



Republic of the Philippines  
Department of Justice  
**PAROLE AND PROBATION ADMINISTRATION**  
DOJ Agencies Building  
Quezon City

January 17, 2003

MEMORANDUM ORDER

NO. 01                      S. 03

TO                      : All Officials and Employees

SUBJECT            : REVISED PPA MERIT AND PROMOTION PLAN

Attached for your information and implementation is a copy of the Revised Merit and Promotion Plan of the Parole and Probation Administration (PPA MPP) duly approved by the Civil Service Commission-National Capital Region.

Further, to date, the instruments on the Administrative Disciplinary Rules on Sexual Harassment of the Parole and Probation Administration and PPA Performance Evaluation System (PPAPES) are still with CSC Head Office-Legal Department and CSC-SSS Field Office, respectively, for final approval.

Be guided accordingly.

(Sgd.) **GREGORIO F. BACOLOD**  
Administrator

Distribution:

- 1            - Deputy Administrator
- 1 ea.      - All Regions/Divisions
- 1 ea.      - Planning /TS/RA
- 1            - Records

GFB/emh/1-17-03/so

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**  
National Capital Region  
25 Kaliraya Street, Quezon City

December 3, 2002

**ADMINISTRATOR GREGORIO F. BACOLOD**

Parole and Probation Administration  
DOJ Agencies Bldg., NIA Road cor. East Ave.  
Diliman, Quezon City

Dear Administrator Bacolod:

Thank you for your letter dated November 20, 2002 resubmitting the Revised Merit Promotion Plan of the Parole and Probation Administration (PPA MPP) to this Office for final approval.

We have taken note of the revisions made on the Plan as well as the justifications/clarifications made on your letter and found the same satisfactory.

The PPA MPP is hereby approved with the Commission's seal affixed on every page thereof for authentication.

We hope for the effective implementation of the Plan in that Agency.

Very truly yours,

(Sgd.) **AGNES D. PADILLA**  
Director IV

Copy furnished:

**Director Lucila C. Pagdanganan**  
CSC-SSS Field Office

Department of Justice  
**PAROLE AND PROBATION ADMINISTRATION**

**Revised**  
**MERIT PROMOTION PLAN**

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Republic of the Philippines  
Department of Justice  
**PAROLE AND PROBATION ADMINISTRATION**  
DOJ Agencies Building NIA Road Cor. East Ave.  
Diliman, Quezon City

November 20, 2002

MEMORANDUM ORDER  
No. \_\_\_\_\_ s. 2002

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : REVISED MERIT PROMOTION PLAN

Pursuant to the provisions of Section 32, Chapter 5, Title I, Book V, of Executive Order No. 292, the “Administrative Code of 1987”, requiring each department or agency to establish merit promotion plans, and in compliance with CSC-MC No. 3, S. 2001, the Parole and Probation Administration (PPA) Merit Promotion Plan established under M.O. No. 17, S. 1993, is hereby revised and amended for the guidance of all concerned.

**I. OBJECTIVES**

It is the policy of the Parole and Probation Administration to strictly adhere to the merit, fitness and equality principles in the selection and promotion of employees on the basis of their relative qualifications and competence to perform the duties and responsibilities of the positions to be filled. In this pursuit, the PPA Merit Promotion Plan aims to:

1. Establish a selection and promotion system that is characterized by strict observance of the merit, fitness and equality principles in the screening of personnel for appointment and promotion to positions in the career service;
2. Create equal opportunities for career advancement to all qualified and competent employees in the Agency;
3. Provide a basis for the expeditious approval of appointments; and,
4. Provide a guide for the speedy and fair adjudication of protests of employees against contested appointments.

## II. SCOPE

This Merit Promotion Plan shall cover all positions in the Central/Regional/Field Offices of the Agency classified under the first and second levels of the Career Service, including the third level and the non-career positions as may be applicable.

