



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Bonifacio Drive, Port Area, Manila

097-7 DPWH
06.09.2020

June 8, 2020

DEPARTMENT MEMORANDUM)
CIRCULAR NO. 53)
Series of 2020 *06.09.2020*)

FOR / TO : Undersecretaries
Assistant Secretaries
Service Directors
Bureau Directors
Regional Directors
Heads of UPMOs
District Engineers
This Department

For information and guidance, attached is a copy of the **DPWH Merit Selection Plan (MSP)** approved by the Civil Service Commission on February 7, 2020.

A copy of the DPWH MSP may also be downloaded from the **DPWH website: <http://dpwhweb>**. If an office cannot access the DPWH website, a hard copy may be obtained from the Records Management Division, HRAS, upon request.

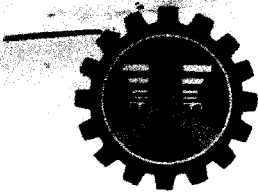
For dissemination to all concerned.

MARICHU A. PALAFOX, CESO III
Assistant Secretary for Support Services

Incl: DPWH Merit Selection Plan

cc: Office of the Secretary

10.1.4 MKBA/VGV/MSV



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila

6/8/2020
101.3
DPWH

June 6, 2020

MEMORANDUM

TO : Ms. VANESSA G. VILLANUEVA
Officer-in-Charge, Records Management Division

SUBJECT : Transmittal of the Original Approved DPWH Merit Selection Plan

Transmitted for dissemination and safekeeping is the original DPWH Merit Selection Plan (Revised 2019) approved by Dir. Judith A. Dongallo-Chicano, Director IV, Civil Service Commission-NCR, dated February 17, 2020 consisting of thirteen (13) pages. Also transmitted is the original letter dated February 17, 2020 of Dir. Judith A. Dongallo-Chicano informing the Department of the approval of the aforementioned DPWH Merit Selection Plan.


Atty. MICHAEL S. VILAFRANCA
Director IV
Human Resource and Administrative Service

10.1 MSV



20-2802

RECEIVED

BY, WJ 9:55
USE FOR LEGAL SERVICES

Civil Service Commission National Capital Region

RECEIVED
CU-20-2403
MAR 03 2020
9:54
DPWH
OFFICE OF THE SECRETARY

February 17, 2020

SECRETARY MARK A. VILLAR
Department of Public Works and Highways
Bonifacio Drive, Port Area, Manila

Dear *Secretary Villar*:

This refers to the Merit Selection Plan (MSP) of the Department of Public Works and Highways (DPWH), which was resubmitted to this Office, for appropriate action.

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

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

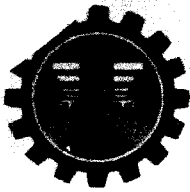
Very truly yours,


JUDITH A. DONGALLO-CHICANO
Director IV *PS*

cc: Director II Evelyn N. Enriquez-Viernes
CSCFO-DPWH

cscncrpsed/smp

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



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
CENTRAL OFFICE
Manila

February 4, 2020

Director JUDITH A. DONGALLO-CHICANO
Civil Service Commission
National Capital Region

THRU: Director EVELYN N. ENRIQUEZ-VIERNES
Civil Service Commission
DPWH Field Office

Dear Director Chicano:

In compliance to your letter dated January 17, 2020, which was received by this Office on January 27, 2020, submitted herewith is the revised DPWH Merit Selection Plan incorporating the observations indicated in the said letter and in accordance with the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended, signed by Secretary Mark A. Villar, for approval by the Commission.

Very truly yours,


ARDELIZA R. MEDENILLA, MNSA, CESO I
Undersecretary for Support Services

10.1.1 MSV

DPWH MERIT SELECTION PLAN (REVISED 2019)

Pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292) and CSC Resolution No. 1800692 (2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018), the DPWH Merit Selection Plan (MSP) is hereby revised for the guidance of all concerned.

