



Republic of the Philippines
DON HONORIO VENTURA STATE UNIVERSITY
Villa de Bacolor, Pampanga



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DHVSU MERIT SELECTION PLAN (DHVSUMSP)

Pursuant to the provisions of CSC Memorandum Circular No. 14, s. 2018, the DHVSU Merit Selection Plan, approved on November 3, 2003, is hereby revised for the guidance of all concerned.

A. BASIC POLICIES

1. Selection of non-teaching personnel for appointment in the university shall be open to all qualified men and women according to the principle of merit and fitness. Therefore, personnel selection shall be based exclusively on the qualification standard for the position and the competence to perform the corresponding duties and responsibilities.
2. There shall be equal employment opportunities for men and women at all levels of position at the Don Honorio Ventura State University. Likewise, equal opportunities will be accorded for the advancement and promotion of qualified employees. Specifically, there shall be no discrimination in the selection and promotion of personnel on account of age, sex, gender orientation, civil status, disability, religion, ethnicity, or political affiliation.
3. The Merit Selection Plan shall cover positions in the first, second and third level and shall also include original appointments and other related human resource actions for non-teaching personnel (Sec. 83, Rule IX of 2017 ORA OHRA *Revised 2018*).
4. When a position in the first, and second level becomes vacant, applicants for employment who are qualified and possess appropriate eligibility shall be considered for permanent appointment.
5. Vacant positions to be filled up shall be published in accordance with Republic Act 7041 (Publication Law). The university shall submit the list of vacant positions authorized to be filled and its corresponding qualification standards and plantilla item numbers (CS Form No. 9, *Revised 2018*) in electronic and printed copies to the Civil Service Commission Field Office concerned. The printed copy shall be posted by CSCFO in its bulletin board, while the electronic copy shall be forwarded to the Civil Service Commission Regional Office concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website (Sec. 25, Rule VII of 2017 ORA OHRA *Revised 2018*).

The published vacant positions shall also be posted in at least three (3) conspicuous places within the university not less than (10) calendar days. Other appropriate modes of publication shall be considered like posting on the university website and other social media platforms.

The publication of a particular vacant position shall be valid until filled up but not to extend beyond nine (9) months reckoned from the date the vacant position was published.

6. The following positions are exempt from the publication and posting requirements (Sec. 26, Rule VII of 2017 ORA OHRA *Revised 2018*):
 - i. Primarily confidential positions;
 - ii. Positions which are policy-determining;

- iii. Highly technical positions;
 - iv. Positions coterminous with the University President;
 - v. Reappointment of those appointed on temporary status for Category II positions under CSC MC No. s. 1996; and
 - vi. Positions to be filled by existing regular employees in the university in case of reorganization.
7. DHVSU shall constitute two (2) Human Resource Merit Promotion and Selection Board (HRMPSB)—one for the first and second level positions and another for third level executive/managerial positions.
 8. The HRMPSB shall assist the University President in the judicious and objective selection of candidates for appointment in the university (Sec. 85, Rule IX of 2017 ORA OHRA *Revised 2018*).

The HRMPSB shall submit to the University President the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.

9. The University President shall be guided by the report of the HRMPSB’s assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from selection line-up, deemed most qualified for appointment to the vacant position (Sec. 86, Rule IX of 2017 ORA OHRA *Revised 2018*).
10. The University President may appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment of qualifications evidenced by the comparative ranking (Sec. 87, Rule IX of 2017 ORA OHRA *Revised 2018*).
11. The University President may also opt not to select anyone from the top five candidates and direct the reposting of the position.
12. The HRMPSB shall be composed of the following:

MEMBERS	FIRST and SECOND LEVEL POSITIONS	EXECUTIVE/MANAGERIAL POSITIONS
Chairperson	a. The Director of the Administrative Services Office or his/her authorized representative	a. Executive Vice President
Members	b. Head of organizational unit where vacancy exists, or his/her designated alternate who must be a senior personnel of the office.	b. Cluster Vice President or its equivalent where the vacancy exists, or his/her authorized representative
	c. Human Resource Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate	c. Next-in-rank office head/unit head, or his/her authorized representative or designated alternate under the cluster where the vacancy exist
	d. Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association in the university	d. Director for Administration or his/her authorized representative or designated alternate who must at least be holding a supervising position
Secretary	e. Senior HR Staff	f. Human Resource Management Officer (HRMO)

13. The University President shall issue an Office Order identifying the principal members of the HRMPSB and their designated alternates. The CSCRO and CSCFO shall be furnished with a copy of the Office Order.