## III. DEFINITION OF TERMS

**Agency** – refers to the Parole and Probation Administration.

**Board** – refers to the Agency Personnel Selection Board (Central Office/Regional Selection Board).

**Career Service** – category of service 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.

**Committee** – refers to the National Screening Committee mandated to screen candidates nationwide for promotion to the position of Chief Probation and Parole Officer.

**Comparatively at Par** – predetermined reasonable difference or gap between point scores of qualified candidates determined by the overall cut-off point or score considered as passing in the comparative assessment or ranking.

**Deep Selection** – the process of selecting a candidate for appointment who is not next-in rank but possesses superior qualifications and competence.

**Discrimination** – is a situation wherein a qualified applicant is not included in the selection line-up on account of gender, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.

**First Level Positions** – shall include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory capacity requiring less than four (4) years of collegiate studies.

**Head of Agency** – refers to the Parole and Probation Administrator.

**Job Requirements** – 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 of the position.

**Merit Selection** – 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.

**Next-in-Rank Position** – refers to a position which by reason of the hierarchical arrangement of positions in the agency or in the government is determined to be in the nearest degree of relationship to a higher position taking into account the following:

1. Organizational structure/s as reflected in the approved organization chart;
2. Salary Grade allocation;
3. Classification and/or functional relationship of positions; and
  - Functional relationship – shall mean the correlation between the position to be filled and the position to be considered next-in-rank taking into consideration the duties and responsibilities of both positions.
4. Geographical Location
  - Geographical location – shall mean the location of the position to be filled and position/s to be considered next-in-rank to the same; the determination of the next-in-rank positions in the first level may be limited in a particular Region/Office/Unit where the position is; for second level positions, determination of the next-in-rank positions should be on an agency-wide basis regardless of the location of the position.

**Non-Career Service** – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to a period specified by law, or which is coterminous with that of the appointing authority or subject to his pleasure, or which is limited to the duration of a particular project for which purpose employment was made.

**Open Positions** – refer to those positions that do not have any positions next-in-rank or residual positions of each level or group which may be filled by lateral/vertical entry.

**Personnel Action** – any action denoting the movement or progress of personnel in the civil service such as original appointment by certification, initial appointment, promotion, transfer, reemployment, reappointment, reinstatement, renewal, change of status, demotion, upgrading/reclassification, reassignment, detail, secondment, job rotation, separation.

**Personnel Selection and Promotion Rules and Procedures (PSPRP)** – a detailed embodiment and amplification of the agency-adopted principles and policies in the selection and promotion of personnel formulated for the purpose.

**Promotion** – is 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.

**Psycho-Social Attributes** – refer to the characteristics or traits of a person which involve both psychological and social aspects; psychological includes the way he/she perceives things, ideas beliefs and understanding and how he/she acts and relates these things to others and in social situations.

**Qualification Standards** – is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required in the performance of the job.

**Qualified Next-in-Rank** – refers to an employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the SRP approved by the head of agency and who meets the requirements for appointment to the next higher position.

**Second Level Positions** – shall include professional, technical, and scientific positions which involve professional, technical, and scientific work in a non-supervisory or supervisory capacity requiring at least four (4) years of college studies up to Division Chief level or its equivalent.

**Selection Line-Up** – is a listing of incumbents of positions next-in-rank to a vacancy as well as those who, though not next-in-rank are deemed qualified and competent for consideration to a vacancy which includes, but not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential.

**Superior Qualifications** – shall mean an outstanding relevant work experience and specialized academic preparation or training appropriate for the position to be filled. It shall include an outstanding performance representing an extraordinary level of achievement and commitment in terms of quality and time, technical knowledge and skill, ingenuity, creativity and initiative, and demonstration of exceptional job mastery and potential in major areas of responsibility.

**System of Ranking Positions** – is the hierarchical arrangement of positions from highest to lowest which shall be a guide in determining which position is next-in-rank.