I. OBJECTIVES

It is the DPWH policy to strictly adhere to the principles of merit, fitness and equality. The Selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. In this pursuit, the DPWH Merit Selection Plan aims to:

1. Establish a system that is characterized by strict observance of the merit, fitness and equality principles in the selection of employees for appointment to positions in the career and non-career service in all levels.
2. Create equal opportunities for employment to all qualified men and women to enter the government service and for career advancement in the DPWH.

II. SCOPE

This Merit Selection Plan shall cover career positions in the first and second, and executive/managerial positions that are not presidential appointees in the DPWH including its attached offices.

III. DEFINITION OF TERMS

Career Service – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

Discrimination – is a situation wherein a qualified applicant is not included in the selection line-up on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

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

Job Requirements – requisites not limited to the qualification standards of the position, but may include skills, competencies, potential, physical and personal attributes necessary for the successful performance of the duties required of the position.

Next-In-Rank Position – refers to a position which by reason of the hierarchical arrangement of positions in the DPWH is determined to be in the nearest degree of relationship to a higher position as contained in the DPWH System of Ranking Positions.

Human Resource Actions – any action denoting the movement or progress of officials and employees in the civil service such as appointment, promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, designation, reassignment, secondment, demotion and separation from the service.

Promotion – is the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary.

Qualifications Standards – is the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required in the performance of the job.

Qualified Next-in-Rank – refers to an employee appointed on a permanent status to a position which is next-in-rank to the vacancy as reflected in the SRP approved by the head of agency and who meets the requirements for appointment to the next higher position.

Second Level Positions – involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent, including executive/managerial positions that are not presidential appointees.

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

Selection Line-Up – is a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating, relevant work accomplishments, physical characteristics, personality traits and potential.

Superior Qualifications – shall mean outstanding relevant work accomplishments educational attainment and training appropriate for the position to be filled. It shall include demonstration of exceptional job mastery and potential in major areas of responsibility.

System of Ranking Positions – is the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following:

- a. organizational structure;
- b. salary grade allocation;
- c. classification and functional relationship of positions; and
- d. geographical location.

IV. BASIC POLICIES

1. Selection of employees for appointment in the Department of Public Works and Highways (DPWH) shall be open to all qualified men and women according to the principle of merit and fitness.

There shall be equal employment opportunity for men and women at all levels of position in the DPWH, provided they meet the minimum requirements of the position to be filled.

2. There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. Reasonable facilities/accommodation shall be provided and made available to address individual with disability during application stage, examinations and interviews, and up to employment such as providing a ramp for wheelchair user.
3. Section 24-25, Rule VII of CSC Resolution No. 1800692 provides that vacant positions in the career service, authorized to be filled, including vacant executive/managerial positions in the second level, together with their corresponding qualification standards and plantilla item numbers shall be published and posted in in three (3) conspicuous places for at least ten (10) calendar days in accordance with the provisions of RA 7041 and its implementing guidelines.

List of vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers shall be submitted in electronic and printed copies to the CSCFO concerned for publication in the CSC website and posting in its bulletin board. Vacant positions may also be published in the DPWH website or through other mode of publication.

Filling of vacant position in DPWH shall be made after ten (10) calendar days reckoned from the date of publication.

4. The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published. Should no appointment be issued within the nine-month period, the agency has to cause the re-publication and re-posting of the vacant position, as provided in Section 29, Rule VII of CSC Resolution No 1800692.
5. For vacancies in the first and second levels, and executive/managerial positions that are not presidential appointees, qualified next-in-rank employees are to be considered candidates for promotion to the next higher position only upon submission of their application, together with all the required supporting documents, on or before the prescribed deadline.
6. Anticipated vacancies may also be published in case of retirement, resignation, or transfer. The publication should not be earlier that 30 days prior to retirement, resignation, or transfer pursuant to Section 30, Rule VII of CSC Resolution No. 180062.
7. Vacancies resulting from promotion shall not be filled until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission as stated in Section 96, Rule IX of CSC Resolution No.1800692.
8. Pursuant to Section 85, Rule IX of CSC Resolution No.1800692, A Human Resource Merit Promotion and Selection Board (HRMPSB) shall be established and shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in the DPWH, in accordance with the approved MSP of this Department. Thus, it shall submit to the appointing authority the top five ranking candidates or less, depending on the number of candidates, deemed most qualified

for which a selection for appointment to the vacant position may be made, in the exercise of sound discretion by the appointing officer/authority.

