



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO 2013-09-0015

**AMENDING DEPARTMENT ORDER NO. DO2005-10-015 AND SPECIAL ORDER NO. 2009-08-038
ENTITLED, "RECONSTITUTING THE PERSONNEL SELECTION BOARD (PSB) FOR THE 1ST
AND 2ND LEVEL POSITIONS AND AMENDING THE POLICY ON THE PERSONNEL SELECTION
COMMITTEE (PSC) IN EACH BUREAU/SERVICE OF THE DEPARTMENT OF ENERGY, AND
THEIR SUBSEQUENT ISSUANCES"**

Pursuant to the provisions of the Civil Service Commission (CSC) Resolution No. 010114 (Revised Policies on Merit Promotion Plan) issued on January 10, 2001, CSC Memorandum Circular No. 04, s. 2005, CSC approved DOE-Merit Selection Plan, and such other relevant laws, rules and regulations, Department Order No. DO2005-10-015 and Special Order No. 2009-08-038 and their subsequent issuances are hereby amended and the following provisions are hereby promulgated, to wit:

1. **Composition.** The First and Second Level Personnel Selection Board of the DOE, hereinafter referred to as the DOE-1st & 2nd Level PSB, is hereby reconstituted with the following composition:

Chairperson: Undersecretary Loreta G. Ayson, CESO I

Vice-Chair: Assistant Secretary Jose Raymund A. Acol
(Representing Management)

Members: Director Arthus T. Tenazas
(Representing Legal)

Director Angelina V. Manga
(Representing Non-Technical Group)

Director Patrick T. Aquino
(Representing Technical Group)

Bureau/Service Director of the organization unit where the
vacancy is or the designated Division Chief

Principal & Alternate Employee Representatives
(one each for the 1st and 2nd level positions) as designated by the
DOE Employees Association (DOE-EA)

To ensure quorum during meetings, Assistant Secretary Daniel A. Ariaso, Sr. shall serve as Alternate to any of the members, except the DOE-EA Representative.

2. **Functions and Duties.** The DOE-1st & 2nd Level PSB shall assist the Secretary in the judicious and objective selection of candidates for appointment in the Department of Energy in accordance with the approved DOE-Merit Selection Plan (MSP). The Secretary shall be guided by the PSB's comprehensive evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five applicants deemed most qualified for appointment to the vacant position.

Specifically, the DOE-1st & 2nd Level PSB shall discharge the following functions and duties:

- 2.1 Follow strictly the process on the selection of employees for appointment in the government service;

- 2.2. Submit a Comprehensive evaluation report of candidates screened for appointment so that the Secretary will be guided in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled. The evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important 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;
 - 2.3. Comply with the policy on the three (3)-salary grade limitation on promotion. This policy is intended to minimize possible abuse of discretion in the appointment process and to exercise greater scrutiny in the screening of candidates. It should be pointed out that the 3-salary grade limitation shall apply only to promotion and not to transfer, reemployment, reappointment and reclassification/upgrading, including appointment from non-career service positions to career service positions and vice-versa;
 - 2.4. Check the approved DOE-System of Ranking Positions (SRP) in identifying the next-in-rank positions to be considered in filling a vacant position;
 - 2.5. Ensure that the minutes of all deliberations are recorded, properly filed and maintained, which must be made accessible to interested parties upon written request, and for inspection and audit by the CSC, if necessary;
 - 2.6. Through the Human Resource Development (HRD) of the DOE, make accessible the following information or documents upon written request:
 - a. Screening procedure and criteria for selection, and its amendments;
 - b. Policies relative to personnel actions, including the gender and development dimensions of the DOE-Merit Selection Plan; and
 - c. Approved DOE-MSP.
 - 2.7. Notify all applicants assess by the DOE-1st & 2nd Level PSB of their individual rating on the basis of education, training, experience, eligibility and interview, as well as of the outcome of the evaluation of the DOE-1st & 2nd Level PSB;
 - 2.8. Provide information about the individual rating of particular applicant upon written request subject to the approval of the Secretary of the Department; and
 - 2.9. Perform such other related functions as may be necessary in accordance with existing laws, rules and regulations.
3. **Term of Office; Hold-Over Capacity.** The Chair, Vice-Chair and Members of the DOE-1st & 2nd Level PSB shall have a fixed term of one (1) year reckoned from the date of appointment, renewable, at the discretion of the Secretary.


In case of resignation, retirement, separation, transfer, re-assignment or removal, the replacement shall serve only for the unexpired term, *provided, however*, that in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension.

In order to avoid hiatus in the DOE-1st & 2nd Level PSB, its incumbent Chair, Vice-Chair and Members, shall continue to perform their respective duties and responsibilities, in hold-over capacity, until their corresponding replacements are duly designated or appointed by the Secretary.

4. **Personnel Selection Committee (PSC) by Bureau/Service.** The DOE-1st & 2nd Level PSB shall, as it may deem necessary, constitute the PSC by Bureau/Service whose primary duty to assist the DOE-1st & 2nd Level PSB in the assessment and selection of the best candidates of a particular vacant position. The PSC shall serve with the period of the assessment and selection of every vacant position until its appropriate report/s is properly acted upon by the DOE-1st & 2nd Level PSB.
5. **Meetings and Quorum.** The DOE-1st & 2nd Level PSB shall meet at least every month or as often as may be necessary to ensure proper disposition of all applications and matters under its jurisdiction. Special meetings may be called by the Chair or upon the direction by the Secretary of the Department.

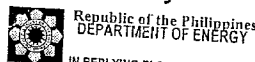
The Chairperson or, in his absence, the Vice-Chair, shall call and preside at all meetings of the DOE-1st & 2nd Level PSB. The decision of at least a majority of those present at a meeting at which there is quorum shall be valid and binding as an act of the DOE-1st & 2nd Level PSB: *Provided, however,* That the Chairperson or, in his absence, the Vice-Chair, shall vote only in case of a tie. *Provided, further,* That a majority of the total DOE-1st & 2nd Level PSB composition shall constitute a quorum for the transaction of business; *Provided, furthermore,* That the presence of the Chair or Vice-Chair in any meeting shall be required.
6. **Supplementary Application of Relevant Laws, Rules and Regulations.** The provisions of laws, rules and regulations promulgated by the Office of the President, Congress of the Philippines, and Civil Service Commission shall be integral parts of this Department Order and shall serve as part of the governing policies of the DOE-1st & 2nd Level PSB.
7. **Repealing Clause.** All Department Orders, Special Orders, policies and other issuances inconsistent with this Department Order are hereby modified or superseded accordingly.
8. **Effectivity Clause.** 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.

ISSUED this day of SEP 16 2013 2013 at the Department of Energy, Taguig City, Philippines.


CARLOS JERICHO L. PETILLA
 Secretary

Copy furnished:

_____ Chair, Vice-Chair and Members
 _____ DOE-1st & 2nd Level PSB
 _____ Civil Service Commission
 _____ Others concerned



IN REPLYING PLS CITE:
SOE-JLP-13005044