**Third Level Positions** – cover positions in the Career Executive Service which generally require either Career Service Executive Eligibility (CSEE) or Career Executive Service Eligibility (CES). This includes Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Chief of Department Services and other officers of equivalent rank.

#### IV. BASIC POLICIES

1. Selection of employees for appointment in the Agency shall be open to all qualified men and women according to the principle of merit and fitness.



2. There shall be equal employment opportunity for men and women at all levels of position in the Agency, provided they meet the minimum requirements of the position to be filled.
3. The Merit Promotion Plan (MPP) shall cover positions in the first and second levels and to the third level, as may be applicable, and shall also include original appointments and other related personnel actions.
4. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.
5. When a position in the first, second or third level becomes vacant, personnel who occupy the next lower positions in the occupational group under which the vacant position is classified and in other functionally-related occupational groups and who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment or promotion. In addition to the required qualifications, applicants for third level positions must possess executive and managerial competence.
6. Vacant positions marked for filling shall be published in accordance with RA 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the Agency for at least ten (10) calendar days. Other appropriate modes of publication shall be considered.
7. Filling of vacant positions in the Agency shall be made after (10) calendar days from their publication. The publication of a particular position shall be valid until filled up but not to extend beyond six(6) months reckoned from the date the vacant position was published.
8. The following positions are exempt from the publication requirement:
  - a. primarily confidential positions;
  - b. positions which are policy-determining;
  - c. highly-technical positions;
  - d. third level positions (Career Executive Service); and
  - e. positions to be filled by existing regular employees in the Agency in case of reorganization.
9. A Personnel Selection Board (PSB) for first and second level positions shall be established in the Agency.
10. The PSB members including alternate representatives for first, second and third level positions shall undergo orientation and workshop on the selection/promotion process and CSC policies on appointments.

11. All candidates for appointment to first and second level positions shall be screened by the PSB. Candidates for appointment to third level positions shall be screened by the PSB for third level positions composed of at least three (3) career executive service officials as may be constituted in the Agency.
12. Appointment shall no longer be screened by the PSB in case of renewal of temporary appointment issued to an incumbent personnel provided the last two (2) performance ratings are at least very satisfactory.
13. The Agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSB for all levels.
14. For vacancies in the first and second levels, all qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position subject to application and submission of updated requirements.
15. The PSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Toward this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes apart from that required under the PSPRP in determining the best and most qualified candidate.
16. The appointing authority shall assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top ranking applicants deemed most qualified for appointment to the vacant position.
17. The appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualification and competence, and has undergone selection process.
18. The comparative competence and qualification of candidates for appointment shall be determined on the basis of performance, education and training, experience and outstanding accomplishments, psycho-social attributes and personality traits, and potential.
19. An employee may be promoted or transferred to a position which is not more than three (3) salary grades higher than the employee's present position except in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the SRP approved by the head of Agency, or the lone or entrance position indicated in the agency staffing pattern.

20. An employee should have assumed and performed actual duties of the present position and rendered very satisfactory service for the last two (2) rating periods in said position before being considered for promotion.
21. An employee who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion. For this purpose, the performance rating to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leave, and if promoted, the effectivity date of the promotional appointment shall be on the assumption to duty.
22. The performance rating for a particular rating period can only be used once in a promotion.
23. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
24. A notice announcing the appointment of an employee shall be posted in three (3) conspicuous places in the agency a day after the issuance of the appointment for at least fifteen (15) calendar days.
25. The approved Agency MPP shall be used as one of the bases for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.

## **V. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)**

For the first and second level positions:

- a. As Chairperson – agency head or highest official responsible for personnel management or the authorized representative from the career service;
- b. Member – Division Chief or the authorized representative from the career service of the organizational unit where the vacancy is;
- c. Member – Human Resource Management Officer or official or employee directly responsible for personnel management;
- d. Member – Two representatives of the rank-in-file employees, one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association in the agency.

In case there is no accredited employee association in the agency, the representatives shall be chosen at large by the employees through a general assembly or any other mode of selection to be conducted for the purpose. The candidate who garnered the second highest votes shall automatically be the alternate representative.

