

MERIT SELECTION and PROMOTION PLAN

For Non-Teaching Personnel



FEBRUARY 2020

Human Resource Development and Management Office



Civil Service Commission Regional Office III

DR. MYRNA Q. MALLARI
University President
Tarlac State University
Province of Tarlac

Tarlac State University
Records Management Unit No. 585
By 3:31 Date JUN 23 2020

Dear President MALLARI:

Greetings from the Civil Service Commission!

We are pleased to inform you that the Revised Merit Selection Plan (MSP) for non-teaching personnel of your office has been **APPROVED** for substantially complying with CSC Memorandum Circular No. 14, s. 2018 otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA), Revised July 2018.

Be it noted that the rules/guidelines of the following shall prevail and will form part of your Revised MSP:

1. The appointing officer/authority **shall be guided** by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates. *(Please see step 14, Procedure and Functions and Responsibilities of HRMPSB and Appointing Authority of your MSP vis-à-vis Section 85 and 86, Rule IX of CSC MC No. 14, s. 2018);*
2. Should no appointment issued within the nine-month period, the agency has to cause **re-publication and re-posting** of the vacant position. *(Please see item 6.2, Basic Policies on Recruitment, Selection and Promotion of non-teaching employees of your MSP vis-à-vis amendments in Section 24 to 30, Rule VII of CSC MC No. 14, s. 2018);*
3. An appointment issued in accordance with pertinent laws and rules shall take effect immediately on the date it was signed by the appointing officer/authority. The date of signing shall be indicated below the signature of the appointing officer/authority in the appointment form. *(Please see item 22, Basic Policies on Recruitment, Selection and Promotion of non-teaching employees of your MSP vis-à-vis amendments in Section 17, Rule VI of CSC MC No. 14, s. 2018);*
4. The renewal of temporary appointment shall be limited to five (5) times reckoned from the effectivity of CSC Memorandum Circular No. 25, s. 2017. *(Please refer to Section 9(b), paragraph 6, Rule IV of CSC MC No. 14, s. 2018);*

Bawat Kawani, Lingkod Bayani

Received by:
Marlyn Dela Cruz
06/19/2020

5. Policies on Training Requirements for Division Chief and Executive Managerial Positions. *(Please see item A.3, Qualification Standards and Competencies Evaluation Rating Scheme of your MSP vis-à-vis CSC MC No. 19, s. 2019); and*
6. Settlement of grievance shall be filed and acted upon through your CSC approved Grievance Machinery. However, protest on appointments shall not be filed or acted upon through the grievance machinery. Rules on Protest under the 2017 Rules on Administrative Cases in the Civil Service (RACCS) shall apply. *(Please see Grievance of your MSP vis-à-vis CSC MC No. 2, s. 2001 and Rule 18 of the 2017 RACCS).*

Please be reminded also that following rules shall no longer be part of your Revised MSP, and rules under the 2017 ORA OHRA, as amended shall prevail:

1. Other Human Resource Action; and
2. Certain Modes of Separation.

Please submit your System of Ranking Positions (SRP) to the CSC Field Office concerned. The SRP shall be used as one of the bases for determining whether the agencies observed the policy on the three-salary grade limitation on promotion.

The Head of the Agency shall issue an Office Order with regard to the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) which will also include or enumerate the functions and responsibilities of the Board.

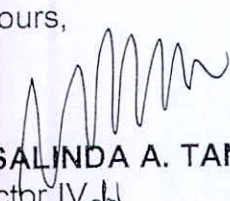
Your approved MSP shall be considered as a valid contract binding among the head of agency, the employees and the CSC. As such, non-compliance by the agency with the policies and procedures provided therein shall be considered as a ground for disapproval/invalidation of appointment. The same can be a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

We strongly enjoin your University to conduct an orientation on the new and revised policies of your Revised MSP to your officials and employees to promote awareness of the new rules.

In case of clarifications, you may coordinate closely with our CSC Field Office - Tarlac on matters concerning the implementation of your approved MSP.

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

Very truly yours,


ATTY. ROSALINDA A. TANALIGA-OLIVA
Acting Director IV *of*

May 13, 2020
PSED/RATO/dmdq/jmg



TARLAC STATE UNIVERSITY
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE
MERIT SELECTION AND PROMOTION PLAN FOR NON-TEACHING PERSONNEL

I. RATIONALE

The Tarlac State University adheres to the principle that appointments and promotions of non-teaching personnel shall be based on their qualifications and competence to perform the duties and responsibilities of the positions in the career service.

The Tarlac State University Merit, Selection and Promotion Plan is a competency-based plan anchored on the vision and road maps of the University. Toward this end, the Merit, Selection and Promotion Plan for non-teaching personnel of the Tarlac State University is adopted.

II. OBJECTIVES

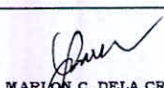


1. To establish a system for recruitment, selection, hiring, appointment and promotion based on the existing policies, laws, rules and memorandum circulars from the Civil Service Commission and the Department of Budget and Management.
2. To implement an outcome-based institutional policy on Merit Selection and Promotion anchored on the knowledge, skills and attributes of the applicants and permanent non-teaching personnel following Qualification Standards exemplified in the Civil Service Laws and Rules.
3. To exemplify the Strategic Performance Management System through the Individual Performance Commitment Review by providing appropriate coaching, mentoring and reward system for employees with exemplary performance.
4. To motivate employees to perform at their best by providing appropriate rewards system through promotion.
5. To redefine the Qualification Standards as spelled out in the varied Plantilla positions as it is responsive to the current demands of the institution as well as its constituents.
6. To ignite passion for work and strengthen the culture of excellence among the employees as the institution is geared towards becoming a premier university in the Asia Pacific Region.

III. LEGAL BASES

In consonance with the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum No. 15, s. 1999, CSC Memorandum No. 3, s. 2001 and CSC MC No. 24, s. 2017 in pursuance of the CSC Resolution No. 1701009 dated June 16, 2017 prescribing the 2017 Omnibus Rules on Appointments and Other Human Resource Action amended by 2017 Omnibus Rules on Appointments and Other Human Resource Action (Revised July 2018), this Merit Selection and Promotion Plan (MSP) has been established for the guidance of all concerned.

IV. SCOPE

This Merit, Selection, and Promotion Plan shall cover permanent positions in the first and second level, non-career service positions as well as

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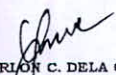
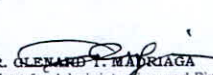
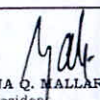


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executive/managerial items. It shall also include original appointments and other related human resource actions.

V. DEFINITION OF TERMS

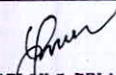


- a. **Awards** – these refer to specific forms of recognition being conferred to individuals of the university. It is given for outstanding performance, innovative ideas, discoveries, inventions, superior accomplishments in academic, cultural, socio-cultural, sports, socio-civic, altruistic deeds, leadership, exemplary behavior, (i.e. honesty, integrity, courtesy, promptness in their delivery of quality services, excellent attitude worthy of admiration and serving as models for others to emulate), extra-ordinary acts or services rendered in the interest of the public, loyalty in the government service, who has been or is a board examiner/ author of articles or books, manuals, brochures/lecturer/speaker, and other personal efforts which strengthen the efficiency, accountability and quality services in the operations of the thrusts of the university.
- b. **Appointing Authority/Officer/Official** – refers to the University President as an officer authorized by law to make appointments to the vacant positions in the university based on the assessment of qualifications/competence evidenced by the comparative ranking.
- c. **Appointment**- refers to an action of an official to select the most qualified applicant based on specific job requirements to fill an honorary position or employment in the TSU.
- d. **Candidates** – refer to applicants found to be qualified for the position based on prescribed standards.
- e. **Career Service**- this refers to positions in the career 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 and qualification standards; (2) opportunity for advancement to higher career positions; and, (3) security of tenure.
- f. **College** – this refers to a degree-granting unit performing instruction, research and extension services and offering programs both in the graduate and undergraduate levels.
- g. **Competency** – refers to a set of identified, observable, measurable, and vital skills, knowledge, and attitudes of the applicant that are translations of capabilities deemed essential for the performance of a specific task.
- h. **Competency-based interviews** - also known as behavioral interviews, feature questions designed to gauge the applicants' ability to handle the job and handle specific situations pertinent to the job applied for.
- i. **Deep Selection** – this refers to the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.
- j. **De facto** – refers to practices that exist in reality, even if not legally recognized by official laws.
- k. **De jure** - refers to things that happen according to law.
- l. **Discrimination** – this refers to a situation wherein a qualified candidate is not included in the selection line-up on account of gender, civil status, pregnancy, disability, religion, ethnicity, or political affiliations.

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HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE
MERIT SELECTION AND PROMOTION PLAN FOR NON-TEACHING PERSONNEL

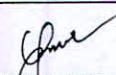


- m. Education** – refers to formal or non-formal academic, technical or vocational studies acquired by the candidates for appointment. Education is one of the requirements that will enable the candidate to successfully perform the duties and responsibilities of the position he/she applying for.
- n. 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, and other examinations such as PRC-conducted board examinations, the SC conducted bar examinations or the CESB-conducted CES Examinations.
- o. En banc** - refers to the hearing of a case by the entire bench, or all the judges of the court, rather than a panel of a selected few judges.
- p. Examination**- refers to any test conducted in determining merit and fitness for appointment in the university.
- q. Executive/Managerial Positions** – positions that require superior links in competencies necessary for performance of responsibilities and are assessed by a special selection board.
- r. Experience** – refers to occupational work history or experience and accomplishments, in either the government or private sector, whether full-time or part-time, worthy of special commendation and are functionally related to the position being filled.
- s. First Level Positions** – refer to clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory and supervisory capacity.
- t. Grievance** - refers to an employee's complaint regarding working conditions, working relationships or employment status.
- u. Highly Specialized Positions** – refers 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.
- v. Human Resource Merit Promotion and Selection Board (HRMPSB)** – the recommending body for appointment. The HRMPSB is responsible for the systematic assessment of the qualifications of applicants and selection of candidates for appointment in the TSU in accordance with the approved University Merit Selection and Promotion Plan.
- w. Job Requirements** – the qualification standards of the position, skills, competencies, potential, physical and psycho-social attributes, training and seminar relevant to the position being filled necessary for the successful performance of the duties required of the position.
- x. Management training/learning and development intervention** – includes courses, workshops, seminars and other interventions that develop and/or enhance knowledge, skills and attitude such as planning, organizing, directing, controlling, coordinating and overseeing activities.
- y. Merit Selection** – this refers to a systematic method of selecting candidates for appointment and advancement on the basis of their qualifications, fitness, competencies and abilities to perform the duties and assume the responsibilities of the position to be filled.

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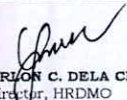


- z. Merit Selection System** –the interactive policies and procedures to be observed in the objective selection of candidates for appointment and promotion.
- aa. Next-in-Rank** – this refers to a position which by reason of the hierarchical arrangement of positions in the agency is determined to be in the nearest degree of relationship to a higher position as contained in the System of Ranking Positions (SRP).
- bb. Non-Career Service** – the positions expressly declared by law to be in the no-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; (2) tenure which is limited to the duration of a particular project for which purpose employment was made; and (3) appointment which is co-terminus with the appointing authority.
- cc. Occupational Grouping of Positions** – refers to the grouping of the classes of positions that are in a service group and which belong to the same occupation or occupational area, e.g. Class of clerical positions in the Administrative service Group.
- dd. Performance** – this refers to accomplishment of a given task measured against preset known standards of accuracy, completeness, cost and speed. For promotion, this shall be based on the last two performance ratings of the employee.
- ee. Performance Rating** – this refers to a certain value or scale that represents the employee’s overall quality of work for a particular position. Performance ratings are done on a semi-annual basis, covering two rating periods: January to June and July to December to provide systematic evaluation of the employees’ contribution to the organization, conduct, efficiency and to make sure that employees are meeting the standard performance level of the institution.
- ff. Personnel Action** – any action denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion and separation.
- gg. Plantilla** - refers to the CSC-approved listing of positions in the institution, both teaching and non-teaching; whether filled-up or vacant positions.
- hh. Potential** – this takes into account the employee’s capability not only to perform the duties and responsibilities of the position to be filled but also of the higher and more responsible positions including personal values and attributes.
- ii. Probationary Period** –the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Descriptive Form.
- jj. Promotion** –refers to a movement from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in pay. The movement may be from one college or unit in the same agency or department. However, no employee shall be considered for promotion unless the two performance ratings are at least both Very Satisfactory.

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- kk. Psycho-social Attributes** – refer to the characteristics or traits of a person which involve both psychological and social aspects. Psychological includes perception of and reaction to things, ideas, beliefs and social situations.
- ll. Qualification Standards** – refers to a statement of the minimum qualifications for a position which shall include education, experience, training, eligibility, physical characteristics and personality traits and competency required in the performance of the job. A minimum set of requirements comprised of relevant education, relevant eligibility, relevant training, and experience, established by the Civil Service Commission and the TSU Merit, Selection and Promotion Plan.
- mm. Qualified Next-in-Rank** – refers to an employee appointed on a permanent status to a position previously determined to be next-in-rank to the vacancy as reflected in the System of Ranking Positions (SRP) approved by the head of agency and who meets the requirements for appointment to the next higher position, which include among others the relevant education, training, seminars, and conferences needed in the position and all those define under potential.
- nn. Rank-and-file** - refers to employees occupying positions in the first and second levels.
- oo. Second Level Position** – this refers to professional, technical and scientific work in a nonsupervisory or supervisory capacity up to Division Chief Level or its equivalent.
- pp. Selection** – this refers to the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of the position and in accordance to TSU Merit, Selection and Promotion Plan.
- qq. Superior Qualifications** – these refers to outstanding relevant work accomplishments, educational attainment, training and required competencies appropriate for the position to be filled. It shall include demonstration of exceptional job mastery and potential in major areas of responsibility and the appropriate *personal qualities and attributes* required.
- rr. Selection Line-up** – this refers to 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, eligibility, performance rating, relevant work accomplishments, psycho-social attributes, personality traits and potential.
- ss. System of Ranking Positions** – refers to the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following:
- a. organizational structure;
 - b. salary grade allocation;
 - c. classification and functional relationship of positions; and,
 - d. geographical location.
- tt. Training**- the successful completion of formal or non-formal training courses, scholarships, seminars and other HRMD interventions that are part of the employee's Individual Development Plan/Career Development Plan. Such training and interventions must be relevant to the position to be filled.
- uu. Transfer** – the movement of an employee from one position to another which is of equivalent rank, level or salary without break in the service involving the issuance of an appointment. Such movement may be from one

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department or agency to another or from one organizational unit to another in the same department of agency.

VI. BASIC POLICIES ON RECRUITMENT, SELECTION AND PROMOTION OF NON-TEACHING EMPLOYEES

1. Selection of non-teaching employees for appointment at the Tarlac State University shall be opened to all qualified men and women according to the principle of merit and fitness.
2. There shall be equal employment opportunity for men and women at all levels of position in the University, provided they meet the minimum requirements or qualification standards of the position to be filled.
3. Tarlac State University adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its employment procedures.
4. When a position in the first or second level becomes vacant, applicants for employment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment.
5. Vacant positions including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers marked for filling shall be published in accordance with the provisions of Republic Act 7041 (Publication Law) to get the best applicant for the positions.
6. The published vacant positions shall also be posted in at least three (3) conspicuous places in the University for at least ten (10) calendar days. Other appropriate modes of publication shall also be considered such as publication in the TSU website, newspaper and other job search websites to ensure the wide dissemination of the vacant position.

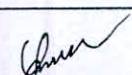

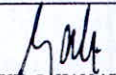
6.1 TSU shall submit a list of vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers (Per CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC Field Office. The concerned CSC office therefore shall post the vacancy in its bulletin board and publish the same in the CSC website.

6.2 Republication for another four (4) working days shall be observed for vacant positions with only one applicant.

6.3 Filling of vacant positions shall be made after ten (10) calendar days from their publication.

6.4 The reckoning date of publication will be the publication/republication date, regardless of the mode, as certified by the HRDMO Officer; and the request has been filed at the CSC FO on the day of publication.

- 6.5 The following positions are exempted from the publication requirements:
- a. Primarily confidential positions as required by the Office of the President;
 - b. Positions which are policy determining;
 - c. Highly technical positions;

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- 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. Third level positions (Career Executive Service);
- f. Re-appointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996, as amended;
- g. Re-appointment (renewal) of those appointed on temporary status for Medical Officer/Specialist positions pursuant to PD No. 1424, amending RA No. 1243, as amended by RA No. 2251.
- h. Positions to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided that the staffing pattern is posted in the TSU Bulletin board and other conspicuous places and CSC field offices; and
- i. Other non-career positions

6.6 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 3 conspicuous places in the TSU until filled by permanent appointees.

6.7 Should no appointment be issued within nine-month period, the agency has to cause the re-publication and re-posting of the vacant position. (Per CSC-MC No. 16 series of 2005, as amended).

