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Hono B. Espino

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

February 19, 1979

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

Pursuant to Letter of Instructions No. 799, and Civil Service Commission Memorandum Circular No. 1, series of 1979, the Selection Board and Promotion Boards in the Ministry of Public Highways (Ministry Proper) are hereby created, to be composed of the following officials:

SELECTION BOARD

Director, Legal Service	- Chairman
Representative of the Civil Service Commission	- Member
Chief, Personnel Division	- Member

As prescribed in Letter of Instructions No. 799, the Selection Board shall have the following functions and responsibilities:

1. The Selection Board shall be responsible for the screening and selection of candidates for positions in the first and second levels of the career service involving original appointments and cases of reinstatement and re-employment.
2. It shall draw up a screening procedure and criteria in accordance with existing rules, policies and guidelines in the civil service.
3. For any position to be filled, the Selection Board shall submit to the appointing authority a list of the names of persons whom it considered best qualified for work in the civil service and from which the latter may choose the person to be appointed.
4. As much as possible, filling of vacancies by original appointment, reinstatement or reemployment shall be done on a quarterly basis based upon the Manpower Plan for the Ministry, taking into con-

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sideration prospective retirements, transfers, resignations and other personnel movements.

5. The Selection Board shall also be guided by the manpower skills requirements of the Ministry and for which qualification standards have been set up in consultation with the Civil Service Commission.

6. In cases where applicants in the Ministry possess qualifications and competencies suitable for vacancies in other ministries or agencies, the Selection Board shall refer them for possible placement by the latter which shall extend the necessary cooperation.

7. No appointment shall be issued without a certification that the appointee has been passed upon by the Selection Board.

PROMOTION BOARD FOR THE SECOND LEVEL
OF THE CAREER SERVICE

Assistant Secretary for Administration	- Chairman
Representative of the Civil Service Commission	- Member
Chief, Administrative Service	- Member
Senior Official of the Bureau/ Service/Office where the vacancy is allocated (To be designated by the Chairman)	- Member
Chief of the Division where the vacancy appertains (To be designated by the Chairman)	- Member

PROMOTION BOARD FOR THE FIRST LEVEL
OF THE CAREER SERVICE

Chief, Administrative Services	- Chairman
Assistant Chief, Personnel Division	- Member
Chief of the Division where the vacancy appertains (To be designated by the Chairman)	- Member
(Representative of the rank-and-file)	- Member
((Representative of the rank-and-file) (To be chosen in an election by rank-and-file employees and accredited by the Chairman)	- Member

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The Promotion Boards shall be primarily governed by the following rules, mandated under Letter of Instructions No. 799:

1. The Promotion Board, subject to guidelines, policies, standards and rules of the Civil Service Commission, shall be responsible for formulating criteria for evaluation, conducting tests and interviews, making systematic assessment of the qualifications of the candidates for promotion and recommending to the appointing authority the person who may be considered for promotion.

2. Employees who are candidates for promotion shall be informed of the criteria for, and procedure on, promotion.

3. In making promotions to Division Chief or equivalent position level, the next-in-rank rule shall be initially considered. However, if necessary and so as to choose only the most competent and best qualified for such positions, the Promotion Board and the appointing authority may go into a deep selection process.

4. In appropriate cases, recommendations made by the Regional Promotion Board shall no longer pass the Promotion Board of the Ministry but shall be made to the Regional Director concerned and to the Head of this Ministry.

5. The establishment of the Promotion Board shall not in any way prevent an employee who feels himself aggrieved by the action of the appointing authority from making a protest pursuant to the Civil Service Law and Rules.

6. No promotional appointment shall be issued without a certification that the appointee has been passed upon by the Promotion Board concerned.

The Chairpersons of the Selection Board and the Promotion Boards are hereby authorized to designate the Secretarial/Clerical Staff of their respective Boards, as may be needed.

This Administrative Order supersedes, insofar as inconsistent, DPH (MPH) Administrative Order No. 6, series of 1976, and shall take effect immediately.

Signature Initial

DAITAZAR AQUINO

Minister

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Deputy Minister

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Asst. Sec. for Adm.

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Director, Legal Service

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Chief Personnel

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Chief Records Officer

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