



Republic of the Philippines  
**DEPARTMENT OF ENERGY**  
(Kagawaran ng Enerhiya)

Department Order No. DO2018-10-0019 */s/*

**POLICIES AND EVALUATION CRITERIA FOR THE SELECTION OF  
CANDIDATES FOR HIRING AND PROMOTION FOR THE 1<sup>st</sup> AND 2<sup>nd</sup>  
LEVEL POSITIONS**

WHEREAS, Section 1 of Article XI of the Constitution provides that public officers and employees must at all times be accountable to the people, serve with utmost responsibility, integrity, loyalty, and efficiency, act with patriotism and justice, and lead modest lives;

WHEREAS, the Revised Administrative Code of 1987 provides that appointments should be made in accordance with merit and fitness (Book V, Title I, Subtitle A, Section 1);

WHEREAS, the Revised Administrative Code also states that opportunity for government employment shall be open to all qualified citizens and positive efforts shall be exerted to attract the best qualified to enter the service (Book V, Title I, Subtitle A, Chapter 5, Section 21);

WHEREAS, government service is evolving fast towards simplifying procedures, upholding transparency, and eliminating possible areas of corruption spurred by the need to achieve a prompt and responsive delivery of services;

WHEREAS, an upright, competent and well-qualified personnel being a fundamental requirement of an effective, excellent, and professional government service, there is a pressing need to update, enhance and streamline the policies and rules on personnel selection, hiring, and promotion;

WHEREAS, the DOE-Human Resource Merit Promotion and Selection Board (HRMPSB) in line with the above consideration has recommended the following policies, processes and evaluation criteria for adoption and promulgation;

NOW, THEREFORE, the DOE adopts and promulgates the following policies and evaluation criteria for the selection of candidates for hiring and promotion for the 1<sup>st</sup> and 2<sup>nd</sup> level positions.

---

Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632  
Tel. Nos. (Trunkline) (632)479-2900;  
Website: <http://www.doe.gov.ph>; E-mail: [info@doe.gov.ph](mailto:info@doe.gov.ph)

## SECTION 1 DEFINITION OF TERMS

1. **DOE Merit Selection Plan (DOE-MSP)** – is composed of policies, procedures and systematic methods of assessing and selecting employees on the basis of their relative qualifications and competence to perform the duties and responsibilities of a certain position. It shall cover career positions in the first and second levels in the Department of Energy.
2. **End-User (EU)** – shall refer to the Director and the Division Chief of the Office where the vacancy is.
3. **End-User Evaluation (EUE)** – shall refer to the overall appraisal made by the Director and the Division Chief of the Office where the vacancy is after conducting thorough assessment processes such as but not limited to interview and written technical examinations in order to determine the most competent and qualified among the referred applicants.
4. **First Level Positions** – shall include clerical, trades and crafts, and custodial service positions which involve non-professional and sub-professional work in a non-supervisory or supervisory capacity requiring less than four (4) years of collegiate studies.
5. **Human Resource Merit Promotion and Selection Board (HRMPSB)** – shall refer to a collegial body composed of officials designated by the Secretary and tasked with the judicious and objective evaluation and selection of candidates for appointment to the 1<sup>st</sup> and 2<sup>nd</sup> level positions based on merit, fitness and qualifications. It shall make the final recommendation to the Secretary as regards the most qualified applicants for vacant positions.
6. **Human Resource Merit Promotion and Selection Board Evaluation (HRMPSBE)** – shall refer to the overall appraisal made by the HRMPSB after conducting the necessary procedures and evaluation in selecting the most qualified applicants to the vacant positions.
7. **Open Position** – refers to a position which does not have any position next-in-rank to it or a residual position in each level within the Bureau/Service/Office which may be filled by an outsider. It may also be called the lone or entrance position.
8. **Promotion** – is the advancement of a career employee from one (1) position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary.
9. **Qualification Standards (QS)** – are the minimum requirements for positions in the government in terms of Education, Training, Experience, Civil Service Eligibility, physical fitness and other qualities required for successful performance of the duties of the position. These shall serve as the basic guide

in the selection of the employees and in the evaluation of appointments to all positions in the government.

