



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

097.126
11.10.99

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DEPARTMENT ORDER)
No. **221** *suben 11-10-99*
Series of 1999)
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X

SUBJECT: REVISED SELECTION CRITERIA IN
THE APPOINTMENT OF PERSONNEL
TO FIRST AND SECOND LEVEL
POSITIONS

To ensure that only the best qualified and most competent are appointed to vacancies in this Department, and to conform to the requirements prescribed in Section 5, Rule VI of the Omnibus Rules Implementing Book V of Executive Order No. 292 and other Pertinent Civil Service Laws, the selection criteria as contained in Department Order No. 207, s. 1991 and Department Order No. 145, s. 1996 for appointment to vacant positions in the first and second levels of the career service in the Department are hereby revised and defined.

	MAXIMUM POINTS	WEIGHTS
A. PERFORMANCE -----	100	40%
This refers to the average of the employee's last two performance ratings (per Department MC No. 87 and DO No. 124, both s. 1989). The guidelines and conversion table are in Annex A.		
B. EDUCATION AND TRAINING -----	100	25%
This is divided into the following sub-criteria as defined in Annex B.		
1. Minimum educational requirement specified in the Civil Service Commission Qualification Standards Manual -----	60	
2. Other degrees -----	30	
Appropriate doctorate degree -----	10	
Appropriate masteral degree -----	10	
Other post-graduate academic degrees (masteral or doctorate) ----	4	
Other bachelor's degree -----	4	
Relevant 2-year vocational course ----	2	
3. Relevant seminars/training at 1 point per 10 cumulative hours of seminar, not to exceed 10 points -----	10	

	MAXIMUM POINTS	WEIGHTS
C. EXPERIENCE AND OUTSTANDING ACCOMPLISHMENTS -----	100	25%

This is divided into the following sub-criteria as defined in Annex C.

1. On-the-job experience in a position that is next-in-rank to the position to be filled, at 5 points per year ----- 40
2. Other work experience
 - 2.1 Supervisory experience not counted under C.1, at 3 points per year ----- 30
 - 2.2 Non-supervisory experience not counted under C.1 and C.2.1, at 2 points per year ----- 20
3. Awards granted under CSC MC No. 56 and Department Order No. 160, both s. 1989 and other pertinent issuances, at 2 points per award ----- 10

Computation and conversion tables are in Annexes C-1, C-2 and C-3.


D. POTENTIAL AND PERSONALITY TRAITS -----	100	10%
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This shall be determined by the Placement Committee, in accordance with guidelines in Annex D and using the form in Annex D-1.

The form in Annex E shall be used in evaluating and rating every candidate for appointment. The form in Annex F shall be used in summarizing the ratings of all the candidates.

This Order supersedes Department Order No. 207, s. 1991, Department Order No. 145, s. 1996, and other DPWH issuances inconsistent herewith.

However, to avoid delay in processing, appointment proposals already submitted to the Central Selection Board (CSB) and prepared by the Placement Committee using D. O. No. 207, s. 1991 or D. O. No. 145, s. 1996 shall still be validated using such issuances. For appointment proposals that are yet to be submitted to the CSB, the criteria and guidelines contained in this Department Order shall apply.


GREGORIO R. VIGILAR
Secretary

ANNEX A

Guidelines on PERFORMANCE

1. An employee who got an adjectival rating of “*Satisfactory*” for any of the last two available rating periods shall be disqualified from promotion and, thus, eliminated from selection
2. If an employee’s adjectival rating is “*Outstanding*” within any of the last two rating periods, it shall be accompanied by a written justification acceptable to the Central Selection Board or the concerned Regional Selection Board.
3. If an employee has an adjectival rating of “*Very Satisfactory*” or “*Outstanding*” accompanied by an acceptable justification, for the last two rating periods, the two ratings shall be averaged.
4. The average rating shall be converted into equivalent and weighted points using the following table:

ADJECTIVAL RATING	AVERAGE OF LAST 2 PERFORMANCE RATINGS	EQUIVALENT POINTS	WEIGHTED POINTS
Outstanding	1.0	100.00	40.00
	1.1	99.26	39.70
	1.2	98.55	39.42
	1.3	97.84	39.14
	1.4	97.13	38.85
	1.5	96.42	38.57
	1.6	95.71	38.28
Very Satisfactory	1.7	95.00	38.00
	1.8	94.00	37.60
	1.9	92.68	37.07
	2.0	91.40	36.56
	2.1	90.12	36.05
	2.2	88.84	35.54
	2.3	87.56	35.02
	2.4	86.28	34.51
	2.5	85.00	34.00

5. For an applicant from outside the DPWH, the following guidelines shall apply:
 - 5.1 If he is from an organization that uses the 100-point scale in performance rating system, the column on “*Equivalent Points*” in the above conversion table shall be used in getting the Weighted Rating. No applicant with a rating below 85 shall be considered for appointment.
 - 5.2 If he is from an organization that uses only adjectives in rating employee’s performance, he shall be assigned the lowest equivalent points of his adjectival rating. For example, he shall be given 95 points if his rating is “*Outstanding*” or “*Excellent*” or the highest adjectival rating, and 85 points if his rating is “*Very Satisfactory*” or the second highest adjectival rating. If his adjectival rating is below the second highest, he shall not be considered for appointment.
 - 5.3 If he was self-employed or has never been employed (e.g., a fresh college graduate), he shall be assigned a performance rating of 85 points, the lowest equivalent of “*Very Satisfactory*” adjectival rating.

ANNEX B

Guidelines on EDUCATION AND TRAINING**A. Other Degrees**

1. Appropriate doctorate or masteral degree (10 points) shall refer to any post-graduate academic degree in management or administration, or in a field that is directly related to the position to be filled.
2. An additional doctorate or masteral degree shall be credited under "Other post-graduate academic degree (doctorate or masteral)" with maximum points of 4.
3. The following matrix shall be used in assigning pro-rated points to post graduate academic units:

	PRO-RATED POINTS				
	1-9 units	10-18 units	19-27 units completed	All required units completed	Graduate
Appropriate Doctorate/ Masteral Degree	2	4	6	8	10
Other Post-Graduate Academic Degree (Doctorate or Masteral)	0.8	1.6	2.4	3.2	4

4. An additional bachelor's degree (including LL.B. if it is not credited under "minimum educational requirement") shall be credited under "Other bachelor's degrees" with 4 points. Mere academic units leading to a bachelor's degree (not graduate) shall not be given any points.
5. Only one 2-year vocational course shall be credited with 2 points. This should be supported by documents issued by a school accredited by DECS.

B. Training

Relevant seminar/training (1 point per 10 cumulative hours) shall refer to any seminar/training accredited by the DPWH or CSC on (a) a general topic such as supervision, management or values orientation, and (b) a specific topic related to the occupational grouping of the position to be filled.

For this purpose, the grouping used in the Qualification Standards shall be used, e.g., Engineering Group, Accounting Group, Human Resource Management Group. For example, a seminar on any topic in engineering shall be considered relevant to any engineering position.

C. Cut-off Period

Only education and training completed before the end of the latest performance rating period shall be credited. For example, if the evaluation is done in September and latest performance rating used is for January to June, seminars attended in July or August of the same year shall not be credited in the said evaluation.

ANNEX C

Guidelines on EXPERIENCE AND OUTSTANDING ACCOMPLISHMENTS

1. On-the-Job Work Experience (5 points per year)

This refers to experience in the present position within the DPWH that is next-in-rank to the position to be filled, as defined in the DPWH System of Ranking Positions. This means that the present actual duties and responsibilities of the candidate are directly relevant to the performance output requirements of the position to be filled. It also means that the office of the candidate is the same as or performs the same functions as those of the office where the vacant position is.

In counting the number of years/months of on-the-job experience, the latest performance rating shall be used as cut-off period. For example, if the evaluation is done in September and the latest performance rating is for January to June of the same year, the period from July to September shall not be counted.

Any "on-the-job" supervisory experience in excess of 8 years shall be credited under "supervisory" work experience at 3 points per year.

Any "on-the-job" non-supervisory experience in excess of 8 years shall be credited under "non-supervisory" work experience at 2 points per year.

2. Other Work Experience

2.1 Supervisory (3 points per year)

This refers to experience as Chief or Officer-in-Charge of a Section or Division, supported by appointment or designation by proper authorities. It shall also include "on-the-job" supervisory experience in excess of 8 years and not yet credited under "on the job."

Any "supervisory" experience in excess of 10 years shall be credited under "other work experience" at 2 points per year.

2.2 Non-supervisory (2 points per year)

This refers to all other work experience that is not credited under either "on-the-job" or "supervisory" work experience, supported by Service Record or other documents duly authenticated by the Placement Committee.

Any other work experience in excess of 10 years shall not be given any credit.

3. Use of Conversion Tables

The conversion tables in Annexes C-1, C-2 and C-3 shall be used in computing for "on-the-job," "supervisory" and "non-supervisory" work experience, respectively. When the period to be credited includes a fraction of a month, the following rules on rounding off shall apply:

- Additional 1 to 15 days shall be rounded off to zero month. For example, "6 months and 15 days" shall count as "6 months" only.
- Additional 16 to 29 or 30 days shall be rounded off to one month. For example, "6 months and 16 days" shall count as "7 months."

D.O. No. 221 ^{11.10.99}, s. 1999

ANNEX C-1

Conversion Table for On-the-Job Work Experience

Number of		Points
Yrs.	Mos.	
0	6	2.50
0	7	2.92
0	8	3.33
0	9	3.75
0	10	4.17
0	11	4.58
1	0	5.00
1	1	5.42
1	2	5.83
1	3	6.25
1	4	6.67
1	5	7.08
1	6	7.50
1	7	7.92
1	8	8.33
1	9	8.75
1	10	9.17
1	11	9.58
2	0	10.00
2	1	10.42
2	2	10.83
2	3	11.25
2	4	11.67
2	5	12.08
2	6	12.50
2	7	12.92
2	8	13.33
2	9	13.75
2	10	14.17
2	11	14.58
3	0	15.00

Number of		Points
Yrs.	Mos.	
3	1	15.42
3	2	15.83
3	3	16.25
3	4	16.67
3	5	17.08
3	6	17.50
3	7	17.92
3	8	18.33
3	9	18.75
3	10	19.17
3	11	19.58
4	0	20.00
4	1	20.42
4	2	20.83
4	3	21.25
4	4	21.67
4	5	22.08
4	6	22.50
4	7	22.92
4	8	23.33
4	9	23.75
4	10	24.17
4	11	24.58
5	0	25.00
5	1	25.42
5	2	25.83
5	3	26.25
5	4	26.67
5	5	27.08
5	6	27.50

Number of		Points
Yrs.	Mos.	
5	7	27.92
5	8	28.33
5	9	28.75
5	10	29.17
5	11	29.58
6	0	30.00
6	1	30.42
6	2	30.83
6	3	31.25
6	4	31.67
6	5	32.08
6	6	32.50
6	7	32.92
6	8	33.33
6	9	33.75
6	10	34.17
6	11	34.58
7	0	35.00
7	1	35.42
7	2	35.83
7	3	36.25
7	4	36.67
7	5	37.08
7	6	37.50
7	7	37.92
7	8	38.33
7	9	38.75
7	10	39.17
7	11	39.58
8	0	40.00

