



097.13 DPWH  
10.04.2005

Republika ng Pilipinas  
**KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN**  
**TANGGAPAN NG KALIHIM**  
Maynila

OCT 03 2005

**DEPARTMENT ORDER )**  
**NO. 87 )**  
**Series of 2005 )**

**SUBJECT : GUIDELINES ON THE EVALUATION AND  
SELECTION OF PERSONNEL TO BE  
RETAINED IN OR APPOINTED/PROMOTED  
TO UPGRADED OR NEWLY CREATED  
FIRST AND SECOND LEVEL POSITIONS  
AS A RESULT OF RATIONALIZATION**

To ensure that the structural changes to be undertaken under the approved DPWH Rationalization Plan, pursuant to Executive Order No. 366, s. 2004, will lead to improved organizational performance, and to conform with the provisions of Section 3 (c) of the *Implementing Rules and Regulations of E.O. and Rules V and VI of Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws* issued by the Civil Service Commission, the following guidelines shall be observed.

**A. COVERAGE**

1. These guidelines shall apply in identifying personnel who would be:
  - a) retained within the smallest operating unit (section), in the event that the number of existing personnel exceeds the number of positions to be retained;
  - b) retained in an upgraded position, in the event that the number of positions to be upgraded is less than the number of existing positions; and
  - c) appointed/promoted, in the event that a new position is created.
2. These guidelines shall not be applied in the following cases when evaluation is no longer necessary because the incumbents should not be competing with other applicants:
  - a) when the position is not affected by rationalization;
  - b) when the reduced number of positions is equal to the number of incumbents who wish to stay because the excess personnel opt for early retirement; and
  - c) when the functions, together with the position and incumbent, are transferred to another unit.

**B. QUALIFICATION REQUIREMENTS**

3. Employees to be selected for positions covered under this Order shall meet all the minimum qualification standards of the position, i.e., education, experience, training, and eligibility.

**C. ORDER OF PREFERENCE IN FILLING POSITIONS TO BE CREATED**

4. In the event that new positions are created in existing units, these shall be posted on the DPWH website for the information of everybody. Automatic candidates for these new positions are permanent employees from the Division/District where the vacancy is, provided that they hold equal/comparable or next lower positions and that they would otherwise be affected by the rationalization. All other employees, including those with higher positions and those from outside the Division/District will have to apply to be considered.

5. The following order of preference shall be observed in filling new positions in existing units:
  - a) Permanent employees actually reporting in their mother office or reassigned to newly created DPWH offices with no or limited budgetary personnel.
  - b) Permanent employees reassigned to DPWH offices with sufficient number of budgetary personnel.
  - c) Contractual/casual employees with at least five years of service in the Department.
  - d) Contractual/casual employees with less than five years of service in the Department.
  - e) Employees detailed to offices outside DPWH.
6. Among those in the same category above, the following second order of preference in terms of geographical assignment shall be followed:
  - a) Employees from the same Division.
  - b) Employees from the same District/Region/Service/Bureau.
  - c) Employees from another District/Region/Service/Bureau.
7. In the case of new offices to be created (e. g., Bureau of Procurement), the following order of preference in the filling of new positions shall be observed:
  - a) Permanent employees presently performing duties and responsibilities directly related to the core functions of the new office to be created.
  - b) Permanent employees performing duties and responsibilities not directly related to the core functions of the new office to be created.
  - c) Contractual/casual employees with at least five years of service in the Department.
8. After considering the aforesaid order of preference, the employees who get the highest ratings in the evaluation to be conducted in accordance with the criteria prescribed hereunder shall be selected for appointment.

#### **D. EVALUATION CRITERIA**

9. In evaluating employees, the following evaluation criteria shall apply:

a) Work Performance	40%
b) Education and Training	25%
c) Experience and Outstanding Accomplishments	30%
d) Potential and Personality Traits	5%

TOTAL      100%

10. For second level positions, in addition to the above criteria, a premium of 2% shall be given to candidates who possess higher eligibility, i.e., CES/CSEE.
11. Candidates to Clerk positions shall be required to take a Computer Literacy Exam (CLE) to be administered by the MIS or its designated representative in the field offices. The result of the CLE shall constitute 3% of the candidate's rating for Potential and Personality Traits.
12. In case two or more employees in the same positions get the same over-all rating, the most senior to the position shall be preferred.

13. Rating for **Work Performance** shall be computed using the average of the employee's last two performance ratings, provided that such ratings are validated against the Accomplishment Reports attached to the Performance Appraisal Reports (PAR). If necessary, the Placement Committee concerned shall secure additional inputs from the employee and/or his/her supervisor. The conversion table in Annex A of Department Order No. 221, s. 1999 (*Revised Selection Criteria in the Appointment of Personnel to First and Second Level Positions*) shall be used for the equivalent points of the rating.
14. Ratings for **Education and Training** as well as **Experience and Outstanding Accomplishments** shall be computed based on the guidelines under D.O. No. 221, s. 1999. However, the percentage weight for **Experience and Outstanding Accomplishments** shall be 30% instead of 25%.

**E. PLACEMENT COMMITTEES, SELECTION BOARDS AND APPOINTING AUTHORITIES**

15. The existing Placement Committees at the District/Division/Service/Bureau levels shall serve as the recommending body for positions in their respective offices.
16. The existing Regional Selection Boards shall act as the first recommending body for Division Chief positions and the selection body for all other positions in the Regional Office and District Engineering Offices.
17. The existing Central Selection Board shall act as the selection body for all 1<sup>st</sup> and 2<sup>nd</sup> level positions in the Central Office and Division Chief positions in the Regional Offices.
18. Appointments to positions covered by these evaluation and selection guidelines shall be approved in accordance with existing delegated authorities prescribed under D.O. No. 42, s. 1988. Such appointments shall be issued only after the DPWH Rationalization Plan has been approved.

This Order supersedes previous issuances to the contrary and shall take effect immediately.

  
HERMOGENES E. ERDANE, JR.  
Vice Acting Secretary



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