14. The University President shall as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions (Sec. 89, Rule IX of 2017 ORA OHRA *Revised 2018*).
15. The membership of the HRMPSB can be modified, provided it conforms to the prescribed composition. A reasonable number of members may be added, but the prescribed composition may not be reduced. The members must be duly designated and their names posted in the university bulletin board. Any change in the compositions should be reported to the CSC Regional Office or Field Office concerned (Sec. 90, Rule IX of 2017 ORA OHRA *Revised 2018*).
16. The HRMO shall be in-charge in the initial screening of all applicants for a permanent position.
17. The HRMO shall verify the eligibility of applicants thru Civil Service Eligibility Verification System (<https://csevs.csc.gov.ph/user/eligibility>), Professional Regulation Commission's Licensure Examination and Registration Information System (<https://online.prc.gov.ph/Verification>) and Supreme Court of the Philippines Lawyer's List (<https://sc.judiciary.gov.ph/lawyers-list-2/>) to ensure the legitimacy of their eligibility. (CSC MC No. 03, s. 2023: Amendment to Sec. 4, Rule II of 2017 ORA OHRA *Revised 2018*)
18. The HRMO shall be responsible in identifying who among the applicants will advance to Psychological Test and Panel Interview.
19. The HRMO shall provide a copy of the top five applicants to the University President and the Chairperson of HRMPSB.
20. The Human Resource Management Unit shall perform secretariat and technical support functions to the HRMPSB for the comparative assessment and final evaluation of candidates. The HRMU shall also evaluate and analyze results of structured background investigation for first and second level, supervisory, and executive/managerial positions (Sec. 91, Rule IX of 2017 ORA OHRA *Revised 2018*).

In the event that the applicant attained a score of 2.5 and below in the Background Investigation, the HRMO may conduct a deeper investigation. The result of the Background Investigation shall be submitted to the University President.
21. The HRMPSB members including alternate representatives shall undergo orientation and workshop on the selection and promotion process and CSC policies on appointments (Sec. 92, Rule IX of 2017 ORA OHRA *Revised 2018*).
22. The HRMPSB shall be represented by at least the majority of its member during the deliberation of candidates for appointment (Sec. 93, Rule IX of 2017 ORA OHRA *Revised 2018*).
23. The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate (Sec. 94, Rule IX of 2017 ORA OHRA *Revised 2018*).

The deliberation by the HRMPSB in the university shall not be made earlier than ten (10) calendar days from the date of publication and posting of vacant positions.

Appointment to the following positions shall no longer be screened by the HRMPSB:

- i. Substitute appointment due to their short duration and emergency nature;

- ii. Reappointment from temporary to permanent status upon meeting the deficiency or to renew the appointment of a temporary employee, if upon the publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods; and
 - iii. Appointment to personal and primarily confidential position.
- 24. A non-teaching personnel should have obtained at least Very Satisfactory performance rating for one (1) year (at least one rating period) in the present position before being considered for promotion.
- 25. DHVSU shall not fill up vacancies resulting from promotion until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission (Sec. 96, Rule IX of 2017 ORA OHRA *Revised 2018*).
- 26. A non-teaching personnel may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the personnel's present position except in very meritorious cases, such as (Sec. 97, Rule IX of 2017 ORA OHRA *Revised 2018*):
 - i. The position occupied by the person is next-in-rank to the vacant position as identified in the MSP of the university;
 - ii. The vacant position is a lone or entrance position, as indicated in the DHVSU staffing pattern;
 - iii. The vacant position is hard to fill;
 - iv. The vacant position is unique and/or highly specialized; and
 - v. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications with regard to:
 - Educational achievements;
 - Highly specialized trainings;
 - Relevant work experiences; and
 - Consistent high-performance ratings/rankings.
 - vi. The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature;
 - vii. Other meritorious cases, such as:
 - When the appointee is the lone applicant who meets all the requirements of the position and passed through a deep selection process;
 - When the qualified next-in-rank employee waived their right over the vacant position in writing;
 - When the next-in-rank position is vacant;
 - When the next-in-rank employee(s) is/are not qualified; and
 - When the qualified next-in-rank employee(s) did not apply.
- 27. The three (3) salary graded limitation shall only apply to promotion within the university. It shall not apply to the following human resource actions which involve the issuance of an appointment (Sec. 98, Rule IX of 2017 ORA OHRA *Revised 2018*):
 - i. Transfer incidental to promotion provided that the appointee was subjected to deep selection;
 - ii. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection;

- iii. Reappointment from career to non-career position;
- iv. Reemployment; and
- v. Reclassification of position.

