



REPUBLIC OF THE PHILIPPINES  
MINISTRY OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE MINISTER  
MANILA

18 March 1983

MINISTRY ORDER

NO.

23

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SUBJECT: Establishment of the Personnel  
Selection and Promotion Boards  
in the Ministry of Public Works  
and Highways, and other Related  
Matters.

Pursuant to Letter of Instructions No. 799 dated 29 January 1979, and the Rules and Regulations Governing the Establishment of Personnel Selection and Promotion Boards in ministries and agencies promulgated by the Civil Service Commission on 6 March 1979, the Personnel Selection and Promotion Boards in the Ministry of Public Works and Highways are hereby established, to be composed of the following officials:

CENTRAL OFFICE

PERSONNEL SELECTION AND PROMOTION BOARD FOR  
THE SECOND LEVEL OF THE CAREER SERVICE

Assistant Minister (Administration)	- Chairman
CSC Representative	- Member
Assistant Minister (Legal Affairs)	- Member
Assistant Minister/Bureau Director/ Project Manager/Service Chief of the Office where the vacancy is located	- Member

PERSONNEL SELECTION AND PROMOTION BOARD FOR  
THE FIRST LEVEL OF THE CAREER SERVICE

Chief, Administrative Service	- Chairman
Chief, Legal Service	- Member
Chief Personnel Division	- Member
Chief of the Division where the vacancy is located	- Member

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Two (2) Representatives of the rank-and-file  
(To be chosen in an election by his peers in  
the organizational unit where the vacancy  
pertains. These representatives shall sit  
only in cases of promotion)

- Member

The Central Office Personnel Selection and Promotion Board will cover  
the Office of the Minister, Services, Bureaus and Project Management Offices,  
including appointments in Regional Offices, vested in the Minister of Public  
Works and Highways.

REGIONAL OFFICE

REGIONAL PERSONNEL SELECTION AND PROMOTION  
BOARD FOR THE SECOND LEVEL OF THE CAREER  
SERVICE

Assistant Regional Director

- Chairman

CSC Representative

- Member

Chief, Administrative Division

- Member

District Engineer/City Engineer/  
Regional Equipment Engineer/Chief of  
the Office/Division where the vacancy  
exists

- Member

Senior Legal Officer

- Member

REGIONAL PERSONNEL SELECTION AND PROMOTION  
BOARD FOR THE FIRST LEVEL OF THE CAREER  
SERVICE

Regional Engineering Coordinator

- Chairman

Assistant District Engineer/Assistant  
City Engineer/Assistant Regional Equip-  
ment Engineer/Chief of the Office/Division  
where the vacancy is located

- Member

Regional Personnel Officer

- Member

Legal Officer IV

- Member

Two (2) Representatives of the rank-and-  
file (To be chosen in an election by his  
peers in the organizational unit where the  
vacancy is located. These representatives  
shall sit only in cases of promotion)

- Member




The Regional Personnel Selection and Promotion Board will cover the Regional Office, District and City Engineering Offices, Regional Equipment Services, Area Shops and other organizational units within the jurisdiction of the Region.

First level positions in the career service are those mentioned in Section 7 (A) (1) of Presidential Decree No. 807, known as the Civil Service Decree, and Second Level positions are those embraced in Section 7 (A) (2) of said Decree.

The Personnel Selection and Promotion Boards shall assist the Minister/appointing authority in the judicious and objective recruitment and selection of personnel for appointment in the Ministry of Public Works and Highways, whether original appointment, promotional appointment, or cases of reinstatement and reemployment, in accordance with existing Civil Service Law and Rules, and previously determined selection criteria and evaluation process. Within their respective jurisdictions, the Personnel Selection and Promotion Board shall have the following general functions and responsibilities:

1. Formulate screening procedures and evaluation criteria for the selection of candidates for positions in the First and Second Levels of the Career Service in the Ministry of Public Works and Highways. The evaluation criteria shall include, for promotion decisions, the next-in-rank rule laid down under Section 19 (2) and 19 (3), Article VIII of Presidential Decree No. 807, and the promotional factors prescribed under Section 5, Rule V, of the Civil Service Rules on Personnel Actions and Policies.
2. Make a systematic and practical assessment of the qualifications of the candidates, taking into consideration the qualification requirements of the vacant position, the job content and the critical knowledge, skills, abilities and behavioral dimensions necessary to perform the duties thereof; and
3. Recommend to the appointing authority a list of at least three (3) candidates whom it considers qualified for the position and from which the former may choose the person to be appointed.

In the recruitment and selection for promotion of personnel, the following general procedures shall be followed:

1. The nomination should be submitted by the Chief of Office where the vacancy is located to the appropriate Personnel Selection and Promotion Board, thru the Personnel Officer, who shall prepare/complete the list of qualified applicants/candidates for promotion, together with the evaluation sheet and all the necessary records and information;
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2. The Personnel Selection and Promotion Board shall evaluate the qualifications of the applicants/candidates and determine their merit and fitness in accordance with the evaluation criteria and screening procedures previously determined;
3. The Personnel Selection and Promotion Board shall determine en banc and recommend in writing to the appointing authority the applicants/candidates which it considers qualified for the vacancy together with justifications;
4. The appointing authority shall assess the merits of the recommendation of the Board and select the applicant/candidate he deems best qualified and suitable for the vacant position. The Personnel Office/agency concerned shall accordingly prepare the appointment papers;
5. In accordance with Letter of Instructions No. 799, no appointment shall be issued without a certification or statement that the appointment has been passed upon by the appropriate Personnel Selection and Promotion Board.

The Personnel Selection and Promotion Board will be assisted by a Secretarial Staff to be headed by the Chief Personnel Officer in the Central or Regional Office as the case may be.

The Review Boards created under MPWH Memorandum Circular No. 5 dated 1 February 1982 are hereby dissolved. Their functions, records and unfinished work are transferred to the appropriate Personnel Selection and Promotion Boards. The screening procedures prescribed under MPWH Memorandum Circular No. 6 dated 2 February 1982 is superseded by this Ministry Order.

The establishment and operation of the Personnel Selection and Promotion Boards in the Regions shall be reported to this Office, for record and reference purposes.

All Ministry Orders, Memoranda, Circulars and policy issuances inconsistent herewith are hereby revoked and/or rescinded.

This Ministry Order shall be effective May 1, 1983.



JESUS S. DEPOLITO  
Minister

Attest: