



Republic of the Philippines
MINISTRY OF PUBLIC WORKS
NIA Building, E. de los Santos Ave., Quezon City
OFFICE of the MINISTER

November 5, 1979

MINISTRY ORDER)

NO. 79-22)

x-x-x-x-x-x-x-x-x))

SUBJECT : GUIDELINES IN THE PLACEMENT OF
PERSONNEL IN THE OFFICE OF THE
MINISTER, THE STAFF BUREAUS AND
REGIONAL AND DISTRICT OFFICES
OF THE MINISTRY OF PUBLIC WORKS
IN IMPLEMENTATION OF EXECUTIVE
ORDER 546 CURRENT SERIES.

Pursuant to the provisions of Section 22 of Executive Order No. 546 dated 23 July 1979, and in accordance with the Presidential directive to institute reforms in the government in order to strengthen answerability to the people, the following criteria and procedures are hereby established for the selection and placement of personnel in the 1st and 2nd level positions in the approved staffing pattern of the Ministry of Public Works:

A. CRITERIA :

1. Incumbents of positions and external applicants shall be compared according to the following factors :
 1. Performance including integrity
 2. Employment status
 3. Education and training
 4. Occupational history together with outstanding accomplishment
 5. Physical characteristics and personality traits
 6. Potential
 7. Special circumstances

In determining relative performance, assessment shall not be limited to the reckoning by the formal performance evaluation system. The employee's performance outputs in terms of contributions to the achievement of unit objectives and to the promotion of morale as evaluated by working supervisors shall be considered. The employee's integrity shall be evaluated on the basis of the supervisors' assessment of (1) his moral values; (2) his reputation and behavior; (3) and his personal discipline.

In the light of the new emphasis on the necessity for a high and unwavering sense of integrity, highest preferential consideration shall be given to present permanent employees with unquestionable integrity.

2. In filling up any position in the New Staffing Pattern, the qualification requirements of the position as called for in the qualification standards of this Ministry duly approved by the Civil Service Commission shall be the minimum qualifications required for filling each position.
3. External applicants may be chosen for placement to technical positions, provided that the applicants possess special or highly technical qualifications necessary for the effective performance of the duties and responsibilities of the position to be filled. The recommending authority shall put in writing his justification for each case.


Highly technical or special qualifications shall mean qualifications which exceed those of the duly approved qualification standards of the Ministry.

4. To insure organizational renewal, and to effect the development of organizational viability and individual versatility, one-fourth to one-third of the total number of section chiefs, division chiefs and officials of equivalent rank shall be recruited from units within the Ministry outside the service, bureau or office.

B. PROCEDURES :

1. The initial screening of employees who will fill up the positions in the New Staffing Pattern in the Office of the Minister shall be done by the head of each Service or Staff Bureau; in the Regional Offices, by the Regional Director; and in Districts, by the Chief Civil Engineer (District Engineer) concerned.

For each supervisory position at least 2 or 3 recommendees shall be named.




2. After the initial screening, review shall be made by the Selection and Promotion Boards of the Ministry composed of the Deputy Minister as Chairman and the three Assistant Secretaries and the representative from the Civil Service Commission, as members. Recommendations of these Boards shall be submitted to the Minister.
3. Final approval shall be made by the Minister of Public Works, after which the corresponding appointments shall be prepared in accordance with the delegated authority under Ministry Memorandum Circular No. 79-13 dated August 23, 1979.

C. PHASING OUT

Employees who by reason of the implementation of these guidelines cannot be accommodated in the New Staffing Pattern and those who choose to retire shall be phased out.

The gratuity rights of those who will be phased out shall be governed by the provisions of Budget Memorandum Circular No. 150 dated August 19, 1974 of the former Budget Commission.

Strict compliance herewith is enjoined.


ALFREDO L. JUINIO
Minister