28. The comparative competence and qualification of candidates for appointment shall be determined on the basis of:

i. PERFORMANCE

- For appointment by promotion, the performance rating of the appointee for the rating period prior to the effectivity date of the appointment should be at least Very Satisfactory.
- For appointment by transfer, the performance rating for the last rating period immediately preceding the transfer from the former office or university should be at least Very Satisfactory.

ii. EDUCATION and TRAINING – includes educational background, successful completion of training courses accredited by the Civil Service Commission, scholarships, training grants and others which must be relevant to the duties of the position to be filled.

iii. EXPERIENCE – refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.

iv. OUTSTANDING ACCOMPLISHMENTS – refers to meritorious contributions of an applicant, which may include, but are not limited to awards and recognitions, innovations, publications/research, subject matter expertise, membership in a National Technical Working Group or Committee, and Resource Speakership/L&D Program Facilitation which were duly recognized by an authorized body.

v. PSYCHO-SOCIAL ATTRIBUTES & PERSONALITY TRAITS – refer to the characteristics or traits of a person which involve both psychological and social aspects.

vii. INTERVIEW – refers to a formal meeting between the applicant and the HRMPSB which involves a series of questions to assess the qualifications, skills, experience, and overall fit of the applicant to assume the position to be filled.

viii. ELIGIBILITY – refers to the appropriate civil service eligibility for non-teaching personnel.

29. A non-teaching personnel who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion.

For this purpose, performance rating to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leave.

If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty.

30. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

31. Original appointees in the career service with permanent status shall undergo a probationary period of twelve (12) months, with a performance evaluation rating every six (6) months. Likewise, appointees to second level non-teaching positions shall undergo a probationary period of one (1) year. The probationary period shall cover the following employees:
- i. Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the positions;
 - ii. Non-career service employees who are reappointed/reemployed to a career position under permanent status;
 - iii. Temporary appointees who are reappointed after meeting the eligibility requirements for a permanent appointment in the career service;
 - iv. Those who are reemployed under permanent status;
 - v. First time appointees to closed career positions;
 - vi. Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended shall be under probation for a period of one (1) year; and
 - vii. Appointees whose positions require probationary period as may be provided by laws.
32. A notice announcing the appointment of a non-teaching personnel shall be posted in three (3) conspicuous places within the University a day after the issuance of the appointment for at least fifteen (15) calendar days (Sec. 11, Rule III of 2017 ORA OHRA *Revised 2018*).
33. The approved DHVSU Merit Selection Plan shall be used as the primary basis for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.

B. OBJECTIVES

DHVSU Merit Selection Plan intends to:

1. Establish a system that is characterized by strict observance of the merit, fitness and equality principles in the selection of non-teaching personnel for appointment to positions in the career service in all levels.
2. Create equal opportunities for employment for applicants and for career advancement to all qualified personnel in the university.

C. SCOPE

This Merit Selection Plan shall cover career positions in the first, second, and third level in all the campuses of the university.

D. EQUAL EMPLOYMENT OPPORTUNITY POLICY

1. Purpose

To promote and support an environment which upholds equal opportunity, diversity and inclusivity in accordance with universal principles of equity, fairness and social justice, while ensuring that the Don Honorio Ventura State University (DHVSU) complies with its legal responsibilities in accordance with relevant laws.

Specifically, the Equal Opportunity Policy aims to ensure:

- just and fair access of all DHVSU personnel to all possible development opportunities;
- recognition of the right of every individual including persons with disabilities, members of indigenous communities and those from LGBTQ+ community to work equally with others for them to be productive members of the society; and
- reinforcement of policies that promote fairness in the university and the community as a whole.

This policy should provide equal access to jobs, trainings, promotions, rewards and incentives, and monetary and non-monetary benefits to all regardless of their race, sex, color, religion, disability, ethnicity, sexual preference, age, income, class, political affiliation or other similar factors and personal circumstances.

2. Scope

The Equal Employment Opportunity Policy shall cover all interested applicants and qualified employees of the university.

3. Policy Statement

DHVSU is committed in promoting the principles of equal employment opportunity to all. It provides support for personal and professional development of personnel within a fair, inclusive, and diverse working environment free from discrimination and prejudice.

The university acknowledges that accepting and utilizing the diverse skills and talents of its employees is vital for its continued success.

The university is committed in improving the proportionate share of women executives within the next five (5) years to achieve a fifty-fifty (50-50) gender balance and to ensure nomination of both women and men whenever a vacancy in third level positions occur (CSC MC No. 8, s. 1999 *Policy on Equal Representation of Women and Men in Third Level Positions in Government*).

The university is committed in ensuring that no Persons with Disabilities shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to same terms and conditions of employment and same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able-bodied person. At least two percent (2%) of all positions in the university shall be reserved for Persons with Disabilities (Sec. 5 of Republic Act No. 7277).

The university is committed in promoting the rights of Indigenous People by preventing any form of discrimination, with respect to recruitment and conditions of employment; averting any coercive recruitment system, including bonded labor and other forms of debt servitude; by promoting equal opportunities for admission to employment, both skilled and unskilled; and by upholding the right to affirmative action by setting up mechanisms for the recruitment and hiring of IPs in proportion to their population in their areas of operation (Republic Act No.8371 *Indigenous Peoples' Rights Act of 1997*).

