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Republic of the Philippines
Ministry of Public Highways
OFFICE OF THE MINISTER
M a n i l a

March 21, 1979

MINISTRY ORDER)
NO. 155 - A)
Series of 1979)
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SUBJECT: Reconstitution of
the Selection Board
and the Promotion
Boards in the Minis-
try of Public High-
ways and governing
Rules

pursuant to the provisions of Letter of Instructions No. 799 dated January 29, 1979, and the Rules and Regulations Governing the Establishment of Selection Boards and Promotion Boards in ministries and agencies promulgated by the Civil Service Commission on March 6, 1979, the Selection Board and the Promotion Boards in the Ministry of Public Highways (Ministry Proper) are hereby reconstituted, to be composed of the following officials:

SELECTION BOARD

Director, Legal Service	- Chairman
Representative of the Civil Service Commission	- Member
Chief of the Division where the vacancy exists (To be notified by the chairman)	- Member

The Selection Board shall assist the appointing authority in the judicious and objective recruitment and selection of personnel for appointment in the career service whether original, reinstatement or re-employment according to existing Civil Service Law and Rules, and previously determined evaluation criteria or selection process that takes into consideration the personnel requirements and needs of the Ministry of Public Highways. It shall have the following functions and responsibilities:

- 1: Formulate screening procedures like tests and interviews and criteria for evaluation of candidates for positions in the first and second levels of the career service involving original appointment and cases of reinstatement and re-employment;
 2. Make a systematic assessment of the qualifications of the candidates, taking into consideration the qualification standards of the position and such other requirements which may be deemed necessary;
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3. Develop assessment methods for the first level positions that will do away with the usual paper and pencil tests whenever possible;
4. Recommend to the appointing authority a list of candidates whom it considers qualified for the position and from which the former may choose the person to be appointed; and
5. Prepare a list of candidates from among applicants in the Ministry of Public Highways who possess qualifications suitable for positions in other ministries or agencies which shall be submitted to the Civil Service Commission for appropriate certification.

In the recruitment and selection of employees, the following procedures shall be followed;

1. The Head of the Personnel Division shall look for prospective applicants making use of the diverse recruitment sources such as the actual applicants, Civil Service Commission register of eligibles, placement units of other government agencies, re-employment list, and others.
2. Upon the submission of the Personal Data Sheet of the applicants, the Personnel Head of the Division shall conduct a preliminary interview to determine whether the Personal Data Sheet contains all the required information. He shall also get a personal impression of the applicant which may be the basis for his outright elimination or for further processing.
3. After the preliminary screening has been done, the Head of the Personnel Division shall submit to the Selection Board the list of qualified applicants, together with all the necessary information.
4. The Selection Board shall then evaluate the qualifications of the applicants and determine their knowledge, skills and abilities through tests and interviews in accordance with the screening procedure and evaluation criteria previously determined. When deemed necessary, the Board shall conduct a reference check of the applicant's work experiences, school records and personal references.
5. The Selection Board shall determine en banc and recommend in writing to the appointing authority the applicants which it considers qualified for the vacancy together with justifications.
6. The appointing authority shall assess the merits of the recommendation of the Board and select the applicant he deems best qualified for the position. The Personnel Division shall accordingly prepare the appointment papers.

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PROMOTION BOARD FOR THE SECOND LEVEL
OF THE CAREER SERVICE

- | | |
|---|------------|
| Assistant Secretary
for Administration | - Chairman |
| Representative of the
Civil Service Com-
mission | - Member |
| Ministry Personnel Officer
(Chief, Personnel Division) | - Member |
| Assistant Director/Assis-
tant Chief of the Service/
Bureau/Office where the va-
cancy exists
(To be notified by the
Chairman) | - Member |
| Chief of the Division
where the vacancy apper-
tains
(To be notified by the
Chairman) | - Member |

When the vacancy to be filled is that of Chief of Division or others of equivalent rank, the fourth and fifth members of the Promotion Board must be the Assistant Director/Asst. Chief and Director/Chief of the Bureau/Service/Office where the vacancy exists.

