



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

October 7, 1991

SER #2324
P. 56

DEPARTMENT ORDER

NO. **207**

Series of 1991

-X-X-X-X-X-X-X-X-X-

SUBJECT: **Modification of the Criteria**

Prescribed in Department Order
No. 164 on the Selection of
Personnel for Appointment/
Promotion

In view of the unavailability of trained Psychometricians in Field Offices of this Department, and in line with the government's policy of fiscal restraint (cut in travelling expenses), administration of the psychological tests (personality profile) prescribed in Department Order No. 164, s. 1990, is hereby suspended. The tests shall be administered, and evaluated by the DPWH Central Office Testing Center, only to candidates for original appointment, or when so requested by the Heads of Offices concerned, in case rigid screening/in-depth evaluation of the merit and fitness of the candidates for appointment/promotion is called for or whenever personality profile is clearly a critical factor.

Accordingly, the factors/criteria and their corresponding weighted scores and points prescribed in DO No. 164 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 are hereby modified, as follows:

		MAXIMUM POINTS	WEIGHTS
A.	PERFORMANCE - - - - -	100	50%
	(Weighted average of the two adjectival performance ratings of the employee under DO No. 25, s. 1982 and DO No. 124, s. 1989 - M.O.R.E.)		

Outstanding (1 - 1.7) - - - -	95 - 100
Very Satisfactory (1.8 - 2.5) - - -	85 - 94
Satisfactory (2.6 - 3.5) - - -	75 - 84

(Under CSC MC No. 12, s. 1989, only employees with Outstanding and Very Satisfactory performance ratings shall be considered for promotion).

On the overleaf is a conversion table for performance ratings under M.O.R.E.



B. EDUCATION AND TRAINING - - - - - 25%

1. Meet minimum educational requirements per DPWH Qualification Standards - - - - - 50
2. Completed other relevant degrees/courses: - - - - - 40

Doctorate degree ... 20
Masteral degree 10
Other relevant
BS Degree 6
Vocational Course... 4
(Units earned shall --
be given correspond- 40
ing points and
weights, per rating
table on the overleaf)
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 - - - 25%

1. On-the-job (present posi-
tion) experience relevant
to the position to be
filled at 5 points per
year - - - - - 40
2. Other supervisory exper-
ience 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


T O T A L 100%

D. PSYCHOLOGICAL TESTS (Personality Profile), if administered, shall be given a weight of 10%

E. PHYSICAL AND MENTAL FITNESS

"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 amends/modifies Department Order No. 164, s. 1990 and all other DPWH issuances or parts thereof inconsistent herewith, and shall take effect immediately.


JOSE P. DE JESUS
Secretary

RATING TABLE OF UNITS EARNED IN EXCESS OF MINIMUM EDUCATION REQUIRED

	PERCENTAGE WEIGHT
1 - 9 masteral units	10%
10 - 18 masteral units	20%
19 - 27 masteral units	30%
28 - 36 masteral units	40%
Master's Degree	50%
1 - 9 doctoral units	60%
10 - 18 doctoral units	70%
19 - 27 doctoral units	80%
28 - 36 doctoral units	90%
Doctorate Degree	100%