It is the university's policy to select candidates for appointment based on the principles of merit and fitness. There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation or other factors irrelevant to the position. Moreover, the university is actively steadfast to the prevention of harassment, abuse, and maltreatment in the workplace and shall take proper actions based on its existing mechanisms to ensure that employees are treated impartially and with dignity.

4. Actions

DHVSU towards the end of promoting Equal Employment Opportunity, shall:

- i. Use universally understood gender-fair language in conducting recruitment activities and in all associated documents;
- ii. Find alternative methods to accommodate Persons with Disabilities (differently abled individuals), pregnant women, solo parent with child and senior citizens (i.e., properly ventilated rooms, wheelchairs, ramps, and microphone or lapel);
- iii. Develop standardized assessment materials;
- iv. Address other relevant issues relative to recruitment and selection in accordance with the Equal Employment Opportunity Principle; and
- v. Revise its EEOP policies every five (5) years or sooner as necessary.

E. DEFINITION OF TERMS

1. University – refers to Don Honorio Ventura State University.
2. Career Service – refers to positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
3. Deep Selection – refers to the process of meticulously selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.
4. Discrimination – refers to a situation wherein a qualified applicant is excluded in the selection line-up on account of gender, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.
5. First Level Positions – refers to clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory capacity.
6. Job Requirements – refers to the requisites not limited to the qualification standards of the position, but may include skills, competencies, potential, physical and psycho-social attributes necessary for the successful performance of the duties required by the position.
7. Next-in-Rank Position – refers to a position, which by reason of the hierarchical arrangement of positions in the university is determined to be in the nearest degree of relationship to a higher position.
8. Personnel Actions – refers to any action denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer, reinstatement, reemployment, detail, reassignment, secondment and demotion.
9. Promotion – refers to the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary.
10. Psycho-Social Attributes – refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way a person perceives things, ideas, beliefs and understanding and how he/she acts and relates these things to others and in social situations.
11. Qualification Standards – refers to the minimum and basic requirements for positions in the university in terms of education, training, experience, Civil Service eligibility,

physical fitness and other qualities required for successful performance of the duties of the position.

12. Qualified Next-in-Rank – refers to an employee appointed on a permanent status to a position next-in-rank to the vacancy who meets the requirements for appointment to the next higher position.
13. Regular Appointments – refer to appointments issued by the university based on the authorized positions found in the Personal Services Itemization and Plantilla of Personnel (PSIPOP) or those occupying the positions in the DBM-approved staffing pattern of the university, all of which are submitted to the CSCFO for attestation.
14. Second Level Positions – refers to the positions involving professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief Level or its equivalent.
15. Selection – refers to the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of the position.
16. Selection Line-Up – refers to the top five (5) qualified applicants for consideration for the vacant position which includes, but not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, psycho-social attributes, personality traits and potential.
17. Superior Qualifications – refer to outstanding relevant work accomplishments, educational attainment and training appropriate for the position to be filled. It shall include demonstration of exceptional job mastery and potential in major areas of responsibility.
18. Probationary Period – refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).

F. PROCEDURE

In-charge	Process	Documented Information/Records
HRMO	- Monitor and review the vacant position/s based on the DHVSU Personal Services Itemization and Plantilla of Personnel (PSIPOP) - Submit to the University President and Human Resource Merit Promotion Selection Board Chairperson the list of vacant positions.	PSIPOP Matrix of vacant positions List of vacant positions with modified specifications.
HRMPSB Chairperson	Review the list of vacant positions.	List of vacant positions with modified specifications.
University President	- Review the list of vacant positions. - Issue a Memorandum addressed to the ADMINISO Director authorizing the publication of vacant positions.	List of vacant positions with modified specifications. Memorandum

HRMO	• Submit to the Civil Service Commission the list of vacant positions for publication in accordance with R.A. 7041 (Publication Law). • Post the vacant positions in three (3) conspicuous places within the university; on DHVSU-Human Resources official Facebook Page; and on the University Website not less than ten (10) calendar days, valid until filled up but not to extend beyond nine (9) months from the date the vacant positions published. • Provide all applicants a copy of the selection criteria and job description and require them to submit pertinent documents, specifying the deadline for submission.	Accomplished CSC Form 39, <i>Revised 2018</i> (CSC Publication Form); and List of Vacant Positions with duties and responsibilities. Approved CSC Form 39, <i>Revised 2018</i> (CSC Publication Form); and List of Vacant Positions with duties and responsibilities. Publication Materials for FB page; and Scanned copy of approved CSC Publication Form.
HRMU Personnel	• Receive the applications through email and walk-in. Note: As a matter of policy, an applicant may only apply to two (2) positions per publication.	Letter of Intent; Resume/CV/PDS; CTC of TOR and Diploma; License; and Certification
HRMO	• Conduct the preliminary evaluation on the documents received by the HRMU personnel by determining the points for Performance, Education and Training, and Experience and Outstanding Accomplishments of the applicants. The minimum points required to qualify is at least 40 points for applicants of first and second level position. • Sort the qualified between those who obtained 40 points or more to those with less than 40 points from the preliminary evaluation. Only those applicants with accumulated points of 40 or more will advance to the Psychological Test and Panel Interview. Applicants with incomplete documents shall be informed about their deficiencies thru email or SMS and be given 24 hours to submit and comply reckoned on the time the email/SMS was sent. Applicants who did not qualify shall be informed thru email.	List of applicants with their submitted application requirements. List of qualified and non-qualified applicants. Applicants' matrix Communication letter Communication letter

- Be guided in determining the points and preparing the selection line-up that reflects the comparative competence and qualification of candidates on the basis of the following credit points per category:

1.1 Performance (15%)

Point Equivalence for Performance Rating	
Percent	Points
100	15
99	14
97-98	13
95-96	12
93-94	11
91-92	10
89-90	9
87-88	8
85-86	7
83-84	6
81-82	5
79-80	4
77-78	3
76	2
75	1
Below 75	0

1.2 Education and Training (20%)

1.2.1 Education (10%) - Maximum of 10 points

1.2.1.1 Highest relevant academic degree or educational attainment

1.2.1.1.1 Doctorate	10
Additional	
Dissertation Writing	0.75
Passing of comprehensive exam	0.50
Completion of Acad. Units	0.25

1.2.1.1.2 Master's Degree	8
Additional	
Thesis writing stage	0.75
Passing of comprehensive exam	0.50
Completion of Acad. Units	0.25

1.2.1.1.3 Diploma Course (above a Bachelor's Degree)	7
1.2.1.1.3.1 Bachelor's Degree	6
1.2.1.1.3.2 Below Bachelor's Degree	4

1.2.1.2 Additional equivalent and relevant degree earned

1.2.1.2.1 Master's Degree	1.00
1.2.1.2.2 Bachelor's Degree	0.75

Relevance is the applicability of the degree to the duties and functions which the personnel performs.

1.2.2 Training (10%) - Maximum of 10 points

1.2.2.1 For participation in conferences, seminars, workshops

1.2.2.1.1 International	2.00
1.2.2.1.2 National	1.00
1.2.2.1.3 Regional	0.50
1.2.2.1.4 Local/institutional	0.25

1.2.2.2 For participation in special studies/training

	Local	Nat'l	Int'l
1.2.2.2.1 One year or more	1.25	2.00	3.50
1.2.2.2.2 Seven to eleven months	1.00	1.75	3.25
1.2.2.2.3 Four to six months	0.75	1.50	3.00
1.2.2.2.4 One to three months	0.50	1.25	2.00

1.3 Experience (20%)

1.3.1. Administrative, Professional, Clerical, Technical or other Practice/Experience in the Area directly related to his/her field of specialization

1.3.1.1 Administrative Practice

1.3.1.1.1 Managerial or Senior Staff Positions	2.00 pts./year
1.3.1.1.2 Semi-Managerial or Junior Staff Positions	1.50 pts./year

1.3.1.2. Professional Practice (with license to practice profession)

1.3.1.3 Clerical/Secretarial/Technical Practice	1.00 pt./year
1.3.1.4 Other Experience (Skilled/Unskilled)	1.00 pt./year

1.3.2 Teaching Experience

	Full-Time	Part-Time
1.3.2.1 In the Graduate School	2.00 pts./yr.	1.00 pt./yr.
1.3.2.2 In College	1.50 pts./yr.	0.75 pt./yr.
1.3.2.3 In Technical/Vocational/ or Secretarial Courses	1.20 pts./yr.	0.625 pt./yr.
1.3.2.4 In Elementary/High School	1.00 pt./yr.	0.50 pt./yr.

Note: As a matter of policy, experiences earned in two or more positions, whether concurrent or not, within the same period or year can only be given credit for one position, whichever is higher.

