone deep selection process.

VII. Role/Function/Responsibility of the HRMPSB

The HRMPSB shall:

- A. Be primarily responsible in assisting the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved DOST-MSP⁶⁶, and shall submit to the appointing officer/authority the top five (5) ranking candidates or less, depending on the number of candidates, who are deemed most qualified for

⁶⁴ Sec. 88 of Rule IX of CSC MC No. 14, s. 2018

⁶⁵ Sec. 86 of Rule IX of CSC MC No. 14, s. 2018

⁶⁶ Sec. 85 of Rule IX of CSC MC No. 14, s. 2018

appointment to the vacant position. However, the final decision on whom to appoint shall be with the appointing officer/authority;

- B. 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 candidate⁶⁷;
- C. Make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions in order to assist the appointing authority in the judicious and objective selection of candidates for appointment;
- D. Follow strictly the process on the selection of employees for appointment in the government service, and implement the policies covered under the DOST-MSP and relevant CSC rules and regulations pertaining to the recruitment, selection, and placement of applicants to all job vacancies;
- E. Develop, recommend, and adopt appropriate customized guidelines and procedures, formal screening procedures, set of tools, criteria and rating system, and a systematic assessment of the competence and qualifications for selection and promotion of candidates, and recommend other policy initiatives to strengthen the selection and promotion processes;
- F. Disseminate the screening procedures and criteria for selection to all officials and employees and interested applicants;
- G. Evaluate and deliberate the qualifications of those listed in the selection line-up;
- H. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC;
- I. Orient officials and employees pertaining to policies relative to human resource actions, including the gender and development dimensions of the MSP;
- J. Develop tools that will track the efficiency of the recruitment, selection, and placement (RSP) process; and
- K. Develop specific guidelines in the application of the Equal Employment Opportunity Principle (EEOP) in recruitment, selection, and placement of candidates to vacant positions.

⁶⁷ Sec. 94 of Rule IX of CSC MC No. 14, s. 2018

VIII. Role/Function/Responsibility of the Head of Human Resource Management Division/Section/Unit

- A. Provide technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also evaluate and analyze results of structured background investigation for second level, supervisory, and executive/managerial positions (non-presidential appointees).
- B. Submit to the CSCRO/FO concerned within the first quarter of the year the agency's updated Personal Services Itemization and Plantilla of Personnel (PSIPOP)⁶⁸.
- C. Review thoroughly and check the veracity, authenticity, and completeness of all the requirements and supporting papers in connection with all cases of appointments before submitting the same to the CSC.
- D. The HRMO, as member of the HRMPSB, shall not act as secretariat to the HRMPSB. For agencies with only one appointed or designated HRM Officer, the agency head shall designate an employee from other units to act as the secretariat⁶⁹.
- E. Furnish the appointee with a copy of his/her appointment (appointee's copy), ensuring that the appointee signs on the acknowledgment portion of the appointment.
- F. Post in three (3) conspicuous places in the agency a notice announcing the appointment of an employee a day after the issuance of appointment for at least fifteen (15) calendar days.
- G. Submit to the CSCRO/FO a copy of the Oath of Office (CS Form No. 32, Revised 2018) and Certification of Assumption of Duty (CS Form No. 4, Revised 2018) within 30 days from the date of assumption of the appointee.
- H. Conduct orientation to the members of HRMPSB/Search Committee of DOST and attached agencies/regional offices on the CSC-approved DOST-MSP.

