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Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

897.13 DPWH
02-03-2016

DEPARTMENT ORDER)
NO. **33**)
Series of 2016)


**SUBJECT: Amendment to D.O. 113 Re:
Revised Selection Criteria on
the Evaluation of Applicants/
Candidates for Appointment to
Entry Level Positions**

To ensure that the best and most competent professionals are appointed to vacancies in this Department, to give a fair chance to all qualified applicants in the evaluation consistent with Section 5, Rule VI of the Omnibus Rules Implementing Book V of Executive Order No. 292 and other Pertinent Civil Service Law and Rules, and in view of the implementation of Strategic Performance Management System (SPMS) in the Department, the selection criteria for purposes of evaluating applicants/candidates for appointment to entry level positions are hereby further amended and prescribed as follows:

	MAXIMUM POINTS	WEIGHTED POINTS
A. WORK PERFORMANCE (Guidelines and conversion table in Annex A)	100	10%
B. EDUCATION AND TRAINING (Divided into sub-criteria as defined in Annex B)	100	40%
C. EXPERIENCE AND OUTSTANDING ACCOMPLISHMENTS (Divided into sub-criteria as defined in Annex C, computation and conversion table is in Annex C-1)	100	10%
D. POTENTIAL AND PERSONALITY TRAITS (To be determined by the Placement Committee in accordance with guidelines in Annex D and using form in Annex D-1)	100	40%

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. 113, s. 2015, and shall take effect immediately.



ROGELIO L. SINGSON
Secretary

4.3.1 ZFF/ARM

Department of Public Works and Highways
Office of the Secretary



WIN6L07438

ANNEX A

Guidelines on Work Performance (10%)

1. An employee/candidate with an adjectival performance rating of at least "*Very Satisfactory*" for the last two (2) rating periods shall be included in the evaluation and/or considered for appointment. An employee-candidate with an adjectival rating of "*Satisfactory*" shall not be included in the evaluation process from the selection process.
2. The average performance rating for two (2) consecutive rating period shall be converted into "*equivalent*" and "*weighted*" points using the table below:

ADJECTIVAL RATING	AVERAGE OF LAST 2 PERFORMANCE RATINGS	EQUIVALENT POINTS	WEIGHTED POINTS
Outstanding	5.0	100.00	10.00
VERY SATISFACTORY	4.87 – 4.99	94.00	9.40
	4.74 – 4.86	92.68	9.27
	4.61 – 4.73	91.40	9.14
	4.49 – 4.60	90.12	9.01
	4.37 – 4.47	88.84	8.88
	4.25 – 4.35	87.56	8.76
	4.13 – 4.23	86.28	8.63
	4.00 – 4.11	85.00	8.50

3. For an applicant outside the DPWH, he/she shall be given the lowest equivalent points of "*Very Satisfactory*" which is 85.
4. Only performance ratings of those performing work-related duties and responsibilities relevant to the position to be filled shall be considered and given weight in evaluating "*Work Performance*". Performance ratings of technical personnel assigned to do non-technical tasks shall not be given weight instead they will be assigned the lowest equivalent points of "*Very Satisfactory*".

ANNEX B

Guidelines on Education and Training (40%)

A. Education (90 points)

A.1 Minimum Educational Requirement (60 points)

This refers to the minimum educational requirement provided under the CSC-approved Qualification Standards (QS) Manual.

A.2 Honors (10 points)

Description	Equivalent points
Summa Cum Laude	10 points
Magna Cum Laude	9 points
Cum Laude	8 points
Academic Distinction or Dean's Lister (supported with certification) a. 0.6 per semester for a five (5) year course b. 0.75 per semester for a four (4) year course	6 points

A.3 Board Rating (RA 1080)/CS Rating (10 points)

BAR/Board Rating (RA 1080)	CS Rating	Equivalent points
91 – 100	96 – 100	10 points
81 – 90	91 – 95	8 points
76 – 80	86 – 90	6 points
70 – 75 * applicable only if passing rate is 70	80 – 85	4 points

A.4 Other Degrees (10 points)

A.4.1 An additional bachelor's degree (5 points or 0), (if it is not credited under "minimum educational requirement), shall be credited under "Other bachelor's degrees". Mere academic units leading to a bachelor's degree (not graduate) shall not be given any point.