	1.4 Outstanding Accomplishments (10%) 1.4.1 Innovation, patented invention, publications and other creative works 1.4.1.1 For every cost-and-time-saving innovation, patented invention and creative work as well as discovery of an educational, technical, scientific and/or cultural value 3 1.4.2 Expert services, training and active participation in professional/technical activities 1.4.2.1 For participation as a consultant/advisor in any activity of an educational, technological, professional, scientific or cultural nature. 1.4.2.1.1 International 3 1.4.2.1.2 National/regional 2 1.4.2.1.3 Local/Institutional 1 1.4.2.2 For expert services in accreditation efforts as member of the Committee or Technical Working Group 1 1.4.2.3 For services rendered as coordinator, lecturer, resource person or guest in conferences, workshops and/or training courses. 1.4.2.3.1 International 3 1.4.2.3.2 National/regional 2 1.4.2.3.3 Local/Institutional 1 1.4.3 For undergraduate academic honors earned 1.4.3.1 Summa Cum Laude 3 1.4.3.2 Magna Cum Laude 2 1.4.3.3 Cum Laude 1 1.4.4 Award of distinction received in recognition of achievement in relevant areas of specialization, profession and/or assignment of the personnel concerned 1.4.4.1 International 3 1.4.4.2 National/regional 2 1.4.4.3 Local 1 1.5 Psycho-Social Attributes and Personality Traits (15%) 1.6 Interview (20%) • Verify the eligibility of applicants thru Civil Service Eligibility Verification System (https://csevs.csc.gov.ph/user/eligibility), Professional Regulation Commission’s Licensure Examination and Registration Information System (https://online.prc.gov.ph/Verification) and Supreme Court of the Philippines Lawyer’s List (https://sc.judiciary.gov.ph/lawyers-list-2/) to ensure the legitimacy of their eligibility.	Copy of applicants’ Certificate of Eligibility																																																											
University Psychometrician	• Define the point system in evaluating the Psycho-Social Attributes and Personality Traits of applicants as they shall undergo Psychological Tests for this purpose. The scores from this exam shall then be submitted to the HRMO.	Summary or Exam Scores; and Scoresheet (DHVSU-QSP-ADMINSO-004-FO003- R00)																																																											
HRMO	• Tally the initial points of the shortlisted applicants using the scoring sheet as follows: <table><tr><th rowspan="2">Name of Candidate/ Applicant</th><th colspan="5">Score</th><th rowspan="2">Interview (20%)</th><th rowspan="2">Total Score</th><th rowspan="2">Rank</th></tr><tr><th>Performance (15%)</th><th>Education and Training (20%)</th><th>Experience (20%)</th><th>Outstanding Accomplishments (10%)</th><th>Psycho-Social Attributes and Personality Traits (15%)</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> • Schedule a Panel Interview of the shortlisted applicants with the HRMPSB subject to the approval of the University President.	Name of Candidate/ Applicant	Score					Interview (20%)	Total Score	Rank	Performance (15%)	Education and Training (20%)	Experience (20%)	Outstanding Accomplishments (10%)	Psycho-Social Attributes and Personality Traits (15%)																																														Applicants’ matrix; and Scoresheet (DHVSU-QSP- ADMINSO-004-FO003- R00)
Name of Candidate/ Applicant	Score					Interview (20%)	Total Score				Rank																																																		
	Performance (15%)	Education and Training (20%)	Experience (20%)	Outstanding Accomplishments (10%)	Psycho-Social Attributes and Personality Traits (15%)																																																								
		Memorandum																																																											

	The venue for the interview shall be in a place where confidentiality of the proceedings is taken into consideration and where the applicants will be comfortable. Reasonable accommodation includes: ▪ Allowing low vision or blind applicants be seated closer to the interviewers. ▪ Providing applicants with difficulty of hearing a microphone or lapel. ▪ Giving extension on time limit to pregnant women, solo parent with child or senior citizen. Wheelchair shall also be made readily available. During the interview, the HRMO shall make available the applicants' credentials for verification by HRMPSB. The HRMPSB shall determine the points for the criterion Potential. They may also invite the University Psychometrician to explain the results of the Psychological Test that determine the points for the criterion Psycho-Social Attributes and Personality Traits. • Compute the final scores of the shortlisted applicants and submit the selection line-up to HRMPSB for deliberation en banc.	Applicants' matrix; and Scoresheet (DHVSU-QSP- ADMINSO-004-FO003- R00) Applicants' requirements Summary of exam scores; Applicants' matrix; and Scoresheet (DHVSU-QSP- ADMINSO-004-FO003- R00) Applicants' matrix; and Scoresheet (DHVSU-QSP- ADMINSO-004-FO003- R00)
HRMPSB	• Evaluate and deliberate en banc the results of those listed in the selection lineup. Only those who obtained a total score of 60 points and above will be included in the top 5.	Applicants' matrix; and Scoresheet (DHVSU-QSP- ADMINSO-004-FO003- R00)
HRMO	• The HRMO shall conduct a Background Investigation on the top 5 applicants. In the event that the applicant attained a score of 2.5 and below in the Background Investigation, the HRMO may conduct a deeper investigation. The result of the Background Investigation shall then be submitted to the University President. • Submit to the University President the top five (5) ranking candidates deemed most qualified for appointment to the vacant position, whose overall points are comparatively at par based on the comparative assessment.	Background Investigation form Background Investigation form Letter to the University President; Results of HRMPSB's deliberation; and Scoresheet (DHVSU-QSP-ADMINSO- 004-FO003-R00)

