



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

097. F DPWH  
8-15-2002

August 12, 2002

DEPARTMENT MEMORANDUM)

CIRCULAR NO. 51  
Series of 2002

)  
)  
)  
*8/15*

T O : All REGIONAL DIRECTORS  
This Department

This refers to the approved DPWH Merit Selection Plan and System of Ranking Positions, on page 12 thereof (excerpt copy attached), particularly Item No VII.C on Composition of the Personnel Selection Board (PSB). "Human Resource Management Officer or Official or Employee directly responsible for personnel management" (underscoring supplied).

In this connection, it is being informed that whoever is the highest official responsible for personnel management in the Regional Office with at least the rank of a division chief level position is the one being referred to as member of the said Board.

Be guided accordingly.

TEODORO T. ENCARNACION  
Undersecretary

10. Post a notice announcing the appointment of an employee in three (3) conspicuous places in the agency a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

## VI. GRIEVANCE

1. A qualified next-in-rank employees may present the grievance with the agency grievance machinery under the following conditions:
  - a. Non-compliance with the selection process;
  - b. Discrimination of account of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation;
  - c. Disqualification of applicant to a career position for reason of lack of confidence of the appointing authority; and
  - d. Other violations of the provisions of this Merit Selection Plan.

## VII. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)

For the first and second level positions:

- a. As Chairperson:
  - a.1 Agency head or the authorized representative from the career service;
- b. Highest official responsible for personnel management;
- c. Division Chief or the authorized representative from the career service of the organizational unit where the vacancy is;
- d. Human Resource Management Officer or official or employee directly responsible for personnel management.
- e. Two designated representatives of the rank-and-file employees, one from the first level and one from the second level who are members of the DPWH Employees Association/Union.

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies in the second level. Both rank and file representatives shall serve for a period of two (2) years.

**For Third Level Positions:**

The DPWH for the purpose of filling up positions in the 3<sup>rd</sup> level, including Assistant District Engineer and presidential appointments for recommendation to the President of the Philippines, established the DPWH EXECUTIVE COMMITTEE (EXCOM), composed of the following:

- Chairperson - Undersecretary
- Members - 3 other Undersecretaries  
4 Assistant Secretaries

The EXCOM shall be assisted by a Secretariat, which shall be created by the Executive Committee composed of selected DPWH employees.

**Functions and Responsibilities of the Executive Committee**

1. Evaluates and ranks candidates for 3<sup>rd</sup> level position on the basis of the following selection criteria:
  - a) Performance
  - b) Professional Background/Education and Training
  - c) Experience and Outstanding Accomplishment
  - d) Behavioral Factors
2. Recommends, thru resolutions, appointments to 3<sup>rd</sup> level positions for approval by the Secretary;
3. Prepares recommendation by the Secretary for presidential appointments for submittal to the President of the Philippines.
4. Reviews appointments issued for 3<sup>rd</sup> level positions for submission to the CSC for approval.