



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

0917.130 PWH
07-15-2015

JUL 14 2015

DEPARTMENT ORDER)

NO. 113)

Series of 2015)


SUBJECT: 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, and to give a fair chance to all qualified applicants especially Job Orders (JOs) and/or fresh graduates in the evaluation, and 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, the selection criteria for purposes of evaluating applicants/candidates for appointment to entry level positions are hereby 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 shall take effect immediately.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary

4.3.1 ZFF/ARM



ANNEX A

Guidelines on Work Performance (10%)

1. Only an employee who got an adjectival rating of "*Very Satisfactory*" or "*Outstanding*" (accompanied by a written justification acceptable to the concerned Regional Selection Board or to the Central Selection Board) 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 be eliminated from the selection process.
2. The average rating 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	1.0	100.00	10.00
	1.1	99.26	9.93
	1.2	98.55	9.85
	1.3	97.84	9.78
	1.4	97.13	9.71
	1.5	96.42	9.64
	1.6	95.71	9.57
	1.7	95.00	9.50
VERY SATISFACTORY	1.8	94.00	9.40
	1.9	92.68	9.27
	2.0	91.40	9.14
	2.1	90.12	9.01
	2.2	88.84	8.88
	2.3	87.56	8.76
	2.4	86.28	8.63
	2.5	85.00	8.50

3. For an applicant outside the DPWH, he/she shall be assigned the lowest equivalent points of "*Very Satisfactory*" which is 85.
4. For Engineer II positions, only performance ratings of those performing engineering-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*".

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ANNEX B

Guidelines on Education and Training (40%)

A. Education (95 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 (15 points)

Description	Equivalent points
Suma Cum Laude/Magna Cum Laude/Cum Laude	15 points
Academic Distinction or Dean's Lister (1.3 points per semester obtained)	13 points

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

Board Rating (RA 1080)	CS Rating	Equivalent points
Top 10	90 - 100	10 points
Top 11 - 20	80 - 89	8 points

A.4 Other Degrees (10 points)

1. Doctorate or Masteral Degree (10 points) 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.
2. 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	Academic Requirements Completed	Graduated
Doctorate/Masteral Degree	2	4	6	8	10

B. Training (5 points)

Relevant seminars/training (1 point per 4 cumulative hours) 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.

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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*".

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	88.33
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

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		

5. If warranted, the Central Selection Board (CSB) may exercise its discretionary authority to call the individual candidates for further interview.

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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. 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 |

Rating (Total ÷ 10) _____

Rated by: _____

ANNEX E

INDIVIDUAL EVALUATION AND RATING FORM
(For Entry Level Position)

Name: _____
Position : _____

Office : _____

	MAXIMUM POINTS	WEIGHT	RATING						
A. WORK PERFORMANCE <i>(Guidelines and conversion table in Annex A)</i>	100	10%	_____						
B. EDUCATION AND TRAINING <i>(Divided into sub-criteria as defined in Annex B)</i>	100	40%	_____						
Minimum Educational requirement per QS Manual (60 points)									
Honors (15 points)									
Summa Cum Laude/Magna Cum Laude/ Cum Laude (15 points)									
Academic Distinction or Dean's Lister (13 points)									
Board Rating (RA 1080) /CS Rating (10 points)									
<table border="1"> <tbody> <tr> <td>Top 10</td> <td>90-100</td> <td>10 points</td> </tr> <tr> <td>Top 11- 20</td> <td>81-89</td> <td>8 points</td> </tr> </tbody> </table>				Top 10	90-100	10 points	Top 11- 20	81-89	8 points
Top 10	90-100	10 points							
Top 11- 20	81-89	8 points							
Masteral/Doctorate Degree: Graduated/Earned units (10 points max)									
Relevant seminars/trainings at 1 point per 4 cumulative hours of seminar, not to exceed 5 points									
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 COPC in accordance with with guidelines in Annex D and using form in Annex D-1)	100	40%	_____						
TOTAL RATING			_____						

Prepared by:

Noted:

ANNEX F

EVALUATION MATRIX FOR ENTRY POSITIONS

Qualification Standards

Position	:	_____
Office	:	_____
No. of Newly Created Engineer II Positions	:	_____
No. of Positions to be filled up	:	_____
Authorized Salary	:	_____
Next-in-Rank Position	:	_____

Education : _____

Experience : _____

Training : _____

Eligibility : _____

Additional Requirement : Passing the DPWH Computer Literacy Exam (CLE)
Preferably thirty (30) years old or below

[illegible]

***This further certified that all applications receives are included in the initial evaluation**

PREPARED BY:

CONCURRED BY:

VALIDATED BY:

Administrative Officer V

Chief Administrative Officer

Regional Selection Board (RSB)