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10-3-89

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

21 September 1989

DEPARTMENT ORDER)

NO: **150**
10/3

Series of 1989

SUBJECT: Creation of One-Stop Testing
Centers and Supplementary
Guidelines on the Recruitment
and Selection of Personnel

Pursuant to Memorandum Circular No. 18, s. 1988 of the Civil Service Commission, and suppletory to Department Order No. 93 dated 14 July 1989, there are hereby created Testing Centers in the Central and the Regional Offices of this Department, to help ensure that only the mentally and physically fit, qualified, and competent are appointed/promoted to vacant positions in the First and Second Levels of the career service.

The Testing Centers shall be manned by the following personnel:

CENTRAL OFFICE

Chief, Personnel Division, AMMS	-	HEAD
Physician	-	Member
Personnel Officer IV, AMMS	-	Member
Personnel Test Specialist	-	Member
Psychometrician	-	Member
Clerks/Typists	-	To be designated by the Head, Testing Center.

REGIONAL OFFICE

Personnel Officer	-	HEAD
Physician	-	Member
Sr. Manpower Development Officer	-	Member
Clerks/Typists	-	To be designated by the Head, Testing Center.

The Testing Centers shall have the following functions:

1. Serve as Secretariat of the Central Selection Board/Regional Selection Boards created under Department Order No. 93, s. 1989;
2. Screen candidates on the following: mental and physical fitness, educational qualifications, and training and work attitudes/experiences, thorough interviews, administration and evaluation of suitable tests, and verification of relevant records.
3. Certify that candidates have been found qualified for certain positions.

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4. Assist in the identification of misplaced personnel and recommending proper placements for them in accordance with their qualifications, experiences and skills.
5. Follow up appointments submitted to the CSC-DPWH Field Office for approval.

PROCEDURAL STEPS IN THE ISSUANCE OF APPOINTMENTS

1. In cases of vacancies, Heads of Placement Committees shall refer nominees and candidates for appointment to the appropriate Testing Center for initial testing and screening.
2. The Testing Center shall forward to the appropriate Selection Board the names of nominees/candidates for appointment who meet the minimum qualifications for the vacancies.
3. The Selection Board shall evaluate the qualifications of the nominees/candidates and recommend to the appointing authority at least three (3) nominees/candidates which it considers the best qualified for the vacancies, not necessarily the recommendees of the Heads of Placement Committees.
4. The appointing authority shall assess the merits of the recommendations of the Board and select the applicant/candidate he deems best qualified and most suitable for the vacancies.
5. The One-Stop Testing Center/Personnel Office concerned shall accordingly prepare the appointment papers for approval of the appointing authority and transmittal to the the CSC-DPWH Field Office/CSC Regional Office for attestation.

All Heads of Offices are hereby directed to give full support to the Testing Centers in the performance of their officials functions.

This Department Order takes effect immediately.


FIORELLO R. ESTOM
Secretary