



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO 2013 - 09 - 0016

**AMENDING DEPARTMENT ORDER NO. DO2012-03-0003 ENTITLED,
"RECONSTITUTING THE COMPOSITION OF THE THIRD LEVEL PERSONNEL
SELECTION BOARD IN THE DEPARTMENT OF ENERGY"**

Pursuant to the provisions of the Memorandum issued by the Office of the President on February 2, 2012, Civil Service Commission (CSC) Resolution No. 010114 (Revised Policies on Merit Promotion Plan) issued on January 10, 2001 and Resolution No. 100623 (The Scope of the Third Level) issued on March 29, 2010, CSC Memorandum Circular No. 04, s. 2005, relevant policies promulgated by the Career Executive Service Board (CESB) and to facilitate the filling up of vacant third level positions in the Department of Energy with reference to Section 7, Chapter 2, Book V of Executive Order No. 292 or the Administrative Code of 1987, the positions in the Civil Service shall be 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, Department Order No. DO2012-03-0003 is hereby amended and the following provisions are hereby promulgated, to wit:

1. **Composition.** The Third Level Personnel Selection Board of the DOE, hereinafter referred to as the DOE-Third Level PSB, is hereby reconstituted with the following composition:

Chairperson:	Undersecretary Loreta G. Ayson, CESO I
Vice-Chair:	Assistant Secretary Jose Raymund A. Acol
Members:	Assistant Secretary Matanog M. Mapandi Head Executive Assistant Nelietta C. Baguna Director Angelina V. Manga (<i>Secretary</i>)

To ensure quorum during meetings, the Secretary may designate an Alternate to any of the members.

2. **Functions and Duties.** The DOE-Third Level PSB shall discharge the following functions and duties:

- 2.1 Authorize the publication of vacancy/ies for the third level positions;

- 2.2 Follow strictly the process on the selection of candidates screened for appointment so that the appointing authority 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 or not 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 candidates' preference of assignment should be mentioned in the report. The evaluation report shall be in accordance with the format prescribed in the Memorandum of the Office of the President dated 02 February 2012;

- 2.3 Ensure that the minutes of meeting of all deliberations are recorded, properly filed and maintained to provide guidance to interested parties, upon written request; and

2.4. 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-Third 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.

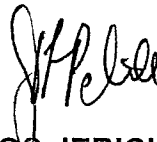
In order to avoid hiatus in the DOE-Third Level PSB, its incumbent Chair, Vice-Chair and Members, shall continue to perform their respective duties and responsibilities, in hold-over capacity, until their corresponding replacements are duly designated or appointed by the Secretary.

4. **Meetings and Quorum.** The DOE-Third 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-Third 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-Third 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-Third 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.

5. **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, Civil Service Commission and the Career Executive Service Board (CESB) shall be integral parts of this Department Order and shall serve as part of the governing policies of the DOE-Third Level PSB.
6. **Repealing Clause.** All Department Orders and issuances inconsistent with this Department Order are hereby modified or superseded accordingly.
7. **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



Republic of the Philippines
DEPARTMENT OF ENERGY

IN REPLYING PLS CITE:

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Copy furnished:

- ____ Chair, Vice-Chair and Members
____ DOE-Third Level PSB
____ Civil Service Commission
____ Career Executive Service Board
____ Others concerned