



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

DPWH 13 DPWH

8-16-90

08 August 1990

SER # 1232
Pg. 240

DEPARTMENT ORDER)

NO. **164** 8-14

SUBJECT: Supplementary Guidelines
on the Selection of Personnel
for Appointment/Promotion

Series of 1990)
-x-x-x-x-x-x-x-x-x-)

Pursuant to Memorandum Circular No. 23, s. 1990 of the Civil Service Commission, and to help ensure that only the mentally and physically fit, and the best qualified and most competent are appointed/promoted to vacancies in the First and Second Levels of the career service in this Department, the tests (psychological tests that measure basic and higher level intelligence, aptitude and personality and individual behavioral adjustments) approved by the Civil Service Commission on recommendation of this Department, are hereby made part of the selection criteria for appointment/promotion to vacant positions in the 1st and 2nd levels of the career service, including positions of Division Chief, District Engineer, Regional Equipment Engineer and Assistant District Engineer.

Accordingly, the following factors/criteria and their corresponding weighted scores and points are hereby prescribed in the evaluation and rating of personnel for appointment/promotion to vacancies in the 1st and 2nd levels of career service in the Department of Public Works and Highways.

	MAXIMUM POINTS	WEIGHTS
A. PERFORMANCE - - - - -	100	50%
(Weighted Average of the last two adjectival performance ratings of the official/employee per Dept. MC No. 87 and DO No. 124, s. 1989)		
Outstanding (1 - 1.7) - - - -	100	
Very Satisfactory (1.8 - 2.5) -	94	
Satisfactory (2.6 - 3.5) - - -	84	

In case of a tie in the total evaluation ratings of candidates for promotion, the point ranges of the adjectival performance ratings shall be taken into account. On the overleaf is a conversion table for performance ratings under M.O.R.E.

B. EDUCATION AND TRAINING - - - - - 20%

1. Meet minimum educational requirements per DPWH Qualification Standards - - - 50

2. Completed other relevant
degrees/courses: - - - - - 40

Doctorate degree . . . 15
Masteral degree . . . 10
Other relevant
 BS degree . . . 10
Vocational course . . 5

 40

3. Completed relevant seminars/
trainings at 1 point per 10
hours of seminar/training,
but not to exceed 10 points - - 10

 100

C. EXPERIENCE AND OUTSTANDING ACCOMPLISHMENTS - - - 20%

1. On-the-job (present posi-
tion) experience relevant
to the position to be filled
at 5 points per year - - - - 40

2. Other supervisory experience
relevant to the position to
be filled, at 3 points per
year - - - - - 30

3. Non-supervisory work exper-
ience relevant to the posi-
tion to be filled, at 2
points per year - - - - - 20

4. Awards granted under CSC MC
No. 56, s. 1989, Department
Order No. 160, s. 1989 and
other issuances, at 2 points
per award - - - - - 10

 100

D. PERSONALITY PROFILE - - - - - 10%

(Psychological tests shall
be administered by the One-
Stop Testing Centers estab-
lished in Department Order
No. 150, s. 1989)

1. SUPERVISORY/MANAGERIAL LEVEL
Traits 50
Supervisory/
 Managerial Capacity. 30
Mental Ability 10
Aptitude 10

 100

2. NON-SUPERVISORY LEVEL

Traits	50
Mental Ability	30
Aptitude	20

	100

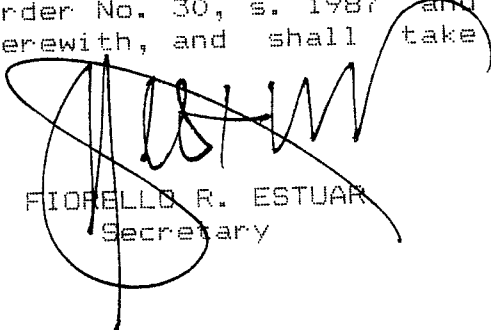
(Indicated on the back page
hereof is the Rating Table
for Personality Profile).

T O T A L - - - - - 100%

E. PHYSICAL AND MENTAL FITNESS - - - - - FIT/UNFIT

"Physical and Mental Fitness" is a criterion that must be met. If a person is physically and/or mentally unfit to perform the functions and responsibilities of the vacant position being filled, he shall not be considered for appointment/promotion thereto.

This Order supersedes Department Order No. 30, s. 1987 and all other DPWH issuances inconsistent herewith, and shall take effect immediately.


FIORELLO R. ESTUAR
Secretary