9. The DPWH Secretary shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels.
10. The HRMPSB members, including alternate representatives for first and second level positions, shall undergo orientation and workshop on the selection/promotion process and CSC policies on appointments.
11. All candidates for appointment to first and second level position, and executive/managerial position that are not presidential appointees shall be screened by the HRMPSB.

However, pursuant to Section 94 Rule IX of CSC Resolution No.1800692, Candidates for appointment to the following positions shall no longer be screened by the HRMPSB:

- a. Substitute appointment due to its short duration and emergency nature;
 - b. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods; and
 - c. Appointments to casual, contractual, coterminous and other non-career positions as identified under Sec. 9, Subtitle A, Title I, Book V of EO No. 292.
12. The comparative competence and qualification of candidates for appointment shall be determined on the basis of:
 - a. Performance
 - b. Education and Training
 - c. Experience and Outstanding Accomplishments
 - d. Potential and Personality Traits
 13. For appointment by promotion and transfer, the Performance Rating of the appointee should be at least very satisfactory in the last rating period prior to the date of assessment or screening. For those appointee who are on official leave of absence/maternity leave, training or scholarship grant, the Performance Rating should be at least very satisfactory in the last rating period prior to the official leave of absence/maternity leave, training or scholarship grant in accordance with Section 6(e), Rule II of CSC Resolution 1800692.

If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty or upon return from official leave of absence/maternity leave, scholarship or training grant pursuant to Section 17, Rule VI of CSC Resolution No, 1800692.

14. An employee may be promoted to position which is not more than three (3) salary grades, pay or job grades higher than the employee's present position. However exemption is given when the promotional appointment falls within the purview of any of the following, provided in Section 97 and 98, Rule IX of CSC Resolution No, 1800692:

- a. The position occupied by the person is next-in-rank to the vacant position as identified in the MSP and the Systems of Ranking Positions (SRP) of the DPWH.
 - b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.
 - c. The vacant position is hard to fill, unique, and/or highly specialized.
 - d. The candidate passed through a deep selection process, taking into consideration the candidate's superior qualifications in regard to:
 - Educational achievements
 - Highly specialized trainings
 - Relevant work experience
 - Consistent high performance rating/ranking
 - e. 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 agency RSP is vacant;
 - when the next-in-rank employee/s is/are not qualified; or
 - when the qualified next-in-rank employees did not apply.
15. The pendency of an administrative case against any employee shall not be a bar for promotion pursuant to Section 11(b), Rule IV of CSC Resolution 1800692.
16. An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension or fine shall be disqualified for promotion for the same period of suspension or fine. In the case of demotion, the period of disqualification for promotion shall be within one (1) year, in accordance with Section 11(b), Rule IV of CSC Resolution 1800692.
17. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
18. In accordance with Rule 18 of CSC Resolution No. 1701077, only a qualified next-in-rank official or employee may file a protest against an appointment made in favor of another who does not possess the minimum qualification requirements, which may be filed within fifteen (15) days from the announcement and/or posting of appointment subject of protest.
- A protest shall not render an appointment ineffective or bar the approval/validation thereof by the CSCFO, CSCRO, or the Commission, as the case may be, but the approval/validation shall be subject to the final outcome of the protest.
19. A notice announcing the appointment of an employee shall be posted in three conspicuous places in the DPWH 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.

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

V. PROCEDURE

1. Submit list of vacant positions authorized to be filled with its corresponding qualification standards and plantilla item numbers in electronic and printed copies to the CSCFO concerned for publication in the CSC website and posting in its bulletin board. Vacant positions may also be published in the DPWH website or through other mode of publication and post the same in three (3) conspicuous places in the Department for at least ten (10) calendar days.