IX. Composition of the HRMPSB

The HRMPSB shall be composed of the following:

A. First and Second Level Positions (except Associate and Assistant Scientist positions):

⁶⁸ Sec. 139 of Rule XIII of CSC MC No. 14, s. 2018

⁶⁹ Sec. 91 of Rule IX of CSC MC No. 14, s. 2018

Particular	DOST Central Office	Attached Agencies/ Regional Offices
Chairperson	1st and 2nd Levels: Highest official in-charge of human resource management, or his/her authorized representative	1st and 2nd Levels Highest official in-charge of human resource management, or his/her authorized representative
Members	1st and 2nd Levels: Head of organizational department/division where the vacancy exists, or his/her designated alternate	1st and 2nd Levels: Head of organizational department/division where the vacancy exists, or his/her designated alternate
	HRMO or the career service employee directly responsible for recruitment, selection, and placement, or his/her designated alternate	HRMO or the career service employee directly responsible for recruitment, selection, and placement, or his/her designated alternate
	Two (2) regular and alternate representatives of second and first level rank-and-file career employees, who shall all be chosen by the duly accredited employees association in the agency	Two (2) regular and alternate representatives of second and first level rank-and-file career employees, who shall all be chosen by the duly accredited employees association in the agency
Secretariat	HR staff	HR staff/designate

B. DOST Associate and Assistant Scientist Positions

Chairperson	Undersecretary for Research and Development, or his/her duly authorized representative
Co-Chairperson	Undersecretary for Scientific and Technical Services, or his/her duly authorized representative
Members	<ul style="list-style-type: none"> a. Assistant Secretary for Administrative and Legal Affairs, or his/her duly authorized representative b. Assistant Secretary for Development Cooperation, or his/her duly authorized representative c. Assistant Secretary for Technology Transfer, Communications, and Commercialization, or his/her duly authorized representative
Secretariat	Staff, Office of the Undersecretary for R&D and Administrative and Legal Service – Personnel Division

1. The highest official in-charge of the human resource management shall be the official directly supervising the human resource management of the

agency, e.g. Assistant Secretary/Director for Administration/Human Resource⁷⁰.

2. In case there is no accredited employees' association in the agency, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose⁷¹.

The first level representative shall participate during the screening of candidates for vacancies in the first level, while the second level representative shall participate in the screening of candidates in the second level. For continuity of operations, the agency accredited employee association may designate an alternate; provided, that all designated employees' association representatives for the first and second level positions, including their alternate members, if any, shall be regular/permanent employees.

3. The membership of the HRMPSB can be modified, provided it conforms to the prescribed composition. DOST Agencies may add a reasonable number of members, but the prescribed composition may not be reduced. The HRMPSB must be duly designated and their names posted in the agency bulletin board. Any change in the composition of the HRMPSB should be reported to the CSCRO/FO concerned⁷².

The HRMO, as member of the HRMPSB, shall not act as the secretariat to the HRMPSB. For agencies with only one appointed or designated HRMO, the agency head shall designate an employee from other units to act as the secretariat⁷³.

4. The Chairperson and the members of the HRMPSB shall serve for a period of two (2) years. However, at the discretion of the Head of Agency, the HRMPSB membership may be reconstituted anytime during the two-year term or renewed after two (2) years.

X. PROCEDURE

The following procedure shall be observed in the filling up of any vacant position whether in the first or second level in the career service:

A. Request to Fill up the Vacancy

The end-user shall submit a request to fill up a vacancy to the HRM division/section/unit as basis for the preparation of Notice of Vacancy, in

⁷⁰ Sec. 88 (par. 1) of Rule IX of CSC MC No. 14, s. 2018

⁷¹ Sec. 88 (par. 2) of rule IX of CSC MC No. 14, s. 2018

⁷² Sec. 90 of Rule IX of CSC MC No. 14, s. 2018

⁷³ Sec. 91 (par. 2) of Rule IX of CSC MC No. 14, s. 2018

consonance with the approved annual recruitment plan, which reflects the existing and anticipated vacancies that are scheduled for filling up.

B. Publication of Vacancy

The HRM Division/Section/Unit shall submit the list of vacant position/s authorized to be filled and their corresponding qualification standards and plantilla item numbers in electronic and printed copies to the CSCRO/FO concerned using the prescribed form (CS Form No. 9, Revised 2018). The printed copy shall be posted in the CSCRO/FO in its bulletin board. The electronic copy shall be forwarded to the CSCRO/FO concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website.