6.8 Anticipated vacancies may be published in case of retirement, resignation, or transfer and publication should not be earlier than 30 days prior to retirement, resignation, or transfer.

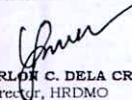
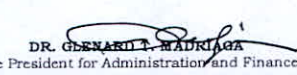
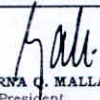
7. In general, the training required for executive/managerial positions in the second level shall be 120 hours of supervisory/management training/learning and development intervention.

7.1 The learning and development/training required for Division Chief and comparable positions shall be 40 hours or supervisory/management training/learning and development intervention.

7.2 For executive/managerial positions in the second level with the 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/learning and development interventions relevant to practice of profession may constitute for a maximum of 40 hours of technical writing and the remaining 80 hours shall be management trainings/learning and development interventions.

7.3 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 120 hours of management and technical training/learning and development interventions where a maximum of 80 hours shall be for technical writing and the minimum of 40 hours shall be management trainings/learning and development interventions.

8. If the appointment, regardless of status, is disapproved/invalidated on grounds which do not constitute a violation of the pertinent laws the appointee shall be entitled to the payment of salaries from the government as a *de facto* officer.

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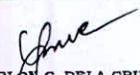

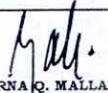


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However, the pendency of the appeal on disapproved/invalidated temporary, contractual and casual appointments shall not extend the period of effectivity thereof as provided for in the appointment forms.

For the appointee to be considered as *de facto* officer, the following elements must concur:

- a. There must be a *de jure* office
 - b. There must be color of right or general acquiescence by the public
 - c. There must be actual physical possession of the office in good faith.
9. Attendance to TSU planning sessions/workshops/conferences as a requirement for operations and/or services rendered as facilitator/resource shall not be considered for meeting the training requirements unless such are in house TSU-initiated or in-service training/learning and development intervention then shall be considered for purposes of meeting the training requirement of positions.
10. For vacancies in the first and second levels, all qualified next-in-rank employees are considered candidates for promotion to the next higher position provided they show interest by filing an application letter. Said applicants shall be evaluated based on the provisions of this Merit, Selection and Promotion Plan together with applications coming from outside candidates.
11. All appointments issued after an election up to June 30 by outgoing elective appointing officer shall be disapproved/invalidated unless all the following requisites relative to their issuance are met:
- a. The appointee meets the approved minimum QS or QS required under special law, if any, for the position he/she was appointed;
 - b. The appointee has undergone the HRMPSB screening prior to the election ban;
 - c. There is an urgent need for the issuance of appointment;
 - d. Civil Service Law, rules and regulations, if any, on the issuance of appointments are followed.
12. The appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualification and competence and has undergone selection process.
13. The qualification standards shall serve as basic guide in the selection of the employees and in the evaluation of appointments to all positions in the university.
14. An employee should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening for promotion or transfer and shall not be required for promotion from first to second level entry positions.
15. The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.
16. Promotion of any employee shall follow the restriction of not more than three (3) salary grade, pay or job grades higher than the personnel's current post. Exceptions to this restriction are as follows:
- a. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection and Promotion Plan and the System of the Ranking Positions of the University;

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- b. The vacant position is a lone or entrance position, as indicated in the staffing pattern of the concerned office;
- c. The vacant position is hard to fill;
- 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: educational achievements, highly specialized trainings, relevant work experience and consistent high-performance rating/ranking;
- f. The vacant position belongs to closed career system;
- g. 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 staffing pattern is vacant
 - When the next-in rank employee/s is/are not qualified
 - When the qualified next-in-rank employee did not apply
17. The three- salary grade limitation shall apply only to promotion within the University. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:
- a. Transfer incidental to promotion provided that the appointee was subjected to deep selection
 - b. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
 - c. Reappointment from career to non-career position.
 - d. Reemployment
 - e. Reclassification of position
18. All positions should be included in the approved Qualification Standards Manual, unique positions of TSU should also have qualification standards approved/confirmed by the CSC. An appointment to a position without an approved/confirmed qualification standard by the Civil Service Commission shall be disapproved/invalidated.
19. Appointees to career service positions must meet the education, training, experience, eligibility and competence requirements prescribed in the Qualification Standard Manual or CSC-approved TSU qualification standards for their position at the time of the issuance of the appointment.
20. The comparative competence and qualification of candidates for appointment shall be determined on the basis of:
- A. *Evaluation Rating Scheme* (use of Evaluation Rating Instrument, See Annex A)

The evaluation rating scheme will be used to evaluate the applicant in the following areas: Employment Status, Degree of Competence and Quality in terms of Performance Rating and Educational Qualification,

Recent Training Local and Abroad, Experience, Competencies and Outstanding Accomplishment/s.

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B. *Competency-Based Interview* (Structured Interview Sheet based on STAR Principle, See Annex B)

In the Competency – Based Interview - the STAR - Situation, Task, Actions and Results technique to structure the applicants' answers in the interview will be applied by the Personnel Selection Board (PSB).

1. Think of a **situation** where you applied the competency in question.
2. Explain what the **tasks** were.
3. Describe the **actions** you took to fulfill those tasks.
4. Highlight the **results** that were achieved.

C. *Psychosocial Attributes, Physical Characteristics and Personality Traits* - refer to the physical, social and psychological attributes such as physical fitness, attitudes and personality traits of the applicant which must have a bearing on the successful performance of the functions of the positions to be filled. (Use of Psychosocial Rating Sheet, For level 2 Position See Annex C.1, For Level 1 Position See Annex C.2)

D. *Competencies* (use of competency-based principle, See Annex D)

Competence of applicants will be measured in terms of the following:

1. Core Competencies – these include the knowledge, skills and abilities required of everyone in the organization (from top to bottom). They are usually derived from the organization's vision, mission and strategy. The core competencies set for TSU administrative positions were gleaned from the core values of the educational institution to reinforce and provide for the reinforcement of its envisioned culture.
 2. Functional Competencies – These are the skills, knowledge, abilities required in a function such as finance, administrative services, instruction and the like.
 3. Technical Competencies – These are behaviors, skills, knowledge and motivations that lead to success in a specialized specific job.
21. Transfer of non-teaching to teaching position will be “promotional” in nature. Such transfer of non-teaching staff with a permanent status should retain the same permanency of status after satisfying the QS for the teaching position.

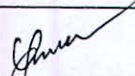

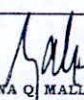
The appointing authority is afforded wide latitude of discretion on whom to appoint from among those who possess the minimum qualifications required for the position. However, such authority is not absolute but subject to existing civil service law and rules.

22. An employee who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion.

For this purpose, performance rating to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leave.

If appointed, the effectivity date of the appointment shall be on the assumption to duty.

23. An appointment issued in accordance with the pertinent laws and rules shall take effect immediately on the date it was signed by the appointing officer/authority. The date of signing shall be indicated below the signature.

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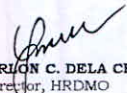

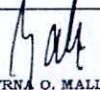
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24. No official or employee shall be required to assume the duties and responsibilities of the position without being furnished after being signed by the appointing officer.
25. Delays in the submission of appointment shall not be taken against the appointee nor the effectivity date shall be adjusted, and the responsible official that caused the delay or non-assumption of the appointee shall be administratively liable.
26. Appointment issued may be cancelled if the appointee does not assume office or report within thirty calendar days from the receipt of written notice of appointment.
27. Any services rendered by any person required to assume duties and responsibilities of a position without a valid appointment shall not be credited nor recognized by Commission and TSU and shall be the personal liability of the person who made him/her assume office.
28. In the case of temporary appointment, the twelve-month period of its effectivity shall be reckoned from the date of issuance of the appointment.
29. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
30. A notice announcing the appointment of an employee shall be posted in three conspicuous places in the University a day after the issuance of appointment for at least fifteen (15) calendar days.
31. The approved University Merit Selection and Promotion Plan shall be considered as a valid contract binding among the University head, the employees and the CSC. The same shall also be used as basis for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.

VII. EMPLOYMENT STATUS, NATURE OF APPOINTMENT AND OTHER HUMAN RESOURCE ACTIONS

1. **Employment Status-** the employment status in the university shall be determined by the appointment issued, which can be any of the following:
 - a) **Permanent-** an appointment issued to a person who meets all the qualification requirements of the position to which he/she is being appointed to.
 - b) **Temporary-** an appointment issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed to, except for the appropriate eligibility, it may only be issued in the absence of a qualified candidate or applicant who meets all the qualification requirement as certified by the appointing officer/authority, not to exceed twelve (12) months. The appointee maybe replaced once a qualified candidate becomes available.