University President	• Be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound judgment, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position. • Issue a Memorandum to the ADMINSO Director for: ➤ The choice for the vacant position; or ➤ The reposting of the position.	Transmittal letter from HRMO; Results of HRMPSB's deliberation; and Scoresheet (DHVSU-QSP-ADMINSO- 004-FO003-R00) Memorandum
HRMO	• Inform the successful and unsuccessful applicants with regard to the result of their application process thru email. For the unsuccessful applicants, they may re-apply to the same position, if remained unfilled, after a year reckoned to the time it was posted. • Post a notice announcing the appointment of an applicant in three (3) conspicuous places in the university a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice. • Require the appointed candidate to submit the pre-employment requirements below: ▪ Two (2) Accomplished Personal Data Sheet ▪ Two (2) Work Experience Sheet (CS Form No. 212) ▪ Two (2) Oath of Office ▪ Two (2) Certified True Copy of License/eligibility (valid) ▪ Two (2) Original or Certified True Copy of TOR and Diploma ▪ One (1) Medical Certificate (CS Form No. 211) ▪ One (1) Copy of PSA Certificate of Live Birth ▪ One (1) Copy of PSA Marriage Contract/Certificate (if married) ▪ One (1) Original copy of NBI Clearance ▪ One (1) Copy of latest IPCR/OPCR ▪ One (1) White Morocco Folder (long) • Receive the requirements for evaluation and prepare the appointment documents. • Furnish the appointee a copy of his/her appointment documents acted upon by the University President. • Submit all the documents to CSC enumerated at Section VIII.	Communication Letter Notice of Appointment Pre-employment requirements Appointment documents and attachments Appointment Appointment documents and attachments

G. QUALIFICATION STANDARDS

1. The qualification standards shall serve as the minimum guide in the selection of employees and in the evaluation of appointments to all positions in the university.
2. The university shall set specific or higher standards as needed to ensure competency of applicants to highly technical, supervisory or managerial positions subject to the approval and/or the existing guidelines of the Civil Service Commission.
3. Appointees to career service positions must meet the education, training, experience and eligibility and competency requirements prescribed by the Qualification Standards Manual for the position.

4. Appointees to casual, contractual or co-terminous positions that are not primarily confidential in nature must meet the education, training and experience requirements of the position.
5. Eligibility is not required for appointment to casual, contractual or co-terminous positions but preference shall be given to civil service eligible. For positions which involve the practice of profession, the corresponding eligibility shall be required.
6. Appointments to primarily confidential/personal staff are exempted from the qualification requirements, except those whose duties involve the practice of profession.
7. The qualification standards for executive/managerial positions shall primarily take into consideration education, experience, training, eligibility and leadership competencies.
8. For specific guidelines governing education, training, experience and eligibility requirements, the provisions of the of CSC Memorandum Circular No. 14, s. 2018 on 2017 Omnibus Rules on Appointments and Other Human Resource Actions *Revised 2018* shall apply.

H. REQUIREMENTS FOR REGULAR APPOINTMENTS

The university shall submit the following documents to the Civil Service Commission Field Office (CSCFO) as requirements for regular appointments (CSC MC No. 03, s. 2023: Amendment to Sec. 4, Rule II of 2017 ORA OHRA *Revised 2018*):

For Permanent, Temporary, Coterminous, Contractual, Substitute, and Provisional Appointments

1. Electronic file and two (2) printed copies of the Report on Appointments Issued (RAI) (CS Form No. 2, *Revised 2018*). The RAI shall also serve as the Appointment Transmittal and Action Form;
2. Original CSC copy of appointment(s) issued (CS Form No. 33-B, *Revised 2018*);
3. Personal Data Sheet (PDS) (CS Form No. 212, *Revised 2017*) with Work Experience Sheet, except for reappointment (renewal) to temporary, contractual, substitute, and provisional appointments;
4. Proof of Eligibility - report of rating/license/ certificate of admission to the Bar/certificate of eligibility/eligibility card (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's Licensure Examination and Registration Information System, or Supreme Court of the Philippines Lawyer's List for original appointment, promotion, transfer, reappointment (change of status to permanent), or reemployment:
 - i. Certificate of Eligibility/Eligibility Card issued by the CSC or National Police Commission (NAPOLCOM) or Career Executive Service Board (CESB);
 - ii. Valid professional license issued by the PRC, Certificate of Admission to the Bar issued by the SC, and License ID issued by the Maritime Industry Authority (MARINA) for positions that involve the practice of the profession;
 - iii. Professional license or Certificate of Registration or Report of Rating issued by the PRC, Certificate of Admission to the Bar issued by the SC, or License ID issued by the MARINA for positions that do not involve the practice of the profession; or

- iv. Valid license issued by authorized regulatory agencies such as the National Telecommunications Commission (NTC)/ Civil Aviation Authority of the Philippines (CAAP)/Land Transportation Office (LTO)/ Philippine National Police (PNP).
- 5. Position Description Form (DBM-CSC Form No. 1, *Revised 2017*);
- 6. Oath of Office (CS Form No. 32, *Revised 2018*); and
- 7. Certificate of Assumption to Duty (CS Form No. 4, Series of 2018).