- 10. Referred applicants** – are a list of applicants forwarded by the Human Resource Management Division (HRMD) to the End-User through a memorandum referral. These applicants have already been screened, evaluated and assessed by the HRMD with regards the QS of the position.
- 11. 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.
- 12. Selection** – is 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.
- 13. Selection Line-up** – is a listing of qualified and competent applicants for consideration to a vacant position which include, but not limited to, the comparative information of their Education, Experience, Training, Civil Service Eligibility, Performance rating, Psychosocial Attributes and Personality Traits, and Potential and Other Factors per evaluation by the EUE.
- 14. System of Ranking Position** – is the hierarchical arrangement of positions from highest to lowest which shall be a guide in determining which position is next-in-rank, taking into consideration the following:
  - a. Organizational structure;
  - b. Salary Grade allocation;
  - c. Classification and functional relationship of position; and
  - d. Geographical location.

## **SECTION 2**

### **THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD**

#### **1. RENAMING OF THE DOE-PERSONNEL SELECTION BOARD (PSB)**

Pursuant to Rule IX, Agency Merit Selection Plan (MSP) and Human Resource Merit Promotion and Selection Board (HRMPSB) of the 2017 ORAOHRA of the Civil Service Commission (CSC), the DOE-Personnel Selection Board shall be renamed as the DOE-Human Resource Merit Promotion and Selection Board (HRMPSB).

#### **2. COMPOSITION**

The composition of the DOE-HRMPSB for the 1<sup>st</sup> and 2<sup>nd</sup> level positions is hereby reconstituted to be comprised of the following:

- Chairperson** : <sup>(1)</sup> Undersecretary for Administration  
**Vice Chairperson** : <sup>(2)</sup> Assistant Secretary representing management  
**Members** : <sup>(3)</sup> Director for Administrative Service  
<sup>(4)</sup> Director for Legal Services  
<sup>(5)</sup> Bureau/Service Director of the unit where the vacancy is  
<sup>(6)</sup> Chief, Human Resource Management Division (HRMD)  
<sup>(7)</sup> Principal or Alternate Employee Representatives

The existing composition of the current DOE-PSB, insofar as it is consistent with the above enumeration, shall compose the initial DOE-HRMPSB until a new composition is designated/assigned by the Secretary.

### **3. DUTIES AND FUNCTIONS**

The DOE 1<sup>st</sup> and 2<sup>nd</sup> Level HRMPSB shall assist the Secretary in the judicious and objective selection of candidates for appointment in the DOE in accordance with the approved DOE-Merit Selection Plan (MSP). The Secretary shall be guided by the DOE-HRMPSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as applicable, from the line-up of candidates the most qualified for appointment to a vacant position.

Specifically, the 1<sup>st</sup> and 2<sup>nd</sup> level DOE-HRMPSB shall discharge the following functions and duties:

1. Follow strictly the process on the selection of candidate/s for appointment in the government service;
2. Submit evaluation report of candidate/s screened for appointment so that the appointing authority will be guided in choosing the candidate/s who 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 Qualification Standards 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. Likewise, information about the candidate's preference of assignment should be mentioned in the report;
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 grades higher than his or her present position except on the following instances:
  - 3.1. The position occupied by the employee is next-in-rank to the vacant position in accordance with the System of Ranking Positions (SRP) of the DOE-MSP;
  - 3.2. The vacant position is an Open Position;

- 3.3. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney or Information Technology Officer/Computer Programmer positions;
- 3.4. The vacant position is unique and/or highly specialized such as Actuarial, Airways Communicator positions;
- 3.5. The applicant/s pass through a deep selection process, taking into consideration the applicant/s' superior qualifications in regard to educational achievements, highly specialized trainings, relevant work experience, and consistent high performance ratings;
- 3.6. The vacant position belongs to the closed career system such as those that are scientific or highly technical in nature which establish and maintain their own merit systems;
- 3.7. Other meritorious cases, such as:
  - 3.7.1. When the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process;
  - 3.7.2. When the qualified next-in-rank employees waived their rights over the vacant position in writing;
  - 3.7.3. When the next-in-rank position, as identified in the DOE-SRP, is vacant;
  - 3.7.4. When the next-in-rank employee/s is/are not qualified;
  - 3.7.5. When the qualified next-in-rank employee did not apply.
4. Check the approved agency System of Ranking Positions (SRP) in identifying the next-in-rank position to be considered in filling a vacant position;
5. Ensure that the minutes of all DOE-HRMPSB meetings/deliberations are recorded, properly filed, and maintained which must be made accessible to interested parties upon a written request, and for inspection and audit of the CSC, if deemed necessary;
6. Through the HRMD, make accessible the following information or document upon a written request:
  - 6.1. Screening procedures, evaluation criteria for selection, and its corresponding amendments;
  - 6.2. Policies relative to personnel actions; and
  - 6.3. Approved DOE-MSP.