D.O. No. 221 ¹¹⁻¹⁰⁻⁹⁹, s. 1999

ANNEX C-2

Conversion Table for Supervisory Work Experience

Number of		Points
Yrs.	Mos.	
0	6	1.50
0	7	1.75
0	8	2.00
0	9	2.25
0	10	2.50
0	11	2.75
1	0	3.00
1	1	3.25
1	2	3.50
1	3	3.75
1	4	4.00
1	5	4.25
1	6	4.50
1	7	4.75
1	8	5.00
1	9	5.25
1	10	5.50
1	11	5.75
2	0	6.00
2	1	6.25
2	2	6.50
2	3	6.75
2	4	7.00
2	5	7.25
2	6	7.50
2	7	7.75
2	8	8.00
2	9	8.25
2	10	8.50
2	11	8.75
3	0	9.00
3	1	9.25
3	2	9.50
3	3	9.75
3	4	10.00
3	5	10.25
3	6	10.50
3	7	10.75
3	8	11.00

Number of		Points
Yrs.	Mos.	
3	9	11.25
3	10	11.50
3	11	11.75
4	0	12.00
4	1	12.25
4	2	12.50
4	3	12.75
4	4	13.00
4	5	13.25
4	6	13.50
4	7	13.75
4	8	14.00
4	9	14.25
4	10	14.50
4	11	14.75
5	0	15.00
5	1	15.25
5	2	15.50
5	3	15.75
5	4	16.00
5	5	16.25
5	6	16.50
5	7	16.75
5	8	17.00
5	9	17.25
5	10	17.50
5	11	17.75
6	0	18.00
6	1	18.25
6	2	18.50
6	3	18.75
6	4	19.00
6	5	19.25
6	6	19.50
6	7	19.75
6	8	20.00
6	9	20.25
6	10	20.50
6	11	20.75

Number of		Points
Yrs.	Mos.	
7	0	21.00
7	1	21.25
7	2	21.50
7	3	21.75
7	4	22.00
7	5	22.25
7	6	22.50
7	7	22.75
7	8	23.00
7	9	23.25
7	10	23.50
7	11	23.75
8	0	24.00
8	1	24.25
8	2	24.50
8	3	24.75
8	4	25.00
8	5	25.25
8	6	25.50
8	7	25.75
8	8	26.00
8	9	26.25
8	10	26.50
8	11	26.75
9	0	27.00
9	1	27.25
9	2	27.50
9	3	27.75
9	4	28.00
9	5	28.25
9	6	28.50
9	7	28.75
9	8	29.00
9	9	29.25
9	10	29.50
9	11	29.75
10	0	30.00

D.O. No. 221 ¹¹⁻¹⁰⁻⁹⁹, s. 1999

ANNEX C-3

Conversion Table for Non-Supervisory Work Experience

Number of		Points
Yrs.	Mos.	
0	6	1.00
0	7	1.17
0	8	1.33
0	9	1.50
0	10	1.67
0	11	1.83
1	0	2.00
1	1	2.17
1	2	2.33
1	3	2.50
1	4	2.67
1	5	2.83
1	6	3.00
1	7	3.17
1	8	3.33
1	9	3.50
1	10	3.67
1	11	3.83
2	0	4.00
2	1	4.17
2	2	4.33
2	3	4.50
2	4	4.67
2	5	4.83
2	6	5.00
2	7	5.17
2	8	5.33
2	9	5.50
2	10	5.67
2	11	5.83
3	0	6.00
3	1	6.17
3	2	6.33
3	3	6.50
3	4	6.67
3	5	6.83
3	6	7.00
3	7	7.17
3	8	7.33

Number of		Points
Yrs.	Mos.	
3	9	7.50
3	10	7.67
3	11	7.83
4	0	8.00
4	1	8.17
4	2	8.33
4	3	8.50
4	4	8.67
4	5	8.83
4	6	9.00
4	7	9.17
4	8	9.33
4	9	9.50
4	10	9.67
4	11	9.83
5	0	10.00
5	1	10.17
5	2	10.33
5	3	10.50
5	4	10.67
5	5	10.83
5	6	11.00
5	7	11.17
5	8	11.33
5	9	11.50
5	10	11.67
5	11	11.83
6	0	12.00
6	1	12.17
6	2	12.33
6	3	12.50
6	4	12.67
6	5	12.83
6	6	13.00
6	7	13.17
6	8	13.33
6	9	13.50
6	10	13.67
6	11	13.83

