



DEPARTMENT ORDER NO. DO2025-03-0004 *μ*

**AMENDMENT TO THE MERIT SELECTION PLAN (MSP)
AMENDING FOR THE PURPOSE SECTION 6 (A) OF
DEPARTMENT ORDER (DO) NO. DO2023-03-0009**

WHEREAS, on 08 March 2023, the Department of Energy (DOE) issued DO No. DO2023-03-0009 or the DOE MSP to institutionalize a transparent and merit-based selection process in compliance with Civil Service Commission (CSC) policies;

WHEREAS, on 04 May 2023, the CSC approved the DOE MSP to further institutionalize a standardized and transparent selection process in compliance with the standards of the CSC's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM);

WHEREAS, on 03 February 2025, the CSC awarded recognition to the DOE Human Resource Management Division (HRMD) Recruitment, Selection and Placement for achieving the PRIME-HRM Maturity Level 2;

WHEREAS, in our continuous pursuit to institutionalize meritocracy and excellence towards attaining PRIME HRM Maturity Level 3, there are provisions in the existing DOE MSP that require enhancement and modification;

WHEREAS, the proposed amendments have been discussed and deliberated by the DOE Human Resource Merit Promotion and Selection Board (HRMPSB) in its meeting dated 07 February 2025;

NOW, THEREFORE, in consideration of the foregoing premises, the following provisions under Section 6 of the existing DOE MSP are hereby amended:

Section 1. Section 6 under Composition and Functions will now be read as follows:

SECTION 6: COMPOSITION AND FUNCTIONS

A. Human Resource Merit Promotion and Selection Board (HRMPSB)

1. Composition

- 1.1 Composition of the HRMPSB for the 1st and 2nd level positions is hereby reconstituted as follows:

Chairperson : **Undersecretary for Administration**

Vice Chairperson : **Assistant Secretary**

Regular Members : **Director for Administrative Services**

: **Director for Legal Services**

: **Chief, Human Resource Management Division**

Provisional Members : **Bureau Director / Assistant Director, Service Director or Chief of the Office of the unit where the vacancy is**

: **DOE-Employee Association (EA)**

One (1) Principal and one (1) Alternate for 2nd level

One (1) Principal and one (1) Alternate for 1st level

1.2 Provisional members are designated to participate in the HRMPSB meetings on matters pertinent to their respective offices and units.

1.3 Provisional EA representative for first-level personnel shall participate in the HRMPSB meeting if the position for deliberation is in the 1st Level Position (SG 1-9), and the representative for second-level personnel shall participate in the HRMPSB meeting if the position for deliberation is in the 2nd Level Position (SG 10-25).

1.4 In the absence of the Principal EA representative, the Alternate EA representative shall attend the HRMPSB meeting.

1.5 The composition of the DOE-HRMPSB for the Executive/Managerial positions is hereby reconstituted as follows:

Chairperson : **Undersecretary for Administration**

Regular Members : **Assistant Secretary**

: **Director for Administrative Services**

: **Head Executive Assistant**

: **Bureau/Service Director of the unit where the vacancy is**

1.6 The appointment of the above personnel is based on their current respective positions/designation; hence, they will be automatically replaced by the new incumbent in the event that a new appointment or designation is signed by the Secretary or any competent authority.

2. Duties and Functions

- 2.1. The HRMPSB for the 1st and 2nd Level Positions shall assist the Secretary in the judicious and objective selection of candidates for appointment in the DOE, in accordance with the approved DOE-MSP.
- 2.2. 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 company or person/s and may initiate innovative schemes in determining the best and most qualified candidate.
- 2.3. Develop and implement customized screening criteria, internal guidelines, and tools to address the specific RSP needs of the Department. The HRMPSB may initiate the procurement of 3rd party provider or entity to perform specialized screening, background investigation, and other recruitment tools.
- 2.4. The Secretary shall be guided by the report on the assessment of candidates by the HRMPSB and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less deemed most qualified for appointment to a vacant position, depending on the number of candidates.
- 2.5. Specifically, the HRMPSB for the 1st and 2nd Level Positions shall discharge the following functions and duties:
 - 2.5.1. Follow strictly the process in the selection of candidate/s for appointment in the government service.
 - 2.5.2. Submit an evaluation report of candidate/s screened so that the appointing authority will be guided in selecting from among the top five (5) candidates or less (as the case may be, depending on the number of applicants) who are deemed most qualified and can efficiently discharge the duties and responsibilities of the position to be filled.

The evaluation report should not only specify if the candidate/s meet the QS of the position but should also include comments on the candidate/s' competencies and other qualifications that are essential in the performance of the duties and responsibilities of the position to be filled.
 - 2.5.3. Comply with the policy on the three-salary grade limitation on promotion which states that an employee shall not be promoted to a position which is more than three (3) salary grade higher than his or her present position, except for instances mentioned in Item 7 of Section 4 (Basic Policies) of DO No. DO2023-03-009.

