



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

DPWH 113
 8-16-90

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SER # 1232
 Pg. 240

DEPARTMENT ORDER)

NO. **164**)
 8-14

SUBJECT: Supplementary Guidelines
 on the Selection of Personnel
 for Appointment/Promotion

Series of 1990)
 -x-x-x-x-x-x-x-x-x-)

Pursuant to Memorandum Circular No. 23, s. 1990 of the Civil Service Commission, and to help ensure that only the mentally and physically fit, and the best qualified and most competent are appointed/promoted to vacancies in the First and Second Levels of the career service in this Department, the tests (psychological tests that measure basic and higher level intelligence, aptitude and personality and individual behavioral adjustments) approved by the Civil Service Commission on recommendation of this Department, are hereby made part of the selection criteria for appointment/promotion to vacant positions in the 1st and 2nd levels of the career service, including positions of Division Chief, District Engineer, Regional Equipment Engineer and Assistant District Engineer.

Accordingly, the following factors/criteria and their corresponding weighted scores and points are hereby prescribed in the evaluation and rating of personnel for appointment/promotion to vacancies in the 1st and 2nd levels of career service in the Department of Public Works and Highways.

	MAXIMUM POINTS	WEIGHTS
A. PERFORMANCE - - - - -	100	50%
(Weighted Average of the last two adjectival performance ratings of the official/employee per Dept. MC No. 87 and DO No. 124, s. 1989)		
Outstanding (1 - 1.7) - - - -	100	
Very Satisfactory (1.8 - 2.5) -	94	
Satisfactory (2.6 - 3.5) - - -	84	

In case of a tie in the total evaluation ratings of candidates for promotion, the point ranges of the adjectival performance ratings shall be taken into account. On the overleaf is a conversion table for performance ratings under M.O.R.E.

B. EDUCATION AND TRAINING - - - - - 20%

1. Meet minimum educational requirements per DPWH Qualification Standards - - - 50

2. Completed other relevant degrees/courses: - - - - - 40

Doctorate degree . . . 15
 Masteral degree . . . 10
 Other relevant
 BS degree . . . 10
 Vocational course . . 5

 40

3. Completed relevant seminars/trainings at 1 point per 10 hours of seminar/training, but not to exceed 10 points - - 10

 100

C. EXPERIENCE AND OUTSTANDING ACCOMPLISHMENTS - - - 20%

1. On-the-job (present position) experience relevant to the position to be filled at 5 points per year - - - - 40

2. Other supervisory experience relevant to the position to be filled, at 3 points per year - - - - - 30

3. Non-supervisory work experience relevant to the position to be filled, at 2 points per year - - - - - 20

4. Awards granted under CSC MC No. 56, s. 1989, Department Order No. 160, s. 1989 and other issuances, at 2 points per award - - - - - 10

 100

D. PERSONALITY PROFILE - - - - - 10%

(Psychological tests shall be administered by the One-Stop Testing Centers established in Department Order No. 150, s. 1989)

1. SUPERVISORY/MANAGERIAL LEVEL
 Traits 50
 Supervisory/
 Managerial Capacity. 30
 Mental Ability 10
 Aptitude 10

 100

2. NON-SUPERVISORY LEVEL

Traits	50
Mental Ability	30
Aptitude	20

	100

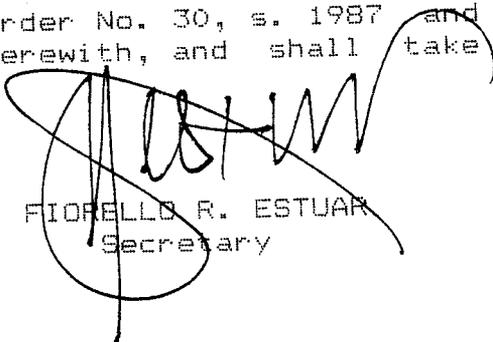
(Indicated on the back page hereof is the Rating Table for Personality Profile).

TOTAL - - - - - 100%

E. PHYSICAL AND MENTAL FITNESS - - - - - FIT/UNFIT

"Physical and Mental Fitness" is a criterion that must be met. If a person is physically and/or mentally unfit to perform the functions and responsibilities of the vacant position being filled, he shall not be considered for appointment/promotion thereto.

This Order supersedes Department Order No. 30, s. 1987 and all other DPWH issuances inconsistent herewith, and shall take effect immediately.



FIORIELLO R. ESTUAR
Secretary