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies in the second level. Both rank and file representatives shall serve for a period of two (2) years. For continuity of operation, the duly accredited employee association may designate an alternate.

For third level positions:

- a. Chairperson – preferably the highest career executive service officer responsible for personnel administration, such as Undersecretary or Assistant Secretary; and
- b. Members – career executive officers to be designated by the head of Agency.

The Personnel Section/HRM Unit shall act as the secretariat for the PSB of first, second and third levels

## **VI. GENERAL PROVISIONS**

1. Whenever a position in the first and second level in the Central Office becomes vacant, the officers and employees in the Central Office who occupy the next lower positions in the occupational group under which the vacant position is classified, and in other functionally related occupational groups and who are competent, qualified and with the appropriate civil service eligibility shall be considered for promotion. If the vacant position shall occur in the region, those who are considered next-in-rank, qualified and competent within the region shall be recommended for promotion.

Where there is no position considered next-in-rank or where the incumbents of the positions next-in-rank are not competent and qualified and/or do not possess the appropriate civil service eligibility, any officer or employee of the Agency who meets the qualification standard may be considered for promotion.

2. The system of ranking positions shall not be confined to the positions existing within the division/unit deemed to be next-in-rank to a higher position but shall include positions in other division/s or unit/s taking into consideration the functional relationship and the salary and/or grade allocation between the higher position in the other divisions/units.
3. In cases where the qualifications of the next-in-rank employees at the Central Office are comparatively at par, preference shall be given to the employee in the division/unit where the vacancy exists. However, in the case of the regional offices, selection of employees for promotion shall be made on a regionwide basis through a ranking of all employees who are incumbents of the next-in-rank positions except in the case of the Chief Probation and Parole Officer (CPPO) position where selection shall be made on a nationwide basis by the National Screening Committee.

4. The appointing authority may promote an employee who is not next-in-rank but who possesses superior qualifications and competence compared to a next-in-rank employee who merely meets the minimum requirements for promotion to the position.
5. All candidates for promotion shall be screened by the Personnel Selection Board except in the case of CPPOs who shall be screened by the Committee (NSC). The Selection Board and the NSC shall be responsible for the adoption of a formal screening procedure and formulation of criteria for the evaluation of candidates for promotion or appointment.

Reasonable and valid standards and methods of evaluating the qualifications and competence of all employees competing for promotion to the same position shall be established and applied fairly and consistently.

6. In filling new positions except at the lowest level, existing positions in the Agency which are similar or allied to the new position shall be considered next-in-rank to the new position.
7. Lack of confidence shall not be accepted as a special reason for disqualifying an employee from promotion. The special reason must be real and substantial to be considered sufficient for his disqualification.
8. An employee who has a pending administrative case shall not be disqualified for promotion during the pendency thereof.

A pending administrative case shall be construed as follows:

- a. when the appointing authority has already filed a formal charge, or
- b. in case of a complaint of a private person, a prima facie case is already found to exist by the disciplining authority.

If found guilty, he shall be disqualified for promotion for a period based on the penalty imposed as prescribed under Section 58 of CSC-MC No. 19, S.1999.

9. An employee who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion.
  - a. Employees who are incumbents of next-in-rank positions who meet the qualification requirements for the position to be filled and who are on scholarship or training grant either here or abroad or on maternity leave may be considered for promotion.
  - b. For purposes of promotion, the performance rating of the employees for the last two (2) rating periods immediately prior to the scholarship or training grant or period of maternity leave shall be used as the basis for the promotion. Such performance ratings should both be at least Very Satisfactory.

- c. If promoted, the effectivity date of the promotional appointment shall be upon actual assumption to duty.