The following positions are exempt from the publication requirement:

- a. Primarily confidential positions;
 - b. Positions which are policy determining;
 - c. Highly technical positions;
 - d. Coterminous with that of the appointing officer/authority, including other non-career positions such as contractual and casual identified under Sec. 9, Subtitle A, Title I, Book V of EO No. 292;
 - e. Reappointment (renewal and change of status from temporary to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996, as amended; and
 - f. Positions to be filled by existing regular employees in the DPWH in case of reorganization/rationalization; provided, the approved staffing is posted in the bulletin boards and other conspicuous places in the DPWH Central/Regional/District Engineering Offices.
2. List candidates aspiring for the vacant position, either from within or outside the agency, including qualified next-in-rank employees who signify interest to the vacant position. In the process, the following should be considered:
 - a. An employee may not be promoted to a position which is more than three (3) salary grade, pay or job grades higher than the employees' present position except when the promotional appointment falls within the purview of meritorious cases provided under Sections 97 and 98, Rule IX, of CSC MC No. 24, s. 2017.
 - b. An employee who is on official leave of absence or on local/foreign training or scholarship grant may be considered for promotion. For this purpose, the required performance rating of at least Very Satisfactory of the last rating period prior to the official leave of absence, training or scholarship grant. If promoted, the effectivity date of the promotional appointment shall be upon assumption to duty or upon return from official leave of absence, training or scholarship grant.

Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
 3. Office Placement Committee shall conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo, if necessary, further assessment such as written examination, skills test, interview and others.

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

- a. **Performance** - For appointment by promotion, the performance rating of the appointee in the last rating period prior to the date of assessment or screening should be at least Very Satisfactory.

For appointment by transfer, the performance rating of the appointee in the last rating period prior to date of assessment or screening should be at least Very Satisfactory.

- b. **Education and Training** – refers to the formal or non-formal academic, technical, or vocational studies and training courses that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) of the position to be filled.
 - c. **Experience and Outstanding Accomplishments** – refers to the previous jobs in either the government or private sector, and accomplishments worthy of special commendation, whether full-time or part-time, which, as certified by the HRMO or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.
 - d. **Personality Traits** – refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way he/she perceives things, ideas, beliefs, and understanding and how he/she acts and relates these things to others and in social situations.
 - e. **Potential** – refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of higher positions.
4. Notify all applicants of the result of the preliminary evaluation, on whether they are included in the shortlist or not, to be done by the Office Placement Committee concerned.
 5. Submit the selection line-up to the HRMPSB for deliberation en banc.

Appointment to the following positions shall no longer be screened by the HRMPSB pursuant to Section 94, Rule IX of CSC Resolution No.1800692:

- a. Substitute appointment due to its short duration and emergency nature;
- b. Appointments to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292;
- c. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods.

6. Make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
7. Submit to the appointing authority the list of names of screened applicants for which a selection for appointment may be made.

The list of names of screened candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3 hereof.

8. Appointing authority assesses the list of screened applicants submitted by the HRMPSB and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking applicants deemed most qualified for appointment to the vacant position.
9. Issue appointment in accordance with the provisions of the DPWH Merit Selection Plan.
10. Post a notice announcing the appointment of an employee in three (3) conspicuous places in the Department a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

VI. COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

1. **DPWH-CO Human Resource Merit Promotion and Selection Board (DPWH-CO HRMPSB)** – shall cover first and second level positions in the DPWH Central Office and Unified Project Management Offices.

1.1 As Chairperson

Official directly supervising the human resource management of the agency, e.g. Assistant Secretary/Director for Administration/Human Resource.

1.2 As Members

- a. Assistant Secretary designated by the Head of Agency
- b. Director IV, HRAS, in case he/she is not the Chairperson;
- c. Director IV or the authorized career service representative of the organizational unit where the vacancy exists; and
- d. Two (2) regular and alternate representatives of the rank-and-file career employees, one from the first level and one from the second level who shall be designated by the duly accredited DPWH-CO Employees Association/Union.