Agencies shall also publish and post the vacancies for at least ten (10) calendar days in three (3) conspicuous places such as, but not limited to, the agency's official website, and bulletin boards (within and outside the agency), among others.

In addition, agencies may publish vacancies through other CSC-approved modes such as, but not limited to, newspaper (local and/or national) publication, job search websites, and agency social media accounts, among others. The date of posting and the deadlines for submission of applications shall be indicated in the notice.

All DOST agencies and offices shall be required to indicate in the notice of vacancy its support to the application of the EEOP, which states that 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, in order to encourage individuals belonging to said groups to apply for employment opportunities within the DOST System.

C. Filing of Application

1. All applicants including those who are next-in-rank must submit a letter of application to the HRMO together with the required supporting documents within the specified period, as indicated in the notice of vacancy. The letter of application should be addressed to the DOST Secretary or Head of Agency/Regional Office, attention the HRMO.

An applicant may apply to more than one vacant position at a time; *provided*, that the applicant meets the minimum CSC qualification standards to the vacant positions; *provided further*, that the applicant must be willing to undergo the necessary evaluation process per position in order to gauge and to validate the applicant's competencies and his/her ability to perform the job.

2. A next-in-rank employee shall be considered as an automatic candidate for promotion to the next higher vacant position in the first or second level based on the agency approved SRP; *provided*, that said next-in-rank employee meets the minimum CSC qualification standards of the next higher vacant position. In case the next-in-rank does not wish to be evaluated, he/she must submit a "waiver" for documentation purposes.

D. Preliminary Evaluation of Applicants (First Level Assessment)

1. The HRM Division/Section/Unit shall review all applications received taking into consideration the minimum qualification requirements of the vacant position as prescribed by the CSC as well as the competency requirements of the position.
2. Applicants who do not submit the requirements per set deadline or do not meet the CSC minimum requirements in terms of education, experience, training, eligibility, and the required competencies of the vacant position shall be excluded from the selection line-up.
3. The HRM Division/Section/Unit shall maintain a database of applications received that may include the following information:
 - 3.1 Applicant profile, which may include information such as applicant's full name, contact details, age, sex, civil status, and other pertinent data
 - 3.2 Eligibility, including the rating obtained, if any
 - 3.3 Educational attainment, including the course/degree/program, educational institution, and year graduated or inclusive years of attendance
 - 3.4 Work and training experience
 - 3.5 Date and mode of application
 - 3.6 Other relevant information necessary for the filling up of the vacancy

E. Conduct of Job Competency Assessment (Second Level Assessment)

The conduct of job competency assessment is necessary to ensure the agency hires the "right person for the right job". However, this does not apply to "hard to fill" positions as determined by the Heads of DOST-CO, Attached Agencies and Regional Offices, unless otherwise required by said heads of agencies.

For this purpose, the End-User shall prepare a set of written job competency assessment examination appropriate for the vacant position being filled up. The examination shall take into consideration the position's core, organizational, leadership, or functional and/or technical competencies (i.e. statement of duties and responsibilities) as stated in the approved PDF.

As far as practicable, the written examination may be administered by the HRM Division/Section/Unit or the End-User where the vacancy exists to facilitate the evaluation process. For cases where the written examination is administered by the HRM Division/Section/Unit, the same shall be submitted to the End-User together with all the requirements indicated in the notice of vacancy for the conduct of competency validation or third level assessment.

F. Job Competency Validation (Third Level Assessment)

Upon receipt of the written job competency assessment examination, the End-User of the position where the vacancy exists shall:

1. Validate the applicant's functional/technical competencies based on his/her answers to the written competency examination through an interview. For this purpose, the following general guidelines shall apply:

1.1 Interview Preparation

- 1.1.1 All pertinent documentary requirements submitted by the pre-qualified applicants such as, but not limited to, Personal Data Sheet, Work Experience Sheet, and latest performance rating, among others, shall be reviewed prior to the assessment. The HRM Division/Section/Unit may provide the End-User an individual applicant profile that summarizes the information in the abovementioned documents in lieu of forwarding all the submissions from the applicant.
- 1.1.2 A behavioral event interview (BEI) shall be conducted to get specific, behavior-based examples of past performance using the STAR (Situation, Task, Action, Result) approach. For this purpose, a BEI guide containing a standard set of planned behavioral questions will be prepared based on the identified competencies for the position to ensure uniformity in the conduct of interviews. The BEI questions that will be crafted should focus on eliciting an applicant's past behaviors reflective of the competencies being assessed.

Aside from the BEI questions, motivational fit questions may also be prepared to determine whether there is a match between what motivates a candidate vis-à-vis what the organization can provide. These may include questions that gauge a candidate's job fit (the degree to which the work itself is personally satisfying); organization fit (organization's operation and values are consistent with the type of environment that provides personal satisfaction); or location fit (geographic location of the job provides personal satisfaction).

The following is an illustrative example of a BEI guide with planned behavioral questions for a second level supervisory position:

TARGET COMPETENCY	Managing Performance and Coaching for Results
DEFINITION	Creates an enabling environment which will nurture and sustain performance-based coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting the value of continuous learning and improvement.
CORE DESCRIPTION	INTERMEDIATE: Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skill in coaching to enable them to self-initiate solutions for their growth and development
BEHAVIORAL INDICATORS (indicators that are expected from an individual who manifests or possesses the competency)	<ol style="list-style-type: none"> 1) Engages others from the team to provide timely concrete, evidence-based feedback to improve the performance of staff, team or group. 2) Develops new/enhances existing tools to get more accurate and relevant data that will help improve individual or team performance, and reach achievable and specific workplace goals of an employee. 3) Uses appropriate coaching tools and techniques to help the individual or team meet developmental and performance goals, recognizing issues and challenges as they present themselves in a coaching or performance improvement conversation. 4) Provides adequate support and resources to coachees/employees to implement their learning and development interventions. 5) Guides the coachees to arrive at a course of action of their own choosing to reach his/her performance goals for the division. 6) Accepts accountability for mistakes and takes action.
PLANNED BEHAVIORAL QUESTIONS	
<p><i>Question 1: Share an example of a time when you successfully implemented a new tool or process to gather performance data. How did you do it and what impact did it have on improving performance?</i></p> <p><i>Question 2: Cite an instance where your team members failed to meet expectations. What were the reasons behind this? How did you address the situation and what was the outcome?</i></p> <p><i>Questions 3: Can you describe a time when you took ownership of a mistake at work and how you rectified it? Describe the outcome of your action.</i></p> <p><i>Question 4: Talk about a time when you had a problem with an employee's behavior. How did you resolve the issue? Describe the outcome of your action.</i></p>	

PROBING QUESTIONS TO FILL-IN MISSING INFORMATION		
For Situation/Task	For Action	For Results
<ul style="list-style-type: none"> • Give me a specific example when you... • Tell me about a time when you had... • Describe a situation when... 	<ul style="list-style-type: none"> • What were the steps undertaken... • Describe the specific actions undertaken... • How were you able to achieve the result... 	<ul style="list-style-type: none"> • Cite the results of your actions... • What happened... • What was the result...

DOST Agencies shall adopt a Competency Framework covering the core, organizational (if applicable), leadership, and functional/technical competencies required for successful performance in a particular position.

1.2 Conducting the Interview

- 1.2.1 Interviewers are encouraged to set the tone by greeting the candidates, introducing themselves, and explaining the interview's purpose to ensure that information necessary for the evaluation of candidates are gathered. In the interest of time and for practical reasons, candidates may be reminded at the onset to provide direct responses and that they may be asked follow-up questions for clarification purposes.