#### **4. TERM OF OFFICE**

The members of the 1<sup>st</sup> and 2<sup>nd</sup> Level DOE-HRMPSB shall have a fixed term of two (2) years reckoned from the date of signing of this Department Order, renewable or terminated earlier at the discretion of the Secretary or any competent authority.

## **5. MEETINGS AND QUORUM**

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. Special meetings may be called by the Chairperson or upon the direction of the Department Secretary.

A quorum must be first established before an HRMPSB meeting commences. It shall constitute fifty percent (50%) of the members plus one (1) member.

The Chairperson or, in his/her absence, the Vice Chairperson shall call and preside at all meetings of the HRMPSB. The decision of the majority of those present 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 vote, the Chairperson or, in his/her absence, the Vice Chairperson, shall vote only in case of a tie.

The presence of the Chairperson or, in his/her absence, the Vice Chairperson, in any quorum shall be required.

## **SECTION 3 THE HRMPSB SECRETARIAT**

### **1. COMPOSITION**

The HRMPSB Secretariat shall be the Recruitment Section of the HRMD.

### **2. DUTIES AND FUNCTIONS**

The HRMPSB Secretariat shall have the following functions:

1. Prepare a systematic assessment of the qualifications of applicants for the position/s they applied for;
2. Schedule HRMPSB deliberation meetings and provide notices of such to the members of the HRMPSB as well as prepare the PSB Minutes/Highlights of Meeting;
3. Present to the HRMPSB the comparative assessment of applicants for deliberation;
4. Prepare endorsement memorandum for signature of HRMPSB members;
5. Maintain records of the deliberation meetings which shall be made accessible to interested parties only upon submission of a written request and upon approval of the HRMPSB;
6. Coordinate with the CSC in terms of orientation of officials and employees pertaining to policies relative to appointments and other HR actions.

## SECTION 4 END-USER EVALUATION

### 1. COMPOSITION

An End-User Evaluating (EUE) Committee shall be established to replace the Personnel Selection Committee (PSC) to be composed of the following:

- Bureau Level** : Director  
Assistant Director  
Division Chief (or equivalent) of the office where the vacancy is
- Service Level/FO** : Director  
Division Chief (or equivalent) of the office where the vacancy is  
One Supervising level personnel of the office where the vacancy is
- Executive Office** : Head Executive Assistant (HEA)  
Division Chief (or equivalent) of the office where the vacancy is  
One Supervising level personnel of the office where the vacancy is

### 2. FUNCTIONS AND EVALUATION CRITERIA

The EUE shall have the following functions:

- The EUE shall conduct appropriate screening, evaluation and assessment procedures to the applicants referred by the HRMD. The EUE shall then shortlist<sup>1</sup> referred applicants based on the following:
 

4-5 applicants	- 3 shortlisted candidates
6-10 applicants	- 4 shortlisted candidates
11 or more applicants	- 5 shortlisted candidates
- The EUE shall be guided by the following Evaluation Criteria in terms of shortlisting of applicants and shall provide their ratings on two (2) criteria - the Potential and Other Factors and the Psychosocial Attributes and Personality Traits (PAPT).

Performance	Education	Training	Work Experience	Psychosocial Attributes and Personality Traits (End-User)	Potential and Other Factors (End-User)	GRAND TOTAL
25%	15%	10%	15%	20%	15%	100%

Figure 1  
EUE Evaluation Criteria

<sup>1</sup> The shortlisting of candidates is delegated by the HRMPSB to the EUE.

After conducting their screening, evaluation and assessment, the EUE shall submit to the DOE-HRMPSB a memorandum indicating among others the following essential data:

- 3.1. Reason for shortlisting applicants, as the case may be;
  - 3.2. Ranking list of the shortlisted candidates; and
  - 3.3. Scores of the shortlisted candidates on the Potential and Other Factors and the Psychosocial Attributes and Personality Traits criteria.
3. The EUE memorandum shall be signed by the Bureau/Service Director or HEA, as the case may be. In the absence of the Bureau Director, the Bureau Assistant Director may sign in behalf of the Bureau Director.
  4. The EUE shall be given twelve (12) working days to act on the referred applicants from the HRMD. Once the prescribed period has lapsed and no action from EUE was made, the HRMPSB shall act on the applications and proceed with its deliberation.

