



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

097-13 DPAH

7-19-89

REC'D. July 19, 1989

9:40 - A.M.

7/19

14 July 1989

DEPARTMENT ORDER)

NO. **93** *7/18*

Series of 1989

-X-X-X-X-X-X-X-X-

SUBJECT: Establishment of the
Selection Boards in the
Department of Public
Works and Highways, and
Other Related Matters.

Pursuant to Memorandum Circular No. 18 dated November 9, 1988 of the Civil Service Commission, the Selection Boards in the Department of Public Works and Highways are hereby established, with the following composition:

CENTRAL SELECTION BOARD

- | | |
|---|------------|
| Assistant Secretary For Administration & Manpower Management | - Chairman |
| A representative from the Legal Service | - Member |
| Assistant Secretary/Bureau Director/ Project Manager of the Office where the vacancy is | - Member |
| Two (2) Representatives of the Rank and File Employees, one from the First Level and the other, from the Second Level, to be both chosen in an election by their peers in the organizational Division/Unit where the vacancy pertains. | - Member |

(The former shall sit during the screening of candidates for vacancies in the First Level, while the latter shall participate in the screening of candidates for vacancies in the Second Level.)

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

76-A1

158

REGIONAL SELECTION BOARD

- | | |
|--|------------|
| Assistant Regional Director for Services | - Chairman |
| Chief, Administrative Division | - Member |
| District Engineer/City Engineer/ Regional Equipment Engineer/Chief of the Office/Division where the vacancy exists | - Member |
| Two (2) Representatives of the Rank- and-File Employees, one for the First Level and one for the Second Level, to be chosen in an election by their peers in the organizational unit where the vacancy is | - Member |

(The former shall sit during the screening of candidates for vacancies in the First Level, while the latter shall participate in the screening of candidates for vacancies in the Second Level.)

The Regional Selection 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 Selection Boards shall assist the appointing authority (as delineated under Department Order No. 42 dated 19 May 1988) in the judicious and objective recruitment and selection of personnel in the First and Second Levels of the career service who are entering the civil service for the first time or are being re-employed/reinstated, and the screening of employees for promotion in the Department of Public Works and Highways. Within their respective jurisdictions, the Selection Boards 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 Department of Public Works and Highways.

The evaluation criteria shall include the Rating System prescribed in Department Order

No. 30 dated 04 August 1987, and, in cases of promotion, the Rule on Promotion laid down under Resolution No. 83-343, s. 1983 of the Civil Service Commission. The S-Curve accomplishments, and the forced ranking made by the supervisors concerned, shall be taken into account in the evaluation of the performance of District Engineers, Assistant District Engineers, and other personnel whose work can be similarly measured.

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 candidates whom it considers qualified for the position from which the former may choose the person to be appointed.

Assistant Secretaries, Bureau Directors, Regional Directors and Project Managers shall create Placement Committees in every Division, Regional Equipment Service, and District/City Engineering Office under their respective jurisdictions, to undertake initial screening of candidates for appointment/promotion. The membership of the Placement Committees shall include a representative of the rank and file, in the First Level or Second Level as the case may be, to be chosen by their peers in the organizational unit where the vacancy pertains.

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

1. The Chief of Office where the vacancy is located, in consultation with the Placement Committee concerned, shall recommend his candidate(s) to the appropriate Selection Board, thru the Personnel Officer, who shall prepare/complete the list of qualified applicants/candidates for appointment/promotion, together with the evaluation sheets and all the necessary records and information;
2. The Selection Board shall evaluate the qualifications of the applicants/candidates and determine their merit and fitness in accordance with the evaluation criteria and screening procedure previously established;
3. The Selection Board shall determine en banc and recommend to the appointing authority the applicants/candidates which it considers the best 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 most suitable for the vacant position. The Personnel Office concerned shall accordingly prepare the appointment papers.
5. In accordance with existing Civil Service Rules, no appointment shall be issued without a certification or statement that the appointment has been passed upon by the appropriate Selection Board.

The Selection Boards will be assisted by a Secretarial Staff to be headed by the Chief Personnel Officer in the Department or Regional Office as the case may be.

The Central Review Board created under Memorandum Circular No. 10, s. of 1986, as reconstituted under DPWH MC No. 101 dtd. 9 November 1987, is hereby dissolved. Their functions, records and unfinished work are transferred to the Central Selection Board/Regional Selection Board.

The establishment and operation of the Selection Boards and Placement Committees, shall be reported to this Office. The Central Office shall be furnished copies of appointments issued in the Regional Offices for record purposes.

All Department Orders, Memoranda, Circulars and policy issuances inconsistent herewith are hereby superseded.

This Department Order shall be effective August 1, 1989.


FIORELLO R. ESTUAR
Secretary

161

4