For interviews conducted through virtual modes, interviewers are encouraged to inform the candidates that the session may be recorded for evaluation and reference purposes.

- 1.2.2 Using the BEI guide, interviewers are advised to:

- 1.2.2.1 Focus on the most recent work and educational history of the applicant that are significant and relevant to the job.
- 1.2.2.2 Seek responses using the STAR format. To encourage the candidate to give a STAR response, follow-up or probing questions such as "How were you able to achieve the result?" or "Describe the steps you have undertaken" must be asked.

Interviewers must keep in mind that information already provided in the submitted documents need not be asked, but vague areas must be noted for further clarification especially for education or employment gaps.

1.2.2.3 Ask the candidate's most important or significant tasks in which he/she had direct involvement.

1.2.3 Interviewers must ensure an ethical interview process, maintain professionalism, and refrain from asking questions that may be construed as discriminatory, leading, or morally or ethically illegal. Should there be a need to ask questions that are personal in nature which can aid in obtaining information necessary for the position being applied for, consent must be explicitly obtained from the candidate.

1.2.4 Interviewers should refrain from asking traditional close-ended questions or those with predefined set of answers, i.e. "Yes or No" questions, unless deemed necessary in the interview process.

1.3 Closing the Interview

1.3.1 Once all planned behavioral questions in the BEI guide have been exhausted, the candidate may be asked additional questions including motivational fit questions, if any.

1.3.2 End the interview by providing information on the next steps of the selection and evaluation process, and thank the candidate for his/her time and interest.

2. Evaluating the Interview Results

Interviewers shall individually rate the candidates' responses for each planned behavioral question based on the agreed-upon rating scale or criteria. Interviewers may choose to calibrate their scores and come up with a consensus rating if deemed appropriate. For this purpose, DOST Agencies are encouraged to formulate their own set of guidelines and criteria in assessing the competencies of the applicants.

3. Submission of Job Competency Results

The job competency assessments results including the interview guide used and the summary of ratings and justifications, if any, shall be submitted to the HRMPSB, through the HRMPSB Secretariat or HRM Division/Section/Unit. Elimination/shortlisting of candidates on the basis of the job competency assessment results shall be discouraged, except in the following cases:

- 3.1 The candidate explicitly stated his/her disinterest to proceed with the application process prior to, during, or after the job competency assessment;
- 3.2 The candidate was a no-show during the assessment;
- 3.3 The candidate exhibited unpleasant observable behavior during the assessment process. For this purpose, the End-User shall submit in writing, duly approved by the head of the office/division/unit, on what transpired during the evaluation which resulted to the elimination of the concerned candidate; and
- 3.4 Other justifiable reasons as may be determined by the HRMPSB.

G. Preparation of the Selection Line-Up

The HRMPSB Secretariat or HRM Division/Section/Unit shall:

1. Prepare the selection line-up reflecting the comparative competence and qualification of candidates on the basis of the following:
 - 1.1. Relevant Education
 - 1.2. Relevant Experience
 - 1.3. Relevant Training
 - 1.4. Job Competency
 - 1.5. Psycho-Social Attributes
 - 1.6. Performance
 - 1.7. Awards and/or Outstanding Accomplishments
2. Submit the following documents to the HRMPSB for deliberation en banc:
 - 2.1. Selection line-up and all supporting documents.
 - 2.2. Concerned division's/unit's list of candidates, competency assessment results, and written justification, if any.
 - 2.3. Results of the background investigation / reference checks from at least three (3) character references identified by the applicant as reflected in the accomplished Personal Data Sheet.

The HRM Division/Section/Unit shall conduct a background investigation / reference check to all candidates to ensure the veracity of the applicants' information as declared in the submitted documents as

well as other relevant attributes, which can be helpful in determining the applicants' job fit and character. Agencies / offices of the DOST System may issue their respective internal guidelines on the detailed conduct of the background investigation / reference check.