A temporary appointment issued to a person who does not meet any of the education, training or experience requirements for the position shall be disapproved/invalidated except to positions that are hard to fill, or other meritorious cases as may be determined by the Commission, or as provided by Special Law such as:

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- Medical, Officer/Specialist positions;
- Special Science Teacher;
- Faculty positions;

When there are no available qualified faculty in the region, place or locality, as certified by the appointing officer/authority, temporary appointment may be issued until the required Master's degree is met/complied with and renewal shall be limited to five (5) times.

- and Police Officer positions.

Except for these positions renewal of temporary appointment may only be renewed once.

- c) **Substitute**- an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of position, for justifiable reasons. A substitute appointment is allowed only if the leave of absence is at least (3) months.
- d) **Coterminous**- 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. Specifically, the categories of coterminous appointments are:
- **Coterminous with the appointing officer**- if the appointment coexist with appointing authority's tenure.
 - **Coterminous with the head of organizational unit where assigned**- if the appointment coexist with the head of the organizational unit to which he/she is assigned
 - **Coterminous (primarily confidential in nature)** - if the appointment is determined by law or declared by the Commissions to be primarily confidential in nature. Appointees to primarily confidential positions are exempt from the qualification requirements, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special laws and /or require licenses.
 - **Coterminous with the Lifespan of the Agency** - if appointment to a position which is co-existent with the lifespan of the agency. Eligibility is not required but given preference. Appointments as such need not be renewed annually and lifespan should be indicated in the appointment. However, if the performance of the appointee is below Satisfactory, the appointing officer/authority may terminate or replace the appointee after giving a notice of at least thirty (30) days prior to the date of termination.
- e) **Fixed Term**- issued to a person with a specified term of office, subject to reappointment as provided by law.
- f) **Contractual** - issued to a person to undertake projects requiring special or technical skills not available in the university including appointments that are co-existent with the duration of a particular project. Eligibility is not required but given preference. Appointment may be renewed every year however if funds have become insufficient or appointee has below satisfactory performance, the appointing

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officer/authority may terminate or replace the appointee after giving a notice of at least thirty (30) days prior to the date of termination.

Reappointment (renewal) of contractual appointments to the same position shall be submitted to CSC for notation whereas reappointment to another position shall be submitted for approval/validation by the CSC FO concerned.

- g) Casual-** an appointment issued to a person who is expected to deliver emergency services, intermittently and not to exceed one year.

Reappointment (renewal) of casual appointments to the same position shall be submitted to CSC for notation whereas reappointment to another position shall be submitted for approval/validation by the CSC FO concerned.

2. Nature of Appointment

The nature of appointment shall be, as follows:

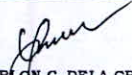


- a. **Original** – the initial entry into the career or non-career service.
- b. **Promotion-** the advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary. Agency of the employee promoted shall be notified thirty (30) days prior to the assumption to the position.

The pendency of an administrative case against any employee shall not be a bar to promotion. If found guilty and subjected to demotion, suspension or fine shall then be disqualified for promotion within the period of one (1) year.

- c. **Transfer-** 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.

Agency of the employee who seeks transfer shall be notified thirty (30) days prior to the effective date of his/her transfer. The head shall inform the employee to write an approval of the request to transfer within thirty (30) days from date of notice. If the request is not granted by the head of the department or agency where he/she is employed, it shall be deemed approved after lapse of thirty (30) days. For any reason, failure to transfer on the specified date, he/she shall be deemed resigned.

- d. **Reemployment** – the appointment of a person who has been previously appointed to a position in the government but was separated as a result of any non-disciplinary action and presupposes a gap in the service.
- e. **Reappointment-** the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, re-categorization or similar events. Reappointment presupposes no gap in the service. A temporary appointment may be renewed in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority and provided with the at least Satisfactory performance.

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- f. Reinstatement (to comparable position)** – the restoration of a person to a position comparable to an abolished career position from which he/she has been separated and requires the issuance of an appointment.
- g. Demotion** – the movement of an employee from a higher position to a lower position where he/she qualifies. If a lower position is available. It entails reduction in duties, status or rank which may not involve a reduction on salary.
- h. Reclassification** – staffing modification and/or position classification action applied only when there is a substantial change in the regular duties and responsibilities of the position. This may result in a change in any or all the positions attributes: position title, level and/or salary grade. Upgrading, downgrading and re-categorization are all forms of reclassification which requires issuance of appointment.

3. Adjustments or movements of human resource without the need of issuance of an appointment – Adjustment or movements of human resource which do not involve changes in position title, rank or status shall not require the issuance of an appointment. A notice of such change or movement shall be issued to the employee. A copy thereof shall be kept the employee's 201 File and another copy shall be submitted to the CSC Field Office for record purposes. These are:

- a. Change in item number
- b. Salary Adjustment
- c. Step Increment
- d. Reinstatement (to the same position/item)
- e. Demotion because of a disciplinary action
- f. Positions marked as coterminous with the incumbent (CTI)

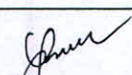

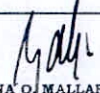
4. Other Human Resource Actions

Reassignment, detail and designation do not require the issuance of appointment. An Office Order issued by the appointing authority is necessary for any of the HR actions and implementation should be in accordance with the CSC guidelines and policies.

a. Reassignment- movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary. The appointing officer/authority/official who caused the subsequent reassignment within 1 year from the date of restoration may be cited for indirect contempt by the Commission.

Constructive Dismissal – exists when an official or employee quits his/her work because of the agency head's unreasonable, humiliating, or demeaning actuations. Employee is then deemed illegally dismissed. Other reasons that may constitute for constructive dismissal are: duties that are more servile or menial, reassignment not existing in the organizational structure or without definite set of duties and responsibilities, reassignment that will cause financial dislocation or difficulty on the part of the employee, reassignment done indiscriminately or whimsically.

b. Detail – temporary movement of an employee from one department or agency to another which does not involve a reduction in rank, status, or salary. Detail without consent shall be allowed for one (1)

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year whereas a detail with consent shall be allowed for a maximum of three (3) years, decision for renewal depends on the parent agency. All HR action and movement regarding the employee shall still be under the parent agency including the imposition of disciplinary action if necessary to the detailed employee, the receiving agency is expected to monitor and approve actions exercised by the employee and should submit such to the parent agency for record purposes. Said agency may file a complaint because of an arising administrative case. Employee may appeal the detail within fifteen (15) days upon receipt to the Commission or CSC RO with jurisdiction and belief of no justification for the detail.

- c. Designation** – movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority. Designation may involve the performance of the duties of another position on a concurrent capacity or on full-time basis. Designation for positions either with incumbents or without may be renewed every year not exceeding two (2) years.

The designee in an acting capacity can exercise both the ministerial and discretion functions attached to the position. The power to appoint, however, should be specified in the Office Order issued by the appointing authority.

Designation cannot grant the salaries for the position they are designated to hence, allowances are provided, and experience shall be credited as relevant experience.

VIII. PROBATIONARY PERIOD

Generally, a six (6) month period of thorough assessment of the performance and character of the appointee is required for all original appointments.

1. The probationary period shall cover the following employees:
 - a. Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the positions;
 - b. Non-Career Service employees who are reappointed/reemployed to a career position under permanent status;
 - c. Temporary appointees who are after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change of status to permanent)
 - d. Those are reemployed under permanent status;
 - e. First time appointees to closed career positions;
 - f. Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended shall under probation for a period of one (1) year; and
 - g. Appointees whose positions require probationary period as may be provided by law.

A notation stating that the appointee is under probation shall be specified in the issued appointment.

2. The appointee's performance during the probationary period shall be based in the set targets and outputs and shall be reviewed as follows:

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- a. The immediate supervisor (rater) shall regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance.
- b. The performance appraisal/evaluation shall be done at least twice during the probationary period and within every three (3) months or six (6) months depending on the duration of the probationary period, as required by the position;
- c. The performance review shall be conducted within 10 days before the end of every rating period during the probationary period.
- d. The critical factors to be reviewed shall be based on the performance dimensions indicated in the Strategic Performance Management System and may include competency, and job-related critical incidents, such as habitual tardiness and continuous absence from work.
- e. The performance evaluation report shall be reviewed and certified by the Performance Management Team; and
- f. The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, performance evaluation reports and/or recommendation for the continuity of the permanent appointment of the probationer.

The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review or depending on the duration of the probationary period as required by the position.