## SECTION 5 HRMPSB EVALUATION

### 1. EVALUTION PROCEDURES

- 1.1. Once the documents submitted by the EUE have been elevated to the DOE-HRMPSB for the latter's deliberation, the EUE's scores on the Potential and Other Factors and the Psychosocial Attributes and Personality Traits criteria shall be reset to zero (0).
- 1.2. The DOE-HRMPSB Secretariat shall review the completeness of EUE submission and shall prepare the Summary of Assessment to be presented during the DOE-HRMPSB regular meeting.
- 1.3. The DOE-HRMPSB shall conduct a panel interview on the shortlisted candidates. Prior to the interview, the DOE-HRMPSB Secretariat shall initially present only the Assessment Profile of the candidates.
- 1.4. The DOE-HRMPSB shall be guided by the following Evaluation Criteria and shall provide their ratings on three (3) criteria - the Potential and Other Factors, the Outstanding Accomplishment, and the Psychosocial Attributes and Personality Traits.

Performance	Education	Training	Work Experience	Eligibility (to be scored by HRMPSB)	Outstanding Accomplishments (to be scored by HRMPSB)	Psychosocial Attributes and Personality Traits (to be scored by the HRMPSB)	Potential and Other Factors (to be scored by the HRMPSB)	GRAND TOTAL
25%	15%	10%	15%	5%	10%	10%	10%	100%

Figure 2  
HRMPSB Evaluation Criteria

- 1.5. Based on tallied scores and after thorough deliberations, DOE-HRMPSB shall endorse to the Secretary the most qualified candidate/s for hiring and promotion.

## **2. EVALUATION CRITERIA**

The HRMPSB may amend the Evaluation Criteria, consistent with existing laws and policies. Its amendments shall take effect three (3) days after required publications or posting.

### **2.1. Performance (25%)**

Performance Rating comprises the largest percentage in the Assessment Sheet. It shall be taken from the applicant's Individual Performance Commitment and Review (IPCR) rating for the latest one (1) rating period. This refers to the accomplishment of a given task measured against present known standards of accuracy, completeness, quality, and efficiency towards attaining the major final output of the department. The IPCR is required for DOE and other government employees. For hiring outsiders, the Performance Rating (PR) or its equivalent from the existing/immediate previous employer is required.

To be considered in the assessment, the performance rating of the applicant for the latest one (1) rating period must be at least "Very Satisfactory" (or any equivalent rating).

This is constant and included both in the EUE and HRMPSBE. The rating scale for Performance is as follows:

PERFORMANCE		
Average point score		Percentage
IPCR		
4.94 - 5.00	Outstanding	25
4.84 - 4.93		24.375
4.73 - 4.83		23.75
4.63 - 4.72		23.125
3.82 - 4.02	Very Satisfactory	20.625
4.03 - 4.23		21.25
4.24 - 4.44		21.875
4.45 - 4.62		22.5
PR or its equivalent		
Exceptional / Highly Commendable (any equivalent rating)	O	23.75%
Above Average / Commendable (any equivalent rating)	VS	21.50%

Figure 3  
Performance Criterion

## 2.2. Education (15%)

Education refers to the formal or non-formal academic, technical or vocational studies that will enable the applicant to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) of the position to be filled.

This is constant and included both in the EUE and HRMPSBE. The rating scale for Education is as follows:

EDUCATION	
<b>1<sup>ST</sup> Level</b>	
Minimum Requirement Met with Relevant Education	15
Minimum Requirement Met without Relevant Education	13
<b>2<sup>nd</sup> Level</b>	
Doctorate Degree	15
Master's Degree	14
Minimum Requirement Met (Relevant Bachelor's Degree)	13
<b>Division Chief Level</b>	
Doctorate Degree	15
Minimum Requirement Met (Master's Degree)	14

Figure 4  
Education Criterion

## 2.3. Training (10%)

Training refers to formal or non-formal training courses and HR interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan or Career Development Plan which are intended to enable the applicant to successfully perform the duties and responsibilities as indicated in the PDF of the position to be filled.