## **VII. PROCEDURES**

In filling up any vacant position, whether in the first or second level positions of the career service, the following shall be observed:

1. The Chief, Personnel Section/Administrative Officer/Assistant shall publish the vacant position in the CSC Bulletin of Vacant Positions or through other mode of publication and post the same in three (3) conspicuous places in the Agency for at least ten (10) calendar days. Vacant positions which are not filled within six (6) months shall be re-published.
2. The Chief of the Division/Unit where the vacancy exists, guided by the approved qualifications standards of the vacant position/s, shall submit to the Agency Head the names of personnel or employees from their Division/Unit who are next-in-rank, competent and qualified for promotion, indicating therein the names of the employee/s of his/her choice to fill the vacancy.

In case the vacant position in the second level occurs in the regional or field offices, the Regional Director, upon the recommendation of the Regional Selection Board, shall submit the name/s of the employee/s who are competent and qualified for promotion, indicating therein the name/s of the employee/s of his/her choice to the Agency Head.

3. The Chief, Personnel Section/Administrative Officer/Assistant, on the basis of the approved system of ranking positions and the personnel qualification index and other relevant employee credentials, shall identify other employees in the Central Office or in the region where the vacancy is who are deemed qualified and competent for promotion to the vacant position.
4. The Chief, Personnel Section/Administrative Officer/Assistant, taking into consideration the qualification standards/job requirements of the vacant position, shall make a preliminary evaluation of the qualifications of all candidates and submit a selection/promotion line-up to the CO/Regional Selection Board.

In preparing the selection/promotion line-up, the following procedure shall be taken:

- 4.1 List of qualified candidates – A list of employees within the central office/region who are deemed qualified and competent for promotion to the vacancy together with the incumbents of positions next-in-rank shall be drawn up. The list shall also contain comparative information of their education and training, civil service eligibility, performance rating, experience and outstanding accomplishments, psycho-social attributes, personality traits and potential.

4.2 Those initially found qualified shall undergo further assessment as required under the PSPRP, such as written examination, skills test, interview and others. To determine the comparative competence and qualifications of the candidates for promotion/appointment, they shall be compared on the basis of the following:

4.2.1 Performance

- For appointment by promotion, the performance ratings of the appointee for the last two (2) rating periods prior to the effectivity date of the appointment should both 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 agency should be at least very satisfactory.
- Performance ratings cannot be used more than once in a promotion.

4.2.2. Education and Training – include educational background and the successful completion of training courses, scholarships, training grants and others. Such education and training must be relevant to the duties of the position to be filled.

4.2.3 Experience and Outstanding Accomplishments – include occupational history, relevant work experience and accomplishments worthy of special commendation.

4.2.4 Psycho-Social Attributes and Personality Traits - refer to the characteristics or traits of a person which involve both psychological and social aspects. Psychological includes the way he/she perceives things, ideas, beliefs and understanding and how he/she acts and relates these things, to others and in social situations.

4.2.5 Potential – refers to an estimate or prediction of an employee's capacity and ability to perform the duties of the position to be filled and those of higher or more responsible positions in the line of promotion. The prediction shall be based on the factors above (4.2.1 – 4.2.4), and on all other factors that may help in predicting the employee's ability to efficiently perform the duties of the position to which he shall be promoted and of other more responsible positions in the line of promotion.

- 4.3 To determine the comparative competence and qualifications of candidates for recruitment/appointment, they shall be evaluated on the basis of education, training, experience, outstanding accomplishments, including psychological evaluation, written examination, skills tests, interview, background investigation and other similar tests of fitness.

The selection/promotion line-up shall be prepared and posted in three (3) conspicuous places in the agency for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.