H. HRMPSB Deliberation (Final Assessment)

The HRMPSB shall:

1. Deliberate en banc the qualifications of those listed in the selection line-up taking into consideration the following:
 - 1.1. Uniform screening procedure and criteria as approved by the DOST Secretary/Head of Agency/Regional Office for the evaluation of candidates for appointment.
 - 1.2. Reasonable and valid standards and methods of evaluating the competence and qualifications of applicants competing for a particular position.

For the conduct of interviews, the HRMPSB should focus on assessing a candidate's competencies (skills, knowledge, and behavior) to perform the essential functions of the position through a BEI taking into consideration, among others, the position's functional competencies (i.e. statement of duties and responsibilities) as stated in the approved PDF, and the application of the EEOP. The conduct of BEI shall follow the general guidelines set forth in Item F herein.

The HRMPSB must ensure an ethical interview process, maintain professionalism, and refrain from asking questions that may be construed as discriminatory, leading, or morally or ethically illegal. Should there be a need to ask a candidate questions that are personal in nature which can aid in obtaining information necessary for the position being applied for, consent must be explicitly obtained from the candidate.

The HRMPSB may adopt alternative modes of recruitment and selection processes such as, but not limited to, the conduct of online competency assessments, behavioral and panel interviews, and

HRMPSB deliberations, among others. Said assessments and interviews may be conducted through online modes such as, but not limited to, Zoom, Google Meet, or Skype, whichever is applicable, practical, or necessary. Sessions shall be recorded for documentation and evaluation purposes, but consent must be sought prior to the start of each session.

DOST Agencies are encouraged to develop and issue internal guidelines on the detailed conduct of job interviews.

- 1.3. Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
 - 1.3.1. Compliance with the policy on the three (3) salary grade limitation on promotion, as may be applicable.
 - 1.3.2. Reasonable difference or gap between point scores of candidates for appointment to determine who are comparatively at par.
2. Submit to the appointing authority a comprehensive evaluation report of candidates screened for appointment from which the appointing authority shall base the final selection of the appointee. The evaluation report should specify the following:
 - 2.1. Observations/comments on the candidates' competence to handle the position;
 - 2.2. Psychological assessment results; and
 - 2.3. Other qualifications deemed important in the performance of the duties and responsibilities of the position.
3. Appointments to the following positions shall be exempt from the HRMPSB screening and evaluation:
 - 3.1. Substitute appointment due to their short duration and emergency nature;
 - 3.2. Reappointment to change the employment status from temporary to permanent upon meeting the

deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance is at least VS for two (2) rating periods; or

- 3.3. Casual, contractual, coterminous, and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292, s. 1987.

I. Selection of Appointee

Guided by the HRMPSB's comprehensive evaluation report, the Appointing Authority shall, in the exercise of sound discretion, select, in so far as practicable, from among the top five (5) candidates or less, depending on the number of candidates, who are deemed most qualified for appointment to the vacant position. The Appointing Authority may, at his/her discretion, interview the candidates in the selection line-up, if warranted.

J. Processing of Appointment Papers

1. The HRM Division/Section/Unit shall:

- 1.1. Prepare the appointment paper, PDF, and Oath of Office to be signed by the concerned officials and finally the appointing authority.
- 1.2. Issue the appointment.
- 1.3. Post a notice in three (3) conspicuous places in the DOST System announcing the appointment of an employee a day after the issuance of the appointment for at least fifteen (15) calendar days⁷⁴. The date of posting shall be indicated in the notice.
- 1.4. Notify all applicants of the outcome of the HRMPSB deliberation.

2. An appointment issued by the appointing officer/authority may be cancelled if the appointee does not assume office or report within thirty (30) calendar days from receipt of the written notice of the appointment.