This is constant and included both in the EUE and HRMPSBE. The rating scale for Training is as follows:

TRAINING		
Number of Hours of Relevant Training in Excess of Minimum Requirement – for the last ten (10) years from the date of publication of vacant position	201 & above	10
	101-200 hours	9
	1-100 hours	8
Minimum Requirement Met	Minimum	7

Figure 5  
Education Criterion

## 2.4. Work Experience (15%)

Work Experience refers to the previous jobs in either government or private sectors, whether full-time or part-time which, as certified by the HRMO or authorized officials of previous employers, are functionally related to the duties in the PDF of the position to be filled.

This is constant and included both in the EUE and HRMPSBE. The rating scale for Work Experience is as follows:

WORK EXPERIENCE		
Number of Hours of Relevant Training in Excess of Minimum Requirement	7 years & more	15
	4-6 years	14
	1-3 years	13
Minimum Requirement Met	Minimum	12

Figure 6  
Work Experience Criterion

## 2.5. Outstanding Accomplishments (10%)

Outstanding Accomplishments shall include exemplary work, civic, religious, and other achievements which may consist of but not limited to special commendations and citations, including Civil Service awards and other awards for exceptional performance.

The Outstanding Accomplishments shall be rated by the members of the Human Resource Merit Promotion and Selection Board (HRMPSB). The rating scale for the Outstanding Accomplishments is as follows:

OUTSTANDING ACCOMPLISHMENTS	
To present supporting documents such as citations, awards received, etc.	Percentage
High Impact	8 - 10
Medium Impact	5 - 7
Low Impact	1 - 4

Figure 7  
Outstanding Accomplishments Criterion

## 2.6. Psychosocial Attributes and Personality Traits (20% for the EUE and 10% for the HRMPSBE)

Psychosocial Attributes and Personality Traits (PAPT) shall include the characteristics or traits of the candidate comprising both the psychological and social aspects. This also includes the way an applicant perceives things, his or

her ideas, beliefs and understanding and how he or she acts and relates these to other people in social situations which may have bearing on the way he or she will perform the functions of the position to be filled.

The PAPT shall be scored by the EU in its EUE with the weight of twenty percent (20%) and by the HRMPSB in the HRMPSBE with the weight of ten percent (10%) through an interview of the candidates to the position. The rating scale for the PAPT is as follows:

<b>PSYCHOSOCIAL ATTRIBUTES AND PERSONALITY TRAITS</b>		
<b>TOTAL RAW POINTS</b>	<b>Percentage</b>	
	<b>EUE (20%)</b>	<b>HRMPSBE (10%)</b>
35	20	10
33 – 34	18	9
31 – 32	16	8.5
29 – 30	15	8
27 – 28	14	7.5
25 – 26	13	7
23 – 24	11	6.5
21 – 22	9	6
19 – 20	7	5.5
17 – 18	6	5
15 – 16	5	4.5
13 – 14	4	4
10 – 12	3	3
7 – 9	2	2
1 – 6	1	1

Figure 8  
Psychosocial Attributes and Personality Traits Criterion

## **2.7. Potential and Other Factors (15% for the EUE and 10% for the HRMPSBE)**

Potential and Other Factors (POF) refers to the evaluation in order to determine the applicant's capacity to become or develop into an employee who could successfully perform the duties and responsibilities of the position to be filled, taking into consideration the technical competence, work values and attitude, and communication skills. It shall also include an assessment of the applicant's

readiness, motivation and qualities that may be developed and lead to future success or usefulness.

The POF shall be rated by the EU its EUE with the weight of fifteen percent (15%) and by the HRMPSB in the HRMPSBE with the weight of ten percent (10%) through an interview of the candidates to the position. The rating scale for the Potential and Other Factors is as follows:

<b>POTENTIAL AND OTHER FACTORS</b>		
	<b>EUE (15%)</b>	<b>HRMPSBE (10%)</b>
<b>Skills/Competency</b>	<b>10%</b>	<b>7%</b>
Communication Skills (written, oral/report)	2%	2%
Technical Competency	4%	3%
Other relevant skills / work values and attitude	4%	2%
<b>Overall impression</b>	<b>5%</b>	<b>3%</b>
High Impact / Highly Recommended	5%	3%
Medium Impact / Recommended	3%-4%	2%
Low Impact / Fairly Recommended	1%-2%	1%

Figure 9  
Potential and Other Factors Criterion

## 2.8. Eligibility (5%)

Eligibility refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination or based on highly technical qualifications or other tests or merit and fitness conducted by the CSC or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC and other examinations such as the Professional Regulation Commission (PRC)- conducted board examinations, the Supreme Court (SC)-conducted bar examinations or the Career Executive Service Board (CESB)-conducted CES examinations.