For Casual Appointments

- 1. Electronic file and two (2) printed copies of the Report on Appointments Issued (RAI) (CS Form No. 2, *Revised 2018*). The RAI shall also serve as the Appointment Transmittal and Action Form;
- 2. Original CSC copy of Plantilla of Casual Appointments (CS Form No. 34-B, *Revised 2018* or CS Form No. 34-E, Series 2018);
- 3. Personal Data Sheet (PDS) (CS Form No. 212, *Revised 2017*) with Work Experience Sheet – only for original appointment, reemployment, and reappointment (except renewal); and
- 4. Proof of Eligibility- report of rating/license/certificate of admission to the Bar (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the PRC's LERIS, or SC Lawyer's List) for original appointment, reemployment, and reappointment:
 - i. Valid professional license issued by the PRC, Certificate of Admission to the Bar issued by the SC, and License ID issued by the MARINA; or
 - ii. Valid license issued by authorized regulatory agencies such as NTC/CAAP/LTO/PNP.

Specific Cases Where Additional Documents are Required

The university shall, in specific cases submit required additional documents in support of the appointments.

- 1. For cases of Erasures or alteration on Appointments, the university shall submit a Certificate of Erasure/Alteration on Appointment Form (CS Form No. 3, Series of 2017);
- 2. For appointees with decided administrative/criminal case, where:
 - i. The appointee had been previously found guilty in an administrative/criminal case; the university shall submit a certified copy of the decision issued by the office/court/tribunal.
 - ii. The appointee by promotion of an employee who had been found guilty in an administrative case for which a penalty of suspension was imposed, the university shall submit a certification issued by the University President as to when the decision rendered became final and when the penalty imposed had been served.
- 3. For cases of discrepancy in Name, Date/Place of Birth as appearing in the Report of Rating or Certificate of Eligibility, appointment, service card and the entries in the Personal Data Sheet, the university shall submit a Resolution or Order issued by the Commission/CSC Regional Office correcting the discrepancy;

4. For cases of:
 - i. Change of civil status on account of marriage, the HRMO shall submit Original Marriage Contract/ Certificate duly authenticated by the Philippine Statistics Authority (PSA) or the Local Civil Registrar (LCR) or the municipality/city where the marriage was registered or recorded.
 - ii. Change of civil status on account of annulment or declaration of nullity of the same, the HRMO shall submit an authenticated copy of the Court Order and Marriage Certificate/Contract with annotation.
5. For appointments issued under National Budget Circular (NBC) No. 461, the university shall submit copy of the Department of Budget and Management (DBM)-approved Notice of Organization, Staffing and Compensation Action (NOSCA) on the reclassification of the position based on NBC No. 461 and SUC Board Resolution approving the appointment;
6. For appointments requiring Board Resolution such as University President appointed by the Board, the university shall submit a copy of the Board Resolution together with the appointment;
7. For appointments issued during election period, the university shall submit the resolution issued by the Commission on Election (COMELEC);
8. For appointments involving Demotion which is non-disciplinary in nature, the university shall submit a certification issued by the University President that the demotion is not the result of an administrative case and written consent by the employee that he/she interposes no objection to his/her demotion;
9. For Temporary appointments, the university shall submit a Certification issued by the University President vouching the absence of an applicant who meets all the qualification requirements of the position; and
10. For cases of reclassification, the university shall submit a NOSCA approved by the DBM.

I. FUNCTIONS AND RESPONSIBILITIES OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

The *Human Resource Merit and Promotion Selection Board* shall have the following functions and responsibilities:

1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - i. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position;
 - ii. Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
2. Disseminate screening procedure and criteria for selection to all university officials, non-teaching personnel and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated;
3. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates;
4. Evaluate and deliberate en banc the results of those listed in the selection line-up;
5. Assist the University President in the judicious and objective selection of candidates for appointment in the university;

6. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the Civil Service Commission;
7. Orient the officials, personnel in the university pertaining to policies relative to personnel actions, including the Gender and Development dimensions of the Merit Selection Plan;
8. Develop tools that will track the efficiency of the RSP process; and
9. Develop the university's specific guidelines in the application of Equal Employment Opportunity Principle (EEOP).

J. EFFECTIVITY

The Merit Selection Plan and subsequent amendments thereto shall take effect immediately after the approval by the Civil Service Commission.

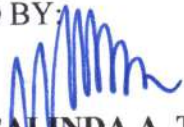
K. COMMITMENT

I hereby commit to implement and abide by the provisions of the Don Honorio Ventura State University Merit Selection Plan. It is understood that this MSP shall be the basis for carrying out human resource actions and the expeditious approval of appointments.


ENRIQUE G. BAKING, Ed.D.
 University President

JUN 24 2024
 Date

APPROVED BY:


ATTY. ROSALINDA A. TANALIGA-OLIVA
 Acting Director IV

7/11/2024
 Date