- 2.5.4. Check the updated and approved DOE System of Ranking Positions (SRP) in determining the next-in-rank position to be considered in filling a vacant position; and update the SRP as necessary.
- 2.5.5. Ensure that the minutes of all HRMPSB meetings/deliberations are recorded, properly documented, and safekept which must be made accessible to interested parties upon a written request, and for inspection and audit of the CSC, if deemed necessary.
- 2.5.6. Through the HRMD, make accessible the following information or document upon a written request:
 - a. Screening procedures, evaluation criteria for selection, and its corresponding amendments;
 - b. Policies related to human resource actions; and
 - c. Approved DOE-MSP.
- 2.6. The HRMPSB will integrate with other HR Committees/Boards such that integration will ensure a smooth flow of connectivity and communication amongst other HR pillars such as Learning and Development (L&D), Performance Management (PM), and Reward and Recognition (R&R), as follows:
 - 2.6.1. Collaboration with the Personnel Development Committee (PDC)
 - a. The HRMPSB will ensure that all newly-hired employees undergo the Special Comprehensive Orientation Program for Employees (SCOPE), as part of their onboarding mechanism in order to integrate them into the organization.
 - b. The HRMPSB will collaborate with the PDC to ensure that new hires are included in the DOE L&D Plan/Curriculum that outlines the training and development activities wherein employees will participate such that their growth, learning and development track align with DOE's mandate.
 - c. The HRMPSB will also notify the PDC of potential employees who exhibit leadership potential to be included in the DOE's Leadership/Managerial Plan, Succession Plan, Competency Assessment, and other career developmental strategies, thereby ensuring that the DOE builds a strong pipeline of future leaders.

2.6.2. Collaboration with the Performance Management Team (PMT)

- a. The HRMPSB shall take into consideration Individual Performance Commitment Review (IPCR) ratings of employees, especially those under probationary status, prior to their promotion in order to gauge their readiness to take-on higher responsibilities/functions.
- b. The HRMPSB shall use performance evaluation data discussed and deliberated by the PMT in order to assess candidates in terms of their suitability and maturity for possible promotion and other personnel movements.
- c. The HRMPSB may also utilize results of the activities and sessions conducted or monitored by the HRMD Personnel Welfare and Performance Management Section (PWPMS), such as coaching sessions, mentoring sessions, among others, during its evaluation/deliberation of candidates.

2.6.3. Collaboration with the Program on Rewards and Incentives for Service Excellence (PRAISE) Committee

- a. The HRMPSB shall include in its evaluation and assessment the Outstanding Accomplishments of employees and shall develop a criterion for it.
- b. The HRMPSB shall coordinate with the PRAISE Committee on the Outstanding Accomplishments submitted by employees and may recommend accomplishments of employees who are worthy of recognition, through the DOE R&R scheme.

2.6.4. Technology in Human Resource Management

- a. The HRMPSB shall encourage the use of technology in order to streamline, fast-track, automate, and enhance processes on recruitment, selection, and placement, and to further integrate the RSP with other HR pillars.
- b. The HRMD shall continue to engage in cutting-edge software and platforms, and other HR technology solutions in order to continually elevate the level of recruitment, selection, and placement in the DOE towards achieving the objectives of the MSP.
- c. The HRMD shall regularly evaluate the performance, effectiveness and efficiency of existing technology through customer feedback mechanisms with the goal of providing quality service in recruitment.

3. Term of Office

The members of the HRMPSB for the 1st and 2nd Level Positions shall have a fixed term for three (3) years reckoned from the date of the issuance of the Special Orders.

4. Meetings

The HRMPSB shall meet at least once every month or as often as may be necessary to ensure proper disposition of all matters under its jurisdiction.

A quorum, constituting fifty percent (50%) of the members plus one, must first be established before an HRMPSB meeting commences.

The Chairperson or in his/her absence, the Vice Chairperson, shall call and preside over all meetings of the HRMPSB. However, in case the Chairperson and the Vice Chairperson are on official business and cannot preside over the meeting, and in the exigency of service, the members present constituting a quorum can select among themselves the presiding officer.

The decision of the majority of those presents at a meeting, at which there is a quorum, shall be valid and binding as an act of the HRMPSB. In case of matters requiring a vote, the Chairperson or in his/her absence, the Vice Chairperson, shall vote only in the case of tie.

Section 2. Repealing Clause

All DOE issuances that are inconsistent with the provisions of this DO are hereby repealed or amended accordingly.

Section 3. Separability Clause

If for any reason, any section or provision of this DO is declared to be unconstitutional or invalid, such parts not so affected shall remain in full force and effect.

Section 4. Effectivity

This DO shall take effect immediately upon signing and shall remain in force unless revoked or modified accordingly.

Issued this MAR 27 2025 at the DOE, Energy Center, Rizal Drive corner 34th Street, Bonifacio Global City, Taguig City.


RAPHAEL P.M. LOTILLA
Secretary