This is incorporated in the HRMPSBE with the weight of five percent (5%). The rating scale for the Eligibility is as follows:

<b>ELIGIBILITY</b>		
<b>Second Level Positions</b>	<b>Eligibility</b>	<b>Percentage</b>
Course requiring Board	Board/Bar Eligibility (RA 1080) and Placer	5%
	RA 1080 and Honor Graduate Eligibility (PD 907)	5%

	Board/Bar Eligibility (RA 1080)	3%
	Career Service (CS) Professional and PD 907 Honor Graduate	2%
	CS Professional or PD 907 Honor Graduate	1%
Second Level Positions	Eligibility	Percentage
Course not requiring Board	CS Professional and PD 907 Honor Graduate	5%
	CS Prof with General Average of 85% and above	4%
	CS Prof with General Average of 80% - 84.99%	3%
	CS Prof with General Average of 70% - 79.99%	2%
	Other Professional Eligibility	1%
First Level Positions	Eligibility	Percentage
Clerical	Sub Prof with General Average of 85% and above / CS Prof / PD 907 / RA1080	5%
	Sub Prof with General Average of 80%-84.99%	4%
	Sub Prof with General Average of 75%-79.99%	3%
	Sub Prof with General Average of 70%-74.99%	2%
	Other Professional Eligibility	1%
Trades and Crafts	MC. 11, Brgy. Health Worker	5%
Driver	RA 7160 / Driver's License	5%
Non-required		5%

Figure 10  
Eligibility Criterion

The rating scales for performance, education, training, work experience, eligibility outstanding accomplishments, psychosocial attributes and personality traits, potential and other factors shall be regularly reviewed by the DOE-HRMPSB and may be revised subject to the publication of the said revised rating scales.

## SECTION 6 TIMELINE AND FLOWCHART

The recruitment process shall have the following timeline/flowchart:

HIRING TIMELINE AND FLOWCHART		
Major Area	Procedure	Processing Time (in Calendar Days)
Human Resource Management Division (HRMD)	Posting of Vacancies	10
	HRMD Assessment	14
	Preparation of Referral Memo of qualified applicants to various offices	4
End-User Evaluation (EUE)	Pre-screening & assessment of all referred applicants	7
	Shortlisting and interview of applicants	5
Human Resource Merit Promotion and Selection Board (HRMPSB)	Verification of all submitted documents and Assessment preparation	7
	Pre-HRMPSB meeting and final review of assessment	1
	HRMPSB deliberation	1
	Preparation and approval of HRMPSB endorsement memo and appointment papers	4
Office of the Secretary	Secretary's approval of HRMPSB endorsement	3
Applicant	Compliance / submission of pre-employment requirements	10
HRMD OSEC Applicant	Preparation and approval of appointment papers	7
	Assumption of duty	1
Total Processing Time		74

Figure 10  
Timeline and Flowchart

The EU must submit its EUE to the HRMPSB in twelve (12) working days upon receipt from the HRMD, otherwise, the HRMD shall submit or forward the Referral Memorandum to the HRMPSB for appropriate action and evaluation.

## **SECTION 7 DOE MERIT SELECTION PLAN**

The HRMPSB shall prepare the DOE-Merit Selection Plan (MSP) pursuant to Section 143, Rule XIV on Transitory Provisions of the 2017 ORAOHRA to be submitted to the Civil Service Commission (CSC).

The DOE-MSP shall comprise the provisions of this Department Order and all other policies incorporated herein.

Pending the submission of the DOE-MSP to and approval by the CSC, the HRMPSB shall process appropriate personnel movement pursuant to this Department Order which is incorporated in the DOE-MSP.

## **SECTION 8 REPEALING CLAUSE**

All DOE issuances, Department Orders, Special Orders, and memoranda inconsistent with this Department Order are hereby modified and superseded accordingly.

## **SECTION 9 EFFECTIVITY**

This Department Order shall take effect immediately upon its issuance and shall remain in full force and effect until sooner modified or revoked by the Secretary or any competent authority.

  
**ALFONSO G. CUSI**  
Secretary

Date: OCT 25 2018