Number of		Points
Yrs.	Mos.	
7	0	14.00
7	1	14.17
7	2	14.33
7	3	14.50
7	4	14.67
7	5	14.83
7	6	15.00
7	7	15.17
7	8	15.33
7	9	15.50
7	10	15.67
7	11	15.83
8	0	16.00
8	1	16.17
8	2	16.33
8	3	16.50
8	4	16.67
8	5	16.83
8	6	17.00
8	7	17.17
8	8	17.33
8	9	17.50
8	10	17.67
8	11	17.83
9	0	18.00
9	1	18.17
9	2	18.33
9	3	18.50
9	4	18.67
9	5	18.83
9	6	19.00
9	7	19.17
9	8	19.33
9	9	19.50
9	10	19.67
9	11	19.83
10	0	20.00

ANNEX D

Guidelines on POTENTIAL AND PERSONALITY TRAITS

1. The potential and personality traits of the candidates for a vacant position shall be rated by the concerned Regional Selection Board or Placement Committee.
2. If the candidate is from within the organizational unit of the Board/Committee, the Chairman and Members shall rate him based on their previous work relationship.
3. If the candidate is from outside the organizational unit, the Committee shall conduct a written examination or interview before rating the candidate.
4. The Chairman and Members of the Board/Committee shall individually and independently rate every candidate using the prescribed form in Annex D-1. The average of their ratings shall be the rating of the candidate and shall be written under "*Total Points*" in Annex E.
5. The following table shall be used in converting the average rating into weighted rating.

Total Points (Ave. Rating)	Weighted Rating	Total Points (Ave. Rating)	Weighted Rating	Total Points (Ave. Rating)	Weighted Rating
1.0	10.00	2.4	6.50	3.8	3.00
1.1	9.75	2.5	6.25	3.9	2.75
1.2	9.50	2.6	6.00	4.0	2.50
1.3	9.25	2.7	5.75	4.1	2.25
1.4	9.00	2.8	5.50	4.2	2.00
1.5	8.75	2.9	5.25	4.3	1.75
1.6	8.50	3.0	5.00	4.4	1.50
1.7	8.25	3.1	4.75	4.5	1.25
1.8	8.00	3.2	4.50	4.6	1.00
1.9	7.75	3.3	4.25	4.7	0.75
2.0	7.50	3.4	4.00	4.8	0.50
2.1	7.25	3.5	3.75	4.9	0.25
2.2	7.00	3.6	3.50	5.0	0.00
2.3	6.25	3.7	3.25		

ANNEX D - 1

**POTENTIAL AND PERSONALITY TRAITS
ASSESSMENT FORM**

Candidate : _____

Position to be filled: _____

Instruction to the Rater:

You are to rate the candidate on the listed factors on Potential and Personality Traits that would have a bearing on his performance in the position to be filled.

Encircle the appropriate numerical value for each factor using the following scale:

- | | | | | | |
|---|---|-----------|---|---|-----------------|
| 1 | - | Always | 4 | - | Seldom |
| 2 | - | Often | 5 | - | Rarely or Never |
| 3 | - | Sometimes | | | |

Intelligence and Ingenuity

- | | | | | | |
|--|---|---|---|---|---|
| 1. Possesses innate intelligence and practical knowledge which can be applied to the position to be filled. | 1 | 2 | 3 | 4 | 5 |
| 2. Keeps an open mind to change and takes initiative to improve work systems and procedures that benefit the organization. | 1 | 2 | 3 | 4 | 5 |
| 3. Creative and resourceful in overcoming shortage in supplies, inadequate equipment, etc. in order to meet work targets. | 1 | 2 | 3 | 4 | 5 |

Emotional Stability and Stress Tolerance

- | | | | | | |
|--|---|---|---|---|---|
| 4. Maintains positive attitude and normal pace and quality of work despite tension resulting from personal problems, conflict with co-workers, frustration, additional or new work assignments, etc. | 1 | 2 | 3 | 4 | 5 |
| 5. Maintains self-esteem and constructively accepts criticisms whether from subordinates, peers or supervisor. | 1 | 2 | 3 | 4 | 5 |