A.4.2 Masteral Degree including Bachelor of Laws (5 points or 0) shall refer to post-graduate academic degree in management or administration, or in a field that is directly related to the position to be filled. Mere post-graduate academic units leading to a bachelor's degree (not graduate) shall not be given any point.

B. Training (10 points)

B.1 Relevant seminars/training (1 point per 4 cumulative hours maximum of 5 points) shall refer to any training/seminar acquired in the DPWH or other training institutions related to the occupational groupings of the position to be filled. For example, a seminar on any topic in engineering shall be considered relevant to any engineering position.

B.2 Computer Literacy Exam (5 points or 0)

Computer Literacy Examination (CLE) is a requirement for all appointees in the entry (first & second) level positions.

Those applying for crafts and trades or custodial positions with no computer-aided work responsibilities are exempted from the CLE requirement.

D.O. No. 33, s. 2016

ANNEX C

Guidelines on Work Experience (10%)

1. Work experience (100 points) 20 points per year

This refers to experience relevant to the position to be filled. 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.

In counting the number of years/months of work 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.

The conversion table in Annex C-1 shall be used in computing "*Work Experience*".

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ANNEX C-1

Conversion Table for Work Experience

Number of		Points
Yrs.	Mos.	
0	6	10.00
0	7	11.67
0	8	13.33
0	9	15.00
0	10	16.67
0	11	18.33
1	0	20.00
1	1	21.67
1	2	23.33
1	3	25.00
1	4	26.67
1	5	28.33
1	6	30.00
1	7	31.67
1	8	33.33
1	9	35.00
1	10	36.67
1	11	39.33
2	0	40.00
2	1	41.67
2	2	43.33
2	3	45.00
2	4	46.67
2	5	48.33
2	6	50.00
2	7	51.67
2	8	53.33
2	9	55.00
2	10	56.67
2	11	58.33

Number of		Points
Yrs.	Mos.	
3	0	60.00
3	1	61.67
3	2	63.33
3	3	65.00
3	4	66.67
3	5	68.33
3	6	70.00
3	7	71.67
3	8	73.33
3	9	75.00
3	10	76.67
3	11	78.33
4	0	80.00
4	1	81.67
4	2	83.33
4	3	85.00
4	4	86.67
4	5	88.83
4	6	90.00
4	7	91.67
4	8	93.33
4	9	95.00
4	10	96.67
4	11	98.33
5	0	100.00

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ANNEX D

Guidelines on Potential and Personality Traits (40%)

1. The potential and personality traits of the candidates for a vacant position shall be rated by the concerned Regional Selection Board (RSB) or Placement Committee in the Central Office.
2. The concerned RSB or Placement Committee in the Central Office shall conduct a written examination or interview before rating the candidate.
3. The concerned RSB or Placement Committee in the Central Office 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.
4. 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	40.00	2.4	26.00	3.8	12.00
1.1	39.00	2.5	25.00	3.9	11.00
1.2	38.00	2.6	24.00	4.0	10.00
1.3	37.00	2.7	23.00	4.1	9.00
1.4	36.00	2.8	22.00	4.2	8.00
1.5	35.00	2.9	21.00	4.3	7.00
1.6	34.00	3.0	20.00	4.4	6.00
1.7	33.00	3.1	19.00	4.5	5.00
1.8	32.00	3.2	18.00	4.6	4.00
1.9	31.00	3.3	17.00	4.7	3.00
2.0	30.00	3.4	16.00	4.8	2.00
2.1	29.00	3.5	15.00	4.9	1.00
2.2	28.00	3.6	14.00	5.0	0.00
2.3	27.00	3.7	13.00		