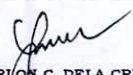


Issuance of termination of service by the appointing authority for cases proven to be demonstrations of unsatisfactory conduct or want of capacity shall adhere to prescribed CSC rules and regulations on probationary period. Notice of termination shall be issued fifteen (15) days immediately after it was proven, it shall state the reason/s for termination and supported by at least two (2) of the following:

- Performance Evaluation Report
- Report of the Immediate Supervisor
- Other valid documents

The same may be appealed to the CSC RO concerned, within fifteen (15) days from receipt of the employee concerned but shall be executory pending appeal and must be included in the employee's 201 file, furnished the CSC FO concerned.

IX. MODES OF SEPARATION

1. **Resignation** – an act of an employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date and must be given and received on a working day, which shall not be less than thirty (30) days from date of such notice or earlier as mutually agreed upon by the employee and the appointing officer. Acceptance of resignation of an employee is mandatory but may be suspended due to uncontrolled circumstances such as war, imminent danger to public safety, emergency cases or natural disasters and resignation shall be effective 30 days after the circumstances. It may be withdrawn by the employee nonetheless deemed complete and operative, the withdrawal thereof shall not automatically restore the employee to his/her former position.

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2. **Dismissal** – the act of being discharged or terminated from employment or service for cause. It is the definite severance of an employee from government service on the initiative of the agency, office, CSC, Ombudsman, or regular courts.
3. **Other Modes** – For other modes of separation such as dropping from the roles, termination/expiration of temporary, coterminous, contractual or casual appointment, retirement or death, a copy of the order or notice of separation signed by the appointing authority stating the date of such separation, or the death certificate shall be submitted to the CSC Office within thirty (30) calendar days from the date of its effectivity.

X. RATING SYSTEM FOR THE RECRUITMENT, SELECTION AND PROMOTION OF NON-TEACHING EMPLOYEES

This rating system has been developed based on the following assumptions, namely:

1. The use of “rank system” which would facilitate an objective analysis and evaluation of the qualifications and competence of the applicants for selection and/or promotion. (See Annex E for the Applicant’s Overall Rating Sheet). The resulting scores in each factor in the applicant’s rating sheet shall be converted into a percentile equivalent. Each factor is given an equivalent rate which will be the basis in computing the overall rating of the applicant and the corresponding rank.
2. The point to be earned by the candidate on the performance factor shall be based on the performance rating obtained under the Individual Performance Commitment Review (IPCR) and Knowledge, Skills and Attributes (KSA) Evaluation by the Supervisor.
3. Performance rating of the candidate for the last rating period prior to the assessment or screening of promotion or transfer should be at least Very Satisfactory.
4. The performance rating for the last rating period immediately preceding the transfer from the former office or agency should at least be Very Satisfactory.
5. The psychosocial attributes, physical characteristics and personality traits of the candidates may be made observable through oral interview. Hence, an interview assessment form and competency-based interview form shall be

administered by the members of the Promotion and Selection Board. (See Annexes B, C.1 and C.2)

XI. QUALIFICATION STANDARDS AND COMPETENCIES EVALUATION RATING SCHEME

- A. The basis of evaluation of candidates for Selection or Promotion are:

Qualification Standards of the TSU Merit, Selection and Promotion Plan;

- A. Result of Competency-Based Interview;
- B. Psychosocial Attributes; and
- C. Level of competency required by Vacant Position.

The comparative competence and qualification of candidates for appointment shall be determined on the basis of:

PREPARED BY: MR. MARLON C. DELA CRUZ Director, HRDMO	REVIEWED BY: DR. GLENARD T. MADRIAGA Vice President for Administration and Finance	APPROVED BY: DR. MYRNA O. MALLARI President
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A.1 Employment Status

**Highest
Creditable Point**

**One point for every year of service but not to exceed the highest creditable point*

- | | | |
|--------------|--|---|
| A.1.1 | Regular, permanent appointment at TSU | 5 |
| A.1.2 | Regular, permanent appointment from other gov't agency | 4 |
| A.1.3 | Contractual/Substitute/Co-Terminus in Government Institution including TSU | 3 |
| A.1.4 | Job Order/Lecturer appointment in Government Institution including TSU | 2 |
| A.1.5 | Applicant from Private Institution | 1 |

A.2 Degree of Competence and Quality

This refers to the last two (2) rating periods before the posting of announcement of vacancy. Use the overall point/score of the two ratings then get the total. Satisfactory ratings are not promotable. Job Orders with Satisfactory Performance cannot be considered for appointment.

A.2.1 Performance Rating

This refers to the average of actual two (2) previous or recent performance ratings.

A.2.2 Educational Qualification

Highest educational attainment other than stated above shall not be given additional point.

A.2.3 Second Level Positions Requiring Eligibility

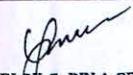


**Highest
Creditable Point**

- | | | |
|----------------|---|---|
| A.2.3.1 | With Doctorate Degree
<i>(Relevant to the position being filled and the specialization of the applicant and if required by the position)</i> | 8 |
| A.2.3.2 | With Doctorate Degree (units earned)
<i>For every 6 units = 1pt.
Maximum of 4 pts.</i> | 4 |
| A.2.3.3 | With Master's Degree (Relevant) | 6 |
| A.2.3.4 | With Master's Degree (units earned)
<i>For every 6 units = 1pt.
Maximum of 2 pts.</i> | 2 |
| A.2.3.5 | Post Graduate Diploma (Relevant) | 2 |
| A.2.3.6 | Bachelor of Laws (for supervisory) | 4 |
| A.2.3.7 | Bachelor of Laws (for non-supervisory) | 3 |
| A.2.3.8 | Bachelor's Degree (Relevant) | 5 |

A.2.4 First Level Positions Requiring Eligibility

**Highest
Creditable Point**

- | | | |
|----------------|---|---|
| A.2.4.1 | Bachelor's Degree (Relevant) | 8 |
| A.2.4.2 | College Undergraduate (Relevant)
<i>For every 12 units = 0.75
Max. of 4 points</i> | 4 |

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A.2.5 First Level Positions Not Requiring Eligibility	Highest Creditable Point
A.2.5.1 Bachelor's Degree (Relevant)	8
A.2.5.2 Bachelor's Degree (Irrelevant)	5
A.2.5.3 College Undergraduate (Relevant)	4
<i>For every 12 units = 0.7</i>	
<i>Max. of 4 points</i>	
<i>For every 21 units = 0.5</i>	
<i>Max. of 2 points</i>	
A.2.5.4 Vocational Course Graduate (Relevant)	4
<i>For every 12 units = 0.75</i>	
<i>Max. of 4 points</i>	
<i>For every 12 units = 0.5</i>	
<i>Max. of 2 points</i>	
A.2.5.5 Elementary Graduate	1
A.2.5.6 Elementary Undergraduate	0.5

A.3 Recent Trainings: Local and Abroad (Total Points)

The factors to be considered are recency and relevancy for the position considered. The cut-off period is within 5 years from the deadline of submission of requirements. Trainings include seminar-workshop /lecture on executive /supervisory /Professional/Employment development or Scientific and other courses relevant to the vacant position/s.

A.4 Training/Seminars/Workshop Attended (Total Points)

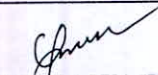
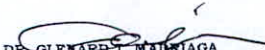

- A.4.1** International *(For every 8 hours = 2 pts.)*
- A.4.2** National *(For every 8 hours = 1 pt.)*
- A.4.3** Regional *(For every 8 hours = 0.75 pt.)*
- A.4.4** Institutional/Local *(For every 8 hours = 0.50)*

A.5 Experience

A.5.1 Experience relevant to proposed position (Total Points)	Highest Creditable Point
A.5.1.1 Permanent @ TSU <i>(1 point per year)</i>	5
A.5.1.2 Regular, permanent appointment from other gov't agency <i>(1 point per year)</i>	4
A.5.1.3 Contractual/Substitute/Co-Terminus in Government institution including TSU <i>(1 point per year)</i>	3
A.5.1.4 Job Order/Lecturer appointment in Government Institution including TSU <i>(1 point per year)</i>	2
A.5.1.5 Others (private agency/company) <i>(1 point per year)</i>	1

A.6 Competencies

A.6.1 Level 1 & 2 requiring eligibility	Highest Creditable Point
A.6.1.1 RA 1080 (PRC licenses/Certification)	3
A.6.1.2 Career service Professional/ PD 907	2

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A.6.1.3	Career Service Sub-Professional	1
A.6.1.4	TESDA Certification/NC/Converted	0.5
A.6.2	Level 1 not requiring eligibility	
A.6.2.1	TESDA Certification/NC/Converted and other licenses required	1
A.7	Awards	Highest Creditable Point
Recipient of a plaque or letter or certificate of commendation/Recognition/Awards relevant to the position being filled up and to the specialization of the candidate.		
	International	5
	National	4
	Regional	3
	Local	2
	Institutional/Others	1

*Note: Lecturers / speaker of the same and related topics shall be credited only once.
 Orientation, lectures and the like given inherent in the position shall not be credited.*

XII. PROCEDURE

The University adheres to competency-based screening process as exemplified in the panel interview conducted by HRMPSB, determination of core, functional, and technical competency, psychological assessment administered and interpreted by the HRDMO as well as evaluation of documents and psychosocial attributes.