Human Relations

- | | | | | | |
|---|---|---|---|---|---|
| 6. Shows respect for all people regardless of rank, or stature in life. | 1 | 2 | 3 | 4 | 5 |
| 7. Maintains healthy professional relationship with co-worker despite personal differences. | 1 | 2 | 3 | 4 | 5 |
| 8. Helpful and tactful in dealing with transacting public. | 1 | 2 | 3 | 4 | 5 |

Personal Values

- | | | | | | |
|--|---|---|---|---|---|
| 9. Takes initiative to enhance present knowledge and skills and learn new ones, to benefit the organization. | 1 | 2 | 3 | 4 | 5 |
| 10. Ethical in dealing with co-workers, contractors/suppliers and the transacting public. | 1 | 2 | 3 | 4 | 5 |

Rating (Total ÷ 10) : _____

Rated by: _____

D.O. No. 221/11.10.99, s. 1999

ANNEX E

INDIVIDUAL EVALUATION AND RATING FORM

Name :		
Position	Present	Prospective
Division/District/RES		
Service/Bureau/Region		

	POINTS	TOTAL POINTS	WEIGHT	RATING
A. WORK PERFORMANCE (Refer to Annex A for conversion table) Average of 2 rating periods: _____		_____	40%	_____
B. EDUCATION AND TRAINING (Refer to Annex B for matrix)		_____	25%	_____
Minimum requirements per:				
QS Manual (60 pts. or 0)	_____			
Doctorate: Graduated/ Earned _____ units (10 pts. max.)	_____			
Masteral: Graduated/ Earned _____ units (10 pts. max.)	_____			
Other post-graduate studies: Graduated/Earned _____ units (4 pts. max)	_____			
Other bachelor's degree (4 pts. or 0)	_____			
2-year Vocational course (2 pts. or 0)	_____			
Relevant seminars/trainings, at 1 pt. per 10 hours. Total no. of hours: _____ (10 pts. max)	_____			

ANNEX E

INDIVIDUAL EVALUATION AND RATING FORM

(Page 2)

	POINTS	TOTAL POINTS	WEIGHT	RATING
C. EXPERIENCE AND OUTSTANDING ACCOMPLISHMENTS (Refer to Annex C for definition.)			25%	
On-the-Job (present position), at 5 pts. per year (Refer to Annex C-1 for conversion table)				
_____ yrs. _____ mos. (40 pts. max.)				
Other supervisory, at 3 pts. per year (Refer to Annex C-2 for conversion table)				
_____ yrs. _____ mos. (30 pts. max.)				
Other non-supervisory, at 2 pts. per year (Refer to Annex C-3 for conversion table)				
_____ yrs. _____ mos. (20 pts. max.)				
D. POTENTIAL AND PERSONALITY TRAITS			10%	
Chairman: _____				
Member1: _____				
2: _____				
3: _____				
4: _____				
5: _____				
Average (Total Points): _____				
	TOTAL RATING			

Prepared by:

(Signature and Printed Name)

Noted:

(Chairman, Placement Committee)

D. O. No. 221 11/10/99, S. 1999
ANNEX F

SUMMARY OF EVALUATION AND RATINGS FORM

Position : _____
Office : _____
No. of Vacancies : _____
Authorized Salary : _____
Next-in-Rank Positions: _____

Qualification Standards

Education : _____
Experience : _____
Training : _____
Eligibility : _____

Rank	Candidate	Present Position/ Office	Age	No. of Years in the Service	R A T I N G					Remarks
					Work Performance	Education & Training	Experience & Outstanding Accomp.	Potential & Personality Traits	T o t a l	

Prepared by:

Concurred:

Validated by:

Chairman, Placement Committee

Head, CSB-Technical Working Group

(Include all incumbents of next-in-rank positions within the Division/Region. If the employee is not qualified for the position being filled, indicate under "**Remarks**" column the nature of the disqualification.)