⁷⁴ Sec. 139(m) of Rule XIII of CSC Resolution No. 1800692

XI. PROTEST

- A. Only qualified next-in-rank official or employee questioning the issuance of an appointment in favor of another on the basis of lack of qualifications of the appointee has the right to file a protest⁷⁵.
- B. A protest shall be dismissed on any of the following grounds:
 - 1. The protestant is not a qualified next-in-rank.
 - 2. The protest is not directed against a particular protestee, but to “anyone who is appointed to the position” or directed to two or more protestees.
 - 3. No appointment has been issued.
 - 4. The protest is filed outside of the 15-day reglementary period.
- C. In case the decision on protest is appealed to the CSC, the head of department or agency shall forward his/her comment and the records of the case within five (5) days from receipt of the copy of the protest. The records shall be systematically and chronologically arranged, paged and securely bound to prevent loss and shall include the following:
 - 1. Statement of duties or job description of the contested position.
 - 2. Duly accomplished and updated personal data sheets of the parties with certified statement of service records attached.
 - 3. Certified copy of the protested appointment.
 - 4. Comparative assessment of the qualifications of the protestant and protestee.
- D. The HRMPSB may provide information about the individual rating of a particular applicant upon written request subject to the approval of the appointing authority.

XII. OTHER PROVISIONS

- A. To facilitate review and evaluation of appointments, all DOST Agencies are required to submit their SRP to their respective CSCRO or CSCFO, copy furnished the DOST-CO. The agency SRP shall be used as one of the bases for determining whether agencies observe the policy on the three-salary grade limitation on promotion as herein provided.
- B. DOST Agencies shall make accessible the following information or documents upon written request, without prejudice to the documentary requirements as

⁷⁵ Item 1.1 of CSC MC No. 25, s. 2016, Rules on Revocation of Appointments

prescribed by EO No. 2, s. 2016, or the Freedom of Information (FOI) Program:


1. Approved DOST-MSP.
 2. Screening procedure and criteria for selection, and its amendments
 3. Policies relative to human resource actions, including the gender and development dimensions of the MSP.
- C. The MSP shall be submitted to the CSCRO concerned, which shall take effect immediately upon approval. All subsequent amendments shall take effect immediately upon approval by the CSCRO concerned.
- D. The DOST-MSP signed by the head of the agency shall be considered as a valid contract binding among the head of agency, the employees and the CSC. As such, non-compliance by the agency with the policies and procedures provided therein shall be considered as a ground for disapproval/invalidation of appointment. The same can be a ground for administrative disciplinary action against the official or employee who caused the violation.
- E. All relevant rules, policy provisions, and definitions not covered by the DOST-MSP shall be governed by CSC MC No. 14, Series of 2018, as amended, and shall be supplementary to the DOST-MSP. In case of subsequent amendments as may be issued by the CSC pertaining to rules on appointments and other human resource actions, said issuance shall govern.

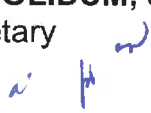
XIII. EFFECTIVITY

This DOST-MSP and subsequent amendments thereto shall take effect immediately after the approval by the CSC.

XIV. COMMITMENT

I hereby commit to implement and abide by the provisions of this DOST-MSP. It is understood that the DOST-MSP shall be the basis for the expeditious approval of appointments and other human resource actions in the DOST System.


RENATO U. SOLIDUM, JR.
Secretary



**Civil Service Commission National Capital Region (CSC NCR) Action for the
Department of Science and Technology (DOST)
Merit Selection Plan (MSP)**

Reviewed by:



SANNIE MAE R. PARONDA
Acting Chief Human Resource Specialist
Policies and Systems Evaluation Division

Recommended by:



ATTY. VLADIMIR E. VILLACORTA
Director III

Approved by:



VICTORIA F. ESBER

Director IV

OCT 11 2024

APPROVED BY:

V.F. Esber
VICTORIA F. ESBER

Director IV ~~_____~~

Civil Service Commission – National Capital Region

OCT 11 2024

Date: _____