Step 1: Identification of vacant position.

The first process of recruitment and selection plan is identifying the vacancy or the position to be filled. This process begins with receiving the personnel requisition slip and qualification standard form from different office/college/unit of the university. When a vacancy is identified, it is the responsibility of the sourcing manager to ascertain whether the position is required or not, permanent or temporary, full-time or part-time, casual or contractual, etc.

Step 2: Publication of vacant position

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. Unfilled positions shall be republished for four (4) working days. Submission of requirements and supporting documents after the deadline shall not be credited unless required by the HRMPSB for validation.

Step 3: Accepting applicants and reviewing of submitted documents

Preliminary screenings of applicants' documents for the vacant posts are assessed based on required qualification by HRDMO.

Step 4: Preparing the list of applicants

The HRDMO shall prepare a list of candidates aspiring for the vacant position, either from within or outside the University within five (5) working days.

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Step 5: Preliminary evaluation

HRDMO shall conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as: written examination, skills test, interview and others.

Step 6: Feedback to all applicants on the status of their application

Notify all applicants of the outcome of the preliminary evaluation thru SMS and /or written communication.

Step 7: Administering tests

Applicants undergo psychological test and assessment of skills and competencies.

Step 8: Evaluation of the qualification of candidates

The HRDMO collates the assessment, comparative competence and qualification of the candidates based in:

- a. Employment Status
- b. Degree of Competence and Quality in terms of Performance Rating
- c. Educational Qualification
- d. Trainings (Local and Abroad)
- e. Experience
- f. Appropriate Eligibility
- g. Outstanding Accomplishment
- h. Interview (Psychosocial Attributes)
- i. Competency based interview (using STAR Principle)
- j. Skills Test

Step 9: Submission of list and profile of qualified candidates to HRMPSB

Submit the selection line-up to the HRMPSB for deliberation en banc.

Step 10: Panel Interview

The HRMPSB conducts a panel Interview for qualified applicants.

Step 11: Deliberation and Selection

HRMPSB makes a systematic assessment of the competence and qualification 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.

Step 12: Posting of the top-ranking applicants

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.

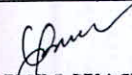


Step 13: Submission of the top five (5) ranking applicants to the Appointing Authority

Assist the appointing authority by submitting the report of the HRMPSB's assessment of candidates. The appointing authority shall be guided by the report.

Step 14: Final Selection

The appointing authority shall assess the merits of the HRMPSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the following:

- Applicants deemed most qualified to the vacant position;

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- Applicants who have undergone deep selection and found to possess superior qualifications; and
- Pool of the Brightest for the Bureaucracy Program (BBP);

Step 15: Issuance of Appointment

Issue appointments in accordance with the provisions of the TSU Merit Selection Plan.

Step 16: Announcement of a duly approved appointment

Post a notice announcing the appointment of an employee in three (3) conspicuous places in the University a day after the issuance of the appointment for at least fifteen (15) calendar days. The date of posting should be indicated in the notice.

XIII. GRIEVANCE

1. A qualified next-in-rank employee may present the grievance with the university grievance machinery under the following conditions:
 - a. Non-compliance with selection process;
 - b. Discrimination of applicant on account of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation;
 - c. Disqualification of applicant to a career position for reason of lack of confidence of appointing authority; and
 - d. Other violations of the provisions of this Merit Selection and Promotion Plan.
2. Administrative Order No. 61 issued by the agency head ensures the orderly handling of disputes, complaints and other similar concerns through a created Grievance Committee. The composition is as follows:

Chair: VP for Administration and Finance (Non-Teaching)
Members: Chief Administrative Officer
Head, HRDM Office
TSUFPU Representative
TSU-NASA Representative
(1st level for 1st level employee)
(2nd level for 2nd level employee)
Immediate supervisor of the Complainant

XIV. FUNCTIONS AND RESPONSIBILITIES

1. The Role of Human Resource Development and Management Office

The Human Resource Development and Management Officer (HRDM Officer) shall have the following functions and responsibilities:

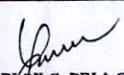
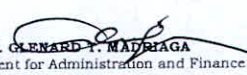

- a. The HRDM Officer shall be the officer/official in-charge of the recruitment, selection and placement.
- b. The HRDM Officer, as member of the HRMPSB shall not act as secretariat to the HRMPSB and should designate an employee for other units to act as the secretariat.
- c. Submit the list of vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers using the prescribed form (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC FO.

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- d. Request authentication from the CSC or authorized agencies of the original copy of certificate of eligibility/licenses/report of rating of selected candidate/s prior to issuance of original appointment, promotion, transfer, reappointment, or reemployment unless previous authentication has been issued for the same eligibility/license/report of rating.
- e. Furnish appointee with a photocopy of his/her appointment, should be signed by the appointee and to be submitted to the Commission. HRMD Officer shall also transmit to the appointee the original copy of his appointment acted upon by the Commission.
- f. Disseminates copies of the University's approved Merit Selection and Promotion Plan (MSPP) and its annexes to all TSU personnel after approval thereof by the Civil Service Commission. An orientation shall also be conducted by the HRMD Office within six (6) months upon approval of the MSPP. 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;
- g. Develops a plan which shall set forth the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives and programs;
- h. Ensure the establishment and maintenance of TSU Human Resource Management Database which will be the basis of all the reports to be submitted to the Commission;
- i. Publishes 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;
- j. Submit to the CSC FO a copy of the Oath of Office (CS Form No. 32, Revised 2018) within 30 days from the date of assumption of appointee.
- k. Submit to the CSC FO a copy of the Certification of Assumption (CS Form No. 4, Revised 2018) within 30 days from the date of assumption of appoint
- l. Recruits and screens applicants in accordance with existing laws, rules, policies, and procedures, (University as well as Civil Service Rules);
- m. Conducts preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as: written examination, skills test, interview and others;
- n. Notifies all applicants of the outcome of the evaluation;
- o. Prepares list of candidates aspiring for the vacant position, either from within or outside the university within fifteen (15) days from completion of the evaluation. In the process, basic policy shall be observed;
- p. Submits the selection line-up to the HRMPSB for deliberation en banc;
- q. Notifies the appointee of the result of selection; and
- r. Posts a notice announcing the appointment of an employee in three (3) conspicuous places in the University a day after the issuance of the appointment for at least fifteen (15) calendar days. The date of posting should be indicated in the notice.

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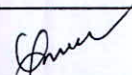
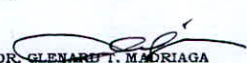



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- s. Submits to CSC Field Office within the 1st quarter of the year the updated Personnel Services Itemization Plantilla of Personnel.
- t. Submit required reports such as The Report on Database of Individuals Barred from Entering Government Service and taking Civil Service Examinations (DIBAR) and certified true copy of the decisions/orders dismissing employee from the service which has become executory shall be submitted to CSC Field Office within thirty (30) calendar days from the date of such decision/ issuance thereof.
- u. Reviews and checks the veracity, authenticity as well as completeness of all submitted documents of personnel. For appointments, the HRMO shall sign and ensure that the Chairperson of the HRMPSB or the Placement Committee also signed the certification at the back of the appointment.
- v. Submits the necessary additional documents on specific cases to support the appointment such as:
- (1) Erasures/alterations,
 - (2) Appointee with decided administrative/criminal case,
 - (3) Discrepancy of personal information in the PDS
 - (4) Change of status,
 - (5) Appointments issued by SUCs under NBC 6416,
 - (6) Appointments issued for faculty positions/ranks in fields/courses/colleges when no master's degree program in the discipline is being offered in the Philippines
 - (7) Appointments requiring Board Resolution
 - (8) Appointment Involving Demotion which is Non-Disciplinary in Nature
 - (9) Temporary Appointment
 - (10) Reclassification
- w. Ensures updating of Personnel Data Sheet (CS Form No. 212, Revised 2017) on an annual basis and shall be subscribed and sworn to before the HRMO or his/her authorized official in the agency. The PDS shall be attached for authorized positions found in the Plantilla of Personnel and lump sum appropriation of contractual employees and not be attached to the appointment involving Reappointment (renewal).
- x. For modes of separation, HRDM Officer shall submit a copy of the order of dropping from the rolls or notice of separation signed by the appointing officer, or death certificate to the CSC FO within thirty (30) calendar days from the date of effectivity.
- y. Submits the following documents to CSC FO:

For Permanent, Temporary, Coterminous, Contractual, Substitute and Provisional Appointments:

- (1) Electronic file (e-file) stored in compact disc (CD) /flash drive or sent thru email;
- (2) Appointment Transmittal and Action Form (CS Form No.1, Revised 2018);
- (3) Appointments Form (CS Form No. 33-A, Revised 2018);
- (4) Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) except for reappointment to temporary, contractual, substitute and provisional appointments;
- (5) Original copy of the authenticated certificate of eligibility/rating/license;

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- (6) Position Descriptive Form (DBM-CSC Form No. 1, Revised 2017);
- (7) Oath of Office (CS Form No. 32, Revised 2018);
- (8) Certification of Assumption to Duty (CS Form No. 4, Revised 2018) and
- (9) Summary list of employees' Performance Rating

For Casual Appointments:

- (1) Electronic file (e-file) stored in compact disc (CD) /flash drive or sent thru email;
 - (2) Appointment Transmittal and Action Form (CS Form No. 1, Revised 2018);
 - (3) Plantilla of Casual Appointment (CS Form No. 34-A or C, Revised 2018 of CS Form 34-E or F, Series 2018)
 - (4) Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) – only for original appointment, reemployment and reappointment (except renewal)
 - (5) Original copy of the authenticated certificate of eligibility/rating/license for original appointment, reappointment to another casual position or reemployment to positions requiring licenses or involving practice of profession: valid professional license issued by PRC/SC/MARINA or by authorized regulatory agencies.
- z. Ensures conduct of orientation of the HRMPSB members including orientation of officials and employees on the recruitment, selection and placement process, oath taking of new employees and continuous human resource interventions for existing employees.
- aa. Ensure the renewal of professional licenses of appointees to positions involving practice of profession regulated by board/law.
- bb. The certification on the publication and posting of the vacant position including the date the deliberation was conducted by the HRMPSB should be duly signed by the authorized HRMO.
- cc. Ensure the establishment, maintenance and disposal of employee's 201/120 files pursuant to the guidelines of CSC MC No. 8, s. 2007 and CSC MC No. 1, s. 2011.
- dd. Procedures shall be strictly observed in the preparation of casual appointments
- (1) Preparation of Appointment Forms (CS Form No. 34-A)
 - (2) Only a maximum of fifteen (15) appointees must be listed on each page and HRMO shall indicate 'NOTHING FOLLOWS' on the row following the name of the last appointee on the last page of the Plantilla.
 - (3) The HRMO should provide proper pagination (Page n of n page/s).
- ee. Perform all other functions as may be provided by law.

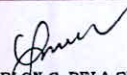


2. The Human Resource Merit Promotion and Selection Board for 1st and 2nd levels shall have the following functions and responsibilities:

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- a. Adopts a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
- b. Screens all candidates for appointment to first and second level positions;
- c. Disseminates screening procedure and criteria for selection to all agency officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated;
- d. Prepares a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates to the corresponding level of positions in order to assist the appointing authority in the judicious and objective selection of candidates for appointment. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;
- e. Evaluates and deliberates en banc the qualifications of those listed in the selection line-up;
- f. Submits the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed. The list of recommended candidates should specify the ranking of candidates;
- g. Maintains records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC;
- h. Issues appointments in accordance with the provisions of the TSU Merit Selection Plan; and
- i. The HRMPSB follows strictly the process on the selection of employees for appointment in the government service.
- j. The Human Resource Merit Promotion and Selection Board for Non-Teaching Personnel for first and second level positions shall be established in the University, with the following composition:
 - a. Director of Human Resource Development and Management Office as Chairperson;
 - b. Chief Administrative Officer, Administration
 - c. Head, HRDMO Recruitment Selection and Promotion
 - d. Head of office/college/department where the vacancy exists
 - e. Two regular and alternate representatives of the rank-and-file career employees, one from the first level and one from the second level, who shall both be chosen by NASA.

<p>PREPARED BY:</p>  <p>MR. MARLON C. DELA CRUZ Director, HRDMO</p>	<p>REVIEWED BY:</p>  <p>DR. GENARD T. MABRIAGA Vice President for Administration and Finance</p>	<p>APPROVED BY:</p>  <p>DR. MYRNA Q. MALLARI President</p>
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TARLAC STATE UNIVERSITY
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE
 MERIT SELECTION AND PROMOTION PLAN FOR NON-TEACHING PERSONNEL

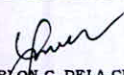


The first level representative shall participate during the screening of candidates for vacancies in the first level positions; likewise, the second level representative shall participate in the screening for the vacancies in the second level positions.

- k. Similarly, a separate HRMPSB shall be established for executive/managerial positions. The members of this Selection Board are:
- a. Vice President for Administration/Finance
 - b. VP for Research and Extension Services
 - c. VP for Institutional Linkages and External Affairs
 - d. Chief Administrative Officer, Administration and Finance
 - e. Head, HRDMO
- l. The HRMPSB shall assist the appointing officer for the judicious and objective selection of candidates for appointment and shall submit top five (5) ranking candidates to the appointing officer/authority the candidates deemed most qualified for appointment to the vacant position.
- m. The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment.
- n. The HRMPSB shall maintain fairness and impartiality in the assessment of candidate's appointment and shall be guided by the rules of the TSU Merit, Selection and Promotion Plan. 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.
- o. The deliberation of HRMPSB shall not be made earlier than ten (10) days from the date of publication and posting of vacant positions as stated in the 2017 ORAOHRA.
- p. Candidates for the following appointments shall no longer be subject to the screening of the HRMPSB:
- Substitute appointment due to its short duration and emergency nature.
 - Appointment to entry laborer positions;
 - 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 Satisfactorily for two rating periods: or
 - Appointment to primarily confidential positions.

3. The Role of the APPOINTING AUTHORITY

The **appointing authority** (the University President) shall have the following functions and responsibilities:

- Establishes a Human Resource Merit Selection and Promotion Board and sees to it that all HRMPSB members undergo orientation and workshop on the selection/promotion process and CSC policies on appointments. The University President shall, as

PREPARED BY:  MR. MARLON C. DELA CRUZ Director, HRDMO	REVIEWED BY:  DR. GLENARD T. MADRAGA Vice President for Administration and Finance	APPROVED BY:  DR. MYRNA Q. MALLARI President
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TARLAC STATE UNIVERSITY
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE
MERIT SELECTION AND PROMOTION PLAN FOR NON-TEACHING PERSONNEL

far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels; and

- Assesses the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the following:
 - a. Applicants deemed most qualified to the vacant position;
 - b. Applicants who have undergone deep selection and found to possess superior qualifications; and
 - c. Pool of the Brightest for the Bureaucracy Program (BBP).
- In cases whereas appointments are issued after an election up to June 30 and the appointee has undergone the HRMPSB screening prior to the election ban, the appointing officer or TSU must submit the minutes of the meetings and the evaluation of applicants to CSC.
- The appointing authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, among top five (5) ranking candidates. It may disapprove or invalidate an appointment on the following grounds:
 - a. Appointee does not meet the QS for the position;
 - b. Appointee has been found guilty of a crime unless executive clemency has been granted;
 - c. Appointee has intentionally made a false statement, practiced or attempted practice any deception or fraud in connection to the appointment;
 - d. Appointment has been issued in violation of the CSC-approved MSP of TSU;
 - e. The contractual/casual appointment has been issued to fill a vacant position in the plantilla of personnel or will perform duties and responsibilities of a vacant position
 - f. The appointment has been issued in violation of existing pertinent laws or if not, it is considered effective upon the disapproval/invalidation is affirmed by the CSC RO or the Commission.