5. In case of personnel promotion in the Central Office, the CO-Selection Board shall evaluate/review the qualifications of those employees included in the selection/promotion line-up. In case of personnel promotion in the regional/field offices, the Regional Selection Board shall review the selection/promotion line-up submitted by the Administrative Officer/Assistant. If necessary, the Board/NSC may prescribe the conduct of interview, selection test, and/or other selection devices to effectively determine who are the most competent and qualified among the candidates.
6. The Board/NSC shall then make a systematic assessment of the competence and qualifications of candidates based on the PSPRP and the NSC guidelines, and determine en banc the list of recommended employees from which the appointing authority may choose the candidate for appointment to the corresponding level of positions. The Board/NSC shall see to it that the qualifications of employees recommended for appointment are comparatively at par and that they are the best qualified from among the candidates.
7. In case there are no next-in-rank employees, or where the incumbents of the positions next-in-rank are not competent and qualified and/or do not possess the appropriate civil service eligibility, any officer or employee who meets the qualification standard may be recommended to the vacant position after due screening.
8. The Board/NSC shall submit the ranked list of candidates recommended for appointment from which the appointing authority may choose the applicant to be appointed. The list of recommended candidates should specify the top-ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment. The CO Selection Board shall submit to the Administrator the list of employees selected for appointment. In the case of the region, the Regional Selection Board shall submit to the Regional Director the list of employees selected for appointment (first and second level of Regional Office), or for recommendation to the Administrator (second level).



9. The appointing authority shall assess the merits of the Board/NSC's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top-ranking candidates deemed most qualified for appointment to the vacant position. The top-ranking candidates, however, should be limited to those whose overall point scores are comparatively at par, or those who meet the overall cut-off score based on the comparative assessment. To determine candidates who are comparatively at par, the Board shall set a reasonable cut-off point/score in the comparative assessment of candidates for appointment.
10. The Personnel Section/Administrative Officer/Assistant shall prepare the corresponding appointment papers based on the approved list of candidates and the appointing authority shall issue the appointment in accordance with the provisions of the Agency Merit Promotion Plan.
11. The Chief, Personnel Section/Administrative Officer/Assistant shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the agency/office a day after the issuance of the appointment for at least fifteen (15) days, copy furnished the Regional Director, as the case may be. The date of posting should be indicated in the notice.

## **VIII. GRIEVANCE**

A qualified next-in-rank employee may present the grievance with the Agency Grievance machinery under the following conditions:

- a. Non-compliance with the selection process;
- b. Discrimination on account of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation;
- c. Disqualification of applicant to a career position for reason of lack of confidence of the appointing authority; and
- d. Other violations of the provisions of this Merit Promotion Plan.

## **IX. ADMINISTRATIVE DISABILITIES**

Administrative disabilities inherent in certain penalties:

- a. The penalty of dismissal shall carry with it that of cancellation of eligibility, forfeiture of retirement benefits, and the perpetual disqualification for reemployment in the government service, unless otherwise provided in the decision;
- b. The penalty of transfer shall carry with it disqualification for promotion for a period of six (6) months from the date respondent reports to the new position or station.

- c. The penalty of demotion shall carry with it disqualification for promotion at the rate of two (2) months for every step or one (1) month for every range of salary by which he was demoted to be computed from the date respondent reports to the new position or station.
- d. The penalty of suspension shall carry with it disqualification for promotion corresponding to the period of suspension.
- e. The penalty of fine shall carry with disqualification for promotion for a period twice the number of days he was fined. Should the respondent fail to pay in full the fine within the prescribed period, he shall be deemed to have failed to serve the penalty imposed, hence, the disqualification for promotion shall remain in effect until such time that the fine is fully paid.

## **X. FUNCTIONS AND RESPONSIBILITIES**

1. The Chief, Administrative Division/Administrative Officer/Administrative Assistant shall have the following functions:
  - a. Disseminate copies of the Agency Merit Promotion Plan and its annexes to all agency personnel after approval thereof by the Civil Service Commission;
  - b. Develop a system of ranking positions which will be submitted for approval by the appointing authority, copy furnished the CSC and its Field Office concerned, for reference purposes
  - c. Identify vacant positions that may be enrolled in the Brightest for the Bureaucracy Program (BBP);
  - d. Develop a plan which shall set forth the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives and programs;
  - e. Develop and maintain an updated qualification database of employees of the Agency to include education, training, experience, skills, competencies and other similar information;
  - f. Develop, in coordination with the Agency Personnel Development Committee, a program to fast track the career movement of employees with superior qualifications; and
  - g. Publish vacant positions in the CSC Bulletin of Vacant Positions or through other mode of publication and post the same in three (3) conspicuous places in the Agency for at least ten (10) calendar days;