ANNEX D-1

**POTENTIAL AND PERSONALITY TRAITS
ASSESSMENT FORM
(FOR EXISTING EMPLOYEE-APPLICANTS)**

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. Possess 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 |

Rated by: ____

Rating (Total ÷ 10) _____

ANNEX D-1.1

**POTENTIAL AND PERSONALITY TRAITS
ASSESSMENT FORM
(FOR OUTSIDE APPLICANTS)**

Intelligence and Ingenuity

1. Describe the relevance of the degree you have finished to the position you are applying.
2. When you have become comfortable with a system in use for many years and suddenly it was decided that a change in that system is to be implemented, how do you react to the change? How will you encourage others to effect that change?
3. Recall an instance in the past where you had to start on some activity and you didn't have complete supplies or equipment available. What did you do to finish the activity?

Emotional Stability and Stress Tolerance

4. In a scale of 1 to 10, with 1 as lowest and 10 as highest, what is the level of your stress when confronted with personal problems, conflict with co-workers or in being given additional or new work assignments? How many days or how long does it take you to adjust? What will you do to overcome the stress?
5. In a scale of 1 to 10, with 1 as lowest and 10 as highest, how emotionally affected do you get when criticized by subordinates, peers or supervisors for your mistakes or shortcomings? What do you do afterwards?

Human Relations

6. How different would you treat a person of lower rank or stature than a person of higher rank?
7. Were there instances in the past that you were forced to avoid an activity or work assignment because of a person with whom you have some personal differences?
8. Have you ever been reprimanded/disciplined for being tactless or failing to assist a person who needs your assistance?

Personal Values

9. Have you ever requested or insisted to be included in a seminar or training program because you feel the organization/group will benefit from your improved knowledge and skills?
10. Have you been accused of being unethical in dealing with people in general?

ANNEX E

INDIVIDUAL EVALUATION AND RATING FORM
(For Entry Level Position)Name: _____
Position: _____

Office: _____

MAXIMUM POINTS	WEIGHT	RATING
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A. WORK PERFORMANCE

(Guidelines and conversion table in Annex A)

100 10% _____

B. EDUCATION (90 points)

(Divided into sub-criteria as defined in Annex B)

100 40% _____

Minimum Educational requirement per QS Manual (60 points)

Honors (10 points)

Magna Cum Laude	
Summa Cum Laude	
Cum Laude	
Academic Distinction or Dean's Lister (supported with certification)	
(0.60 per semester for a five (5) year course)	
(0.75 per semester for a four (4) year course)	

BAR/Board Rating (RA 1080) /CS Rating (10 points)

BAR/Board Rating (RA
1080)

CS Rating

91 - 100	96 - 100	
81 - 90	91 - 95	
76 - 80	86 - 90	
70 - 75 * Applicable only if passing rate is 70	80 - 85	

C. OTHER DEGREES (10 points)

Additional bachelor's degree (5 pts or)

Masteral Degree: Graduated/Earned units (5 pts or 0)

D. TRAINING (10 points)Relevant seminars/trainings at 1 point per 4 cumulative hours
maximum of 5 points

Computer Literacy Exam (5 points or 0)

C. EXPERIENCE AND OUTSTANDING ACCOMPLISHMENT

(Conversion table in Annex C-1)

100 10% _____

Work Experience relevant to the position to be filled
at 20 points per year**D. POTENTIAL AND PERSONALITY TRAITS**(To be determined by the concerned RSB or Placement Committee in the
Central Office in accordance with guidelines in Annex D
and using form in Annex D-1 and D-1.1)

100 40% _____

TOTAL RATING

Prepared by:

Noted:

ANNEX F

EVALUATION MATRIX FOR ENTRY POSITIONS

Qualification Standards

Position : _____
Office : _____
No. of Positions to be filled up : _____
Authorized Salary : _____

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

[illegible]

PREPARED BY:

CONCURRED BY:

VALIDATED BY:

Administrative Officer V

Chief Administrative Officer

RSB/CSB