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

the second level. Both rank-and-file representatives shall serve for a period of two (2) years.

The DPWH-CO HRMPSB shall be assisted by a Technical Working Group and/or Secretariat.

2 DPWH-RO Human Resource Merit Promotion and Selection Board (DPWH-RO HRMPSB) – shall cover first and second level positions in the Regional Offices and District Engineering Offices and other organizational units within the jurisdiction of the Regions.

2.1 As Chairman

- Assistant Regional Director

2.2 As Members

- a. Chief, Administrative Division
- b. Head of Division/DEOs where the vacancy exists
- c. Two (2) regular and alternate representatives of the rank-and-file career employees, one from the first level and one from the second level who shall be designated by the duly accredited DPWH-RO Employees Association/Union.

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years.

The DPWH-RO HRMPSB shall be assisted by a by a Technical Working Group and/or Secretariat.

3 Management Committee Human Resource Merit Promotion and Selection Board (MANCOM-HRMPSB) – shall cover executive/managerial positions (including Assistant District Engineer) that are not presidential appointees.

3.1 As Chairperson

- Undersecretary, designated by the DPWH Secretary

3.1 As Members

- a. All other Undersecretaries
- b. All Assistant Secretaries
- c. Director IV, HRAS

The MANCOM-HRMPSB may be assisted by a Secretariat/TWG to be designated by the Chairman, MANCOM-HRMPSB.

VII. FUNCTIONS AND RESPONSIBILITIES

1. The Human Resource Management Officer (HRMO) shall have the following functions and responsibilities:
 - a. Disseminate copies of the DPWH Merit Selection Plan (MSP), System of Ranking Positions (SRP) and its annexes to all DPWH personnel after approval thereof by the Civil Service Commission. An orientation shall also be conducted within six (6) months upon approval of the MSP. This orientation is meant to ensure awareness and understanding of the Plan.
 - b. Develop a Plan which shall set forth the number, knowledge and skills of employees needed to achieve the organization's goals, objectives and programs.
 - c. Develop and maintain an updated qualification database of DPWH employees to include education, training, experience, skills, competencies, and other similar information.
 - d. Develop a program to fast track the career movement of employees with superior qualifications.
 - e. Submit Report on Appointment Issued, original copy of appointment with supporting documents on or before the 30th day of the succeeding month.
 - f. Submit list of vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers in electronic and printed copies to the CSCFO concerned for publication in the CSC website and posting in its bulletin board. The published vacant positions shall also be posted in at least three (3) conspicuous places in DPWH for at least ten (10) calendar days.
 - g. Transmit to the appointee a copy of the RAI indicating the action of the CSC-FO concerned on the appointment.
2. The HRMPSB Secretariat shall have the following functions and responsibilities:
 - a. Prepare comparative assessment and final evaluation of candidates and shall submit selection line-up to the HRMPSB for deliberation en banc.
 - b. Conduct background investigation of applicants for second level, supervisory, and executive/managerial positions; and evaluate/analyze the results thereof.
3. The Office Placement Committee in the Central, Regional or District Engineering Office concerned shall list candidates aspiring for the vacant position, conduct preliminary evaluation and notify all applicants of the result thereof, on whether they are included in the shortlist or not. Those initially found qualified shall undergo further assessment such as: written examination, skills test and interview;
4. The employees shall be responsible for updating their Personal Data Sheet annually or if deemed necessary, and submit supporting documents thereto, to the Human Resource Management Division and Administrative Division for employees in the Central Office and Regional Offices, respectively, as the case may be.

5. The HRMPSB shall have the following functions and responsibilities:
 - a. Assist the appointing authority in the judicious and objective selection of candidates for appointment in the Department in accordance with the approved DPWH Merit Selection Plan and shall submit to the appointing authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.
 - b. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - c.1 Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - c.2 Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
 - c. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates.

Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;
 - d. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up; and
 - e. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC.
6. The appointing authority shall assess the merits of the HRMPSB's Resolution and in the exercise of sound discretion, select, in so far as practicable, from the top five ranking applicants deemed most qualified for appointment to the vacant position and issue appointments in accordance with the provisions of the DPWH Merit Selection Plan.

VIII. SYSTEM OF RANKING POSITION

DPWH shall use the approved System of Ranking Position as the basis in determining which position is next-in-rank, taking into consideration the organizational structure, salary grade allocation, classification and functional relationship of positions and geographical location.

IX. EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE

The Department of Public Works and Highways, through the Human Resource Management Division, adhere to the principles of merit, fitness and equality. Opportunity for suitable employment shall be open to all qualified disabled persons, who with or without accommodation can perform the essential functions of the desired employment position. The selection of employees shall be based on their qualifications and competence to perform

the required duties and responsibilities of the position. There shall be no discrimination in the selection of employees in the account of gender, civil status, disability, religion, ethnicity, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal employment opportunity.

1. Publication of Vacant Position

- 1.1 DPWH shall not print or publish or cause the printing, in any form of media, including the internet, any notice of advertisement relating to employment suggesting preferences, limitations, specifications and discrimination with regard to their age, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
- 1.2 Opportunity for suitable employment shall be open to all qualified disabled persons. Efforts shall be exerted to provide qualified disabled persons equal opportunity in the selection process based on the Civil Service Commission approved Qualification Standards prescribed for an appointment to a position.

2. Initial Assessment

- 2.1 DPWH shall not discriminate and shall base its assessment on the policy of equal employment opportunity and approved objective selection criteria.
- 2.2 The Administrative Officer concerned shall take note if there are differently-abled or senior citizen applicants so that proper assistance shall be given and identified at the start of the process.
- 2.3 Concerned Administrative Officer shall inform the Office Placement Committee and Central Selection Board on the diversity status of applicants during the initial meeting and shall orient them with the assistance and consideration that DPWH has accorded to them.

3. Office Placement Committee Panel Interview

- 3.1 The differently-abled applicants shall be properly notified of their interview schedule and process.
- 3.2 The Committee shall ask questions on matters related only to the selection criteria. Questions shall not pertain to age, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation and other similar factors/ personal circumstances.
- 3.3 The Committee shall ensure that applicants with disability would be able to effectively communicate themselves during the interview and be afforded to ease access to the interview rooms.
- 3.4 If necessary, a separate schedule may also be provided to differently-abled applicants.

4. Human Resource Merit Promotion and Selection Board

4. Human Resource Merit Promotion and Selection Board

Similar assistance and consideration shall also be provided as stated in the Office Placement Committee Interview.

The Chief, Human Resource Management Division/Section in charge of RSP shall maintain record of applicants' data and including its classification of sex, persons with disability and members of indigenous groups.

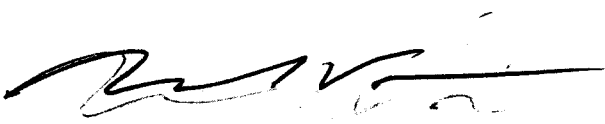
DPWH shall ensure that the process of Recruitment, Selection and Placement is fair and just without regard to personal characteristics that are irrelevant to the position being filled and is compliant with the agency's EEOP.

X. EFFECTIVITY

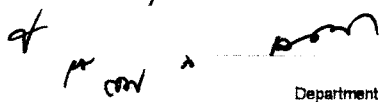
The Merit Selection Plan and subsequent amendments thereto shall take effect immediately after the approval of the Civil Service Commission.

X. COMMITMENT

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



MARK A. VILLAR
Secretary

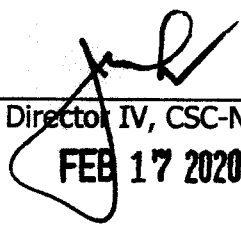


APPROVED:

Department of Public Works and Highways
Office of the Secretary



WIN9L10838



Director IV, CSC-NCR

FEB 17 2020