PROMOTION BOARD FOR THE FIRST LEVEL
OF THE CAREER SERVICE

- | | |
|--|------------|
| Chief, Administrative Service | - Chairman |
| Asst. Ministry Personnel
Officer
(Asst. Chief, Personnel
Division) | - Member |
| Chief of the Division where
the vacancy is
(To be notified by the
Chairman) | - Member |
| (Representative of the rank-
and-file | - Member |
| ((| |
| (Representative of the rank-
and file
(To be chosen by their peers
from the organizational unit
where the vacancy is, and ac-
credited by the Chairman) | - Member |

The Promotion Boards shall assist the appointing authority in the judicious and objective selection of Personnel for advancement in the Ministry of Public Highways according to existing Civil Service Law and Rules, and previously determined evaluation criteria and screening process. The Promotion Boards shall observe the following guidelines and procedures;

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1. In making promotions to any vacant positions whether in the first or second level, all employees within the ministry or agency who are qualified and competent shall be considered for promotion.
2. The Head of the Personnel Division shall, on the basis of personnel qualification index, identify the employees within the organization who are deemed qualified and competent for promotion together with the incumbents of positions determined to be next-in-rank.
3. The Head of the Personnel Division shall submit to the Promotion Board the promotional line-up which is a listing of all candidates for promotion to the vacancy.
4. The Promotion Board shall then evaluate the qualifications of those employees included in the promotional line-up. Other employees who feel that they are competent and qualified for consideration for promotion may present themselves to the Promotion Board for assessment. In determining the degree of competence and qualifications of an employee, Section 5 of Rule V on Personnel Actions and Policies shall be taken into account.
5. If necessary, the Promotion Board may prescribe the conduct of a selection test and/or other selection devices.
6. All members of the Promotion Board shall determine en banc the list of recommended employees from which the appointing authority may choose the person to be appointed.
7. As soon as the promotional appointment is issued, a notice announcing the promotion shall be posted by the Head of the Personnel Division on the bulletin board of the Ministry.
8. The Promotion Board shall pay special attention to the filling of supervisory positions whether in the first or second level since these positions are vital to the smooth operations of organizations. For this purpose, the Board shall develop criteria for management and leadership which shall constitute one of the instruments for selection of candidates for promotion.
9. Regardless of whether or not there are vacancies for supervisory positions, the Board shall periodically assess the qualifications of individuals within the Ministry to identify who among them have the potentials for promotion and those who are considered promotable shall be entered in a list from which the appointing authority may choose the employee/s for promotion when an actual vacancy occurs. The list of promotable

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shall be arranged in an order of priority, taking into consideration the nature and requirements of the position/s to be filled.

An employee who feels aggrieved by the action of the appointing authority may file a petition for reconsideration with the appointing authority. If he is still not satisfied with the decision of the appointing authority, he can file a protest with the Merit Systems Board of the Civil Service Commission.

In accordance with Letter of Instructions No. 799, no appointment shall be issued without a statement or certification that the appointment has been passed upon by the appropriate Board.

In connection with the establishment of the Selection and Promotion Boards, the Personnel Division of this Ministry shall perform the pertinent functions and responsibilities mentioned in the Civil Service Commission Rules and Regulations above-mentioned, particularly those defined in Rule II, IV, and V thereof.

The previously designated members of the Secretarial/Clerical Staff of the Selection and Promotion Boards shall continue with their duties as such in the Boards hereby reconstituted.

This Ministry Order supersedes Ministry Order No. 155 series of 1979, and shall take effect immediately.

BALTAZAR AQUINO
Minister

1 Minister
4 Deputy Minister
3 Asst Sec for Adm.
1 Chief, Adm. Service
1 Personnel
6 Records

[Handwritten signature]
3/22/79