- h. Prepare list of candidates aspiring for the vacant position including qualified next-in-rank employees within fifteen (15) days from completion of the preliminary evaluation;
  - i. Conduct preliminary evaluation of the qualifications of all candidates;
  - j. Notify all applicants of the outcome of the preliminary evaluation;
  - k. Submit the promotion/selection line-up to the PSB for deliberation en banc.
2. The employees shall be responsible for updating their Personal Data Sheets annually, or as may be deemed necessary, together with the supporting documents for submission to the Personnel Section/Unit.
3. The Board/NSC shall have the following functions and responsibilities:
- a. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment to be embodied in an Agency Personnel Selection and Promotion Rules and Procedures (PSPRP), taking into consideration the following:
    - a.1 Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for appointment/promotion to a particular position;
    - a.2 Criteria for evaluation of qualifications of applicants for appointment/promotion must suit the job requirements of the position.
  - b. Disseminate screening procedure and criteria for selection to all Agency officials and employees and interested applicants. Any modification of the procedure and criteria for selection/promotion shall likewise be properly disseminated;
  - c. Prepare a systematic assessment of the competence and qualifications of candidates for appointment and maintain fairness and impartiality in the assessment of candidates.
  - d. Evaluate and deliberate en banc the qualifications of those listed in the selection/promotion line-up;
  - e. Submit the list of candidates recommended for appointment from which the appointing authority may choose the applicant to be appointed.
  - f. Maintain records of deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC; and

- g. Orient the officials and employees in the Agency pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Promotion Plan.
4. The appointing authority shall have the following functions and responsibilities:
- a. Cause the dissemination and conduct of orientation and briefing of the MPP to all personnel within six (6) months from approval by the CSC to ensure awareness and understanding, and to submit a report of the same to the CSC Field Office;
  - b. Establish a Personnel Selection Board/NSC and see to it that all Board/NSC members undergo orientation and workshop on the selection/promotion process and CSC policies on appointments;
  - c. Assess the merits of the Board/NSC's recommendation for appointment and in the exercise of sound discretion, select in so far as practicable, from among the following:
    - top-ranking applicants deemed most qualified to the vacant position;
    - applicants who have undergone deep selection and found to possess superior qualifications, and
    - pool of the Brightest for the Bureaucracy Program (BBP);
  - d. Issue appointments in accordance with the provisions of this Agency Merit Promotion Plan.

## **XI. EFFECTIVITY**

This Revised Merit Promotion Plan and subsequent amendments thereto shall take effect immediately after approval by the Civil Service Regional Office.

## **XII. COMMITMENT**

I HEREBY COMMIT TO IMPLEMENT AND ABIDE BY THE PROVISIONS OF THIS REVISED AGENCY MERIT PROMOTION PLAN. IT IS UNDERSTOOD THAT THIS MPP SHALL BE THE BASIS FOR EXPEDITIOUS APPROVAL OF APPOINTMENTS.

(Sgd.) **GREGORIO F. BACOLOD**  
**Administrator**

November 21, 2002  
Date

### **APPROVED BY:**

(Sgd.) **DIR. AGNES D. PADILLA**  
CSC Regional Director, NCR

December 3, 2002  
Date

Be guided accordingly.

(Sgd.) **GREGORIO F. BACOLOD**  
**Administrator**

### **Distribution:**

- 1 - Deputy Administrator
- 1 ea. - All Divisions/Staffs/Sections
- 1 ea. - All Field Offices
- 1 - Records
- 1 ea. - CSC, NCR/SSS Field Office

GFB/ABA/MPPC  
A1/MPP2/1-19