XV. EFFECTIVITY

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

XVI. COMMITMENT

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

DR. MYRNA Q. MALLARI
President

Date _____

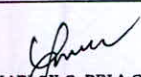


Approved by:

ATTY. ROSALINDA A. TALIGA-OLIVA
Acting Director IV

CSC Regional Director

Date _____

w/a/ 2020

PREPARED BY:  MR. MARLON C. DELA CRUZ Director, HRDMO	REVIEWED BY:  DR. GLENN T. MADRIAGA Vice President for Administration and Finance	APPROVED BY:  DR. MYRNA Q. MALLARI President
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TARLAC STATE UNIVERSITY
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE
 MERIT SELECTION AND PROMOTION PLAN FOR NON-TEACHING PERSONNEL

ANNEX A
Evaluation Rating Instrument

A. Employment Status (Highest Creditable Points)	Points Reference (Maximum)	Points (EARNED)
A.1 Regular, permanent appointment at TSU	5	
A.2 Regular, permanent appointment from other government agency/ies	4	
A.3 Contractual/Substitute/Co-Terminus at TSU and other gov't agency/ies	3	
A.4 Job Order/ Lecturer appointment at TSU and other gov't agency/ies	2	
A.5 Applicant from Private Institution	1	
SUB-TOTAL		
B. Degree of Competence and Quality		
B.1 Performance Rating (average of previous 2 performance rating)		
SUB-TOTAL		
B.2 Educational Qualification		
B.2.1. For Second Level Positions Requiring Eligibility		
(Total Points)		
B.2.1.1 Doctorate degree (Relevant)	8	
B.2.1.2 Doctorate degree (units earned) *for every 6 units earned = 1 point Maximum of 2 points	4	
B.2.1.3 Master's degree (Relevant)	6	
B.2.1.4 Master's degree (units earned) * for every 6 units earned = 1 point Maximum of 2 points	2	
B.2.1.5 Post Graduate Diploma (Relevant)	2	
B.2.1.6 Bachelor of Laws (for Supervisory)	4	
B.2.1.7 Bachelor of Laws (for Non-Supervisory)	3	
B.2.1.8 Bachelors' Degree (Relevant)	5	
SUB-TOTAL		
B.2.2 For First Level Positions Requiring Eligibility		
(Highest Creditable Points)		
B.2.2.1 Bachelor's Degree (Relevant)	8	
B.2.2.2 College Undergraduate (Relevant) * for every 12 units = 0.75 point Maximum of 4 points	4	
B.2.2.3 College Undergraduate (Irrelevant) * for every 21 units = 0.5 point Maximum of 2 points		
<i>Note: Highest educational attainment other than stated above shall not be given additional point</i>	2	
<i>No point given for Doctorate or Master's Degree if the position does not require said degrees.</i>		
SUB-TOTAL		

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TARLAC STATE UNIVERSITY
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE
 MERIT SELECTION AND PROMOTION PLAN FOR NON-TEACHING PERSONNEL

B.2.3 For First Level Positions Not Requiring Eligibility (Highest Creditable Points)		
B.2.3.1 Bachelor's Degree (Relevant)	8	
B.2.3.2 College Undergraduate (Relevant) * for every 12 units = 0.75 point Maximum of 4 points	4	
B.2.2.3 Vocational Course Graduate (Relevant) * for every 12 units = 0.75 point Maximum of 4 points	4	
B.2.2.4 Elementary Graduate	1	
B.2.2.5 Elementary Undergraduate	0.5	
<i>Note: No point given for Doctorate or Master's Degree if the position does not require said degrees.</i>		
SUB-TOTAL		
C. Trainings Local and Abroad (Total Points)		
C.1 International (for every 8 hours = 2 points)		
C.2 National (for every 8 hours = 1 point)		
C.3 Regional (for every 8 hours = 0.75 point)		
C.4 Institutional/Local (for every 8 hours = 0.50 point)		
SUB-TOTAL		
D. Experience (Total Points)		
D.1 Permanent @ TSU (1 pt/yr)		
D.2 Contractual/Substitute/Co-Terminus at TSU (1 point per year not to exceed 5 points)		
D.3 Job Order/Lecturer/ @ TSU (1 point per year not to exceed 5 points)		
D.4 Other Government Agency (1 point/2yrs. not to exceed 2 points)		
SUB-TOTAL		
E. Competencies (Highest Creditable Points)		
E.1 Level 1 and 2 Requiring Eligibility		
E.1.1 RA 1080 (PRC Licenses/Certification)	3	
E.1.2 Career Service Professional/PD 907	2	
E.1.3 Career Service Sub-Professional	1	
E.1.4 TESDA Certification/NC/Converted	0.5	
E.2 Level 1 Not Requiring Eligibility		
E.2.1 TESDA Certification/NC/Converted and other licenses required	1	
F. Awards		
International	5	
National	4	
Regional	3	
Local	2	
Institutional/Others	1	
SUB-TOTAL		
GRANDTOTAL		

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HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE
 MERIT SELECTION AND PROMOTION PLAN FOR NON-TEACHING PERSONNEL

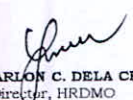


ANNEX B
Competency-Based Interview Form

Interview Guide	Excellent 5	Very Good 4	Good 3	Fair 2	Poor 2
Ability to deal well with others					
Capacity to use skills effectively					
Competencies in terms of :					
a. Situation					
b. Tasks					
c. Actions					
d. Results					
TOTAL					

ANNEX C.1
Psychosocial Attributes Rating Form
Level 2 Positions

Name of the Applicant: _____
Position applying for: _____
Date: _____

TRAITS	5 Excellent	4 Very Good	3 Good	2 Fair	1 Poor	Total Points
1. VOICE AND SPEECH Clearness/Distinctness/Audibility						
2. SELF-CONFIDENCE						
3. APPEARANCE (Credibility, Grooming)						
4. EMOTIONAL STABILITY (Temperamental)						
5. ALERTNESS (Activeness)						
6. Ability to Present Ideas (sense of organization/logic)						
7. Judgment (calmness in making decision)						

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TARLAC STATE UNIVERSITY
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE
 MERIT SELECTION AND PROMOTION PLAN FOR NON-TEACHING PERSONNEL

ANNEX C.2
Psychosocial Attributes Rating Form
Level 1 Positions

Name of the Applicant: _____
Position applying for: _____
Date: _____

TRAITS	5 Excellent	4 Very Good	3 Good	2 Fair	1 Poor	Total Points
1. VOICE AND SPEECH Clearness/Distinctness/Audibility						
2. SELF-CONFIDENCE						
3. APPEARANCE Credibility, Grooming						
4. EMOTIONAL STABILITY Temperament						
5. ALERTNESS Activeness						

ANNEX D
COMPETENCIES

JOB TITLE:

JOB SUMMARY:

POSITION SPECIFICATION :
EDUCATION :
EXPERIENCE :
TRAINING :
ELIGIBILITY :

DUTIES AND RESPONSIBILITIES:

- 1.
- 2.
- 3.
- 4.
- 5.

COMPETENCIES REQUIRED:

TYPE	PROFICIENCY LEVEL
Core	
Functional	
Technical	

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TARLAC STATE UNIVERSITY
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE
 MERIT SELECTION AND PROMOTION PLAN FOR NON-TEACHING PERSONNEL

ANNEX E
COMPETENCIES

JOB TITLE: SCIENCE RESEARCH SPECIALIST

JOB SUMMARY: Applies professional knowledge, skills and training to help conduct experimental research work in a particular discipline at the Tarlac State University

POSITION SPECIFICATION:

EDUCATION: Master's Degree relevant to the job

EXPERIENCE: 2 years relevant experience

TRAINING: 8 hours relevant training

ELIGIBILITY: Career Service Professional (2nd Level) Eligibility

DUTIES AND RESPONSIBILITIES:

1. Prepares project proposals and conduct research work along the Science and Technology field.
2. Prepares work plan, feasibility studies and research reports.
3. Coordinate and follow up research activities among the different colleges.
4. Conduct trainings particularly for the College of Science students and faculty with present expertise.
5. Present researches in local and international form.

COMPETENCIES REQUIRED:

TYPE		PROFICIENCY LEVEL
Core	Quality Management	4 (Advanced)
	Teamwork	4 (Advanced)
	Vision	4 (Advanced)
	Organizational Awareness	4 (Advanced)
	External Awareness	5 (Expert)
	Creative Thinking	5 (Expert)
	Accountability	4 (Advanced)
	Customer Service	4 (Advanced)
Functional	Interpersonal	5 (Expert)
	Communication	5 (Expert)
Technical	Scientific research competencies	5 (Expert)
	Project and team management skills	5 (Expert)

ANNEX E
APPLICANTS OVERALL RATING SHEET

Evaluation Factor	Applicant/s					
	Applicant A		Applicant B		Applicant C	
	%	Weight	%	Weight	%	Weight
Education/Experience/Training (50%)						
Interview (5%)						
Psychosocial Attributes (5%)						
Competency (40%)						
Total						
Final Rank						

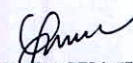

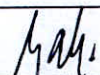
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Convert points in each category to equivalent percentile, the basis of computing assigned weight for each category, get the sum to determine the rank of each candidate.

1. Transferees from other government agencies may be admitted in the absence of qualified non-teaching personnel in the university.
2. The minimum educational requirement for first and second level position should be based on Qualification Standards. (to be formulated by the HRMPSB)

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