

SAN JUAN WATER DISTRICT

Hall St. Poblacion, San Juan, Batangas

MERIT PROMOTION & SELECTION PLAN

Pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), CSC Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum No. 38, s. 1989 as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15 s. 1999, CSC Memorandum Circular No. 8, s. 1999, CSC Memorandum Circular No. 03, s. 2001, CSC Memorandum Circular No. 24, s. 2017, as amended (2019 edition), CSC Memorandum Circular No. 14, s. 2018, CSC Memorandum Circular No. 19, s. 2019, CSC Memorandum Circular No. 21, s. 2019 and Republic Act (RA) No. 10524 this Merit Promotion and Selection Plan (MPSP) is hereby established for the guidance of all concerned in San Juan Water District.

I. BASIC POLICIES

1. Selection of employees for appointment in the San Juan Water District shall be open to all qualified men and women and shall be made only according to merit and fitness.

There shall be equal employment opportunity for men and women at all levels of position in the agency, provided they meet the qualification standards of the position to be filled *as provided in Sec. 31, CSC MC No. 24, s. 2017, as amended (2019 edition)*.

2. There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

3. EEO General Guidelines:

General Manager shall ensure that at least one per cent (1%) of all positions in San Juan Water District shall be reserved for persons with disability in accordance with sec. 1, Par 3, RA 10524.

4. When a position in the first or second level becomes vacant, applicants for employment who possess the education, training, experience, eligibility, and competency requirements prescribed in the Qualification Standards manual or CSC-approved agency qualification standards for the position shall be considered for permanent appointment.

5. San Juan Water District shall not fill-up vacancies resulting from promotion until the promotional appointments have been approved or validated by the CSC, except in meritorious cases, as may be authorized by the Commission. In the event that the San Juan Water District is conferred with PRIME-HRM award, as a prior notice, promotional appointments shall include a notation stating that the employee shall be reverted to his/her former positions in case the promotional appointment is disapproved/invalidated. Furthermore, appointment to a vacant position resulting from promotional appointment shall bear the notation that the appointment is subject to CSC attestation of the promotional appointment of the incumbent of the previous position.
6. All San Juan Water District positions should be included in the approved Qualification Standards Manual of San Juan Water District, or if unique, should have a qualification standard approved / confirmed by the Civil Service Commission.

An appointment to a position without an approved qualification standard by the Civil Service Commission, as the case may be, shall be disapproved.

7. The following positions are exempt from the publication and posting requirements:
 - a) Primarily confidential.
 - b) Policy-determining.
 - c) Coterminous with that of the General Manager, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.
 - d) Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996, as amended.
 - e) Those to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional/field offices.
8. The General Manager shall be personally liable for the salary of an appointee paid after the CSC has finally disapproved the appointment.
9. Candidates for the following appointments shall no longer be subjected to the screening of the HRMPSB:
 - a. Substitute appointment due to its short duration and emergency nature.

- b. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods; or
 - c. Appointment to casual, contractual, coterminous, and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.
10. For vacancies in the first and second level, all qualified next in rank employees shall be automatically considered candidates for promotion to the next higher position. However, those who are not next-in rank but qualified shall submit their written application.
 11. An employee may be promoted to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position, except when the promotional appointment falls within the purview of any of the exceptions stated in Section 97, CSC MC. No. 24 s. 2017, as amended
 12. The three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:
 - a. Transfer incidental to promotion provided that the appointee was subjected to deep selection
 - b. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
 - c. Reappointment from career to non-career position
 - d. Reemployment
 - e. Reclassification of position
 13. To facilitate review and evaluation of appointments, the HRMO shall submit the approved Systems of Ranking Position (SRP) of San Juan Water District, to Civil Service Commission Regional Office IV or CSC Field Office - Batangas. The agency SRP shall be used as one of the bases for determining whether San Juan Water District, observe the policy on the three-salary grade limitation on promotion as herein provided.
 14. An employee should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening for promotion or transfer.
 - The performance rating of at least Very Satisfactory (VS) in the last rating period shall not be required for promotion from first to second level entry positions.
 - The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.

15. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
16. The approved San Juan Water District Merit Promotion and Selection Plan shall be used as bases in the issuance of appointments and attestation thereof.
17. No appointment in the San Juan Water District shall be made in favor of a relative of the appointing or recommending officer/authority, or of the person exercising immediate supervision over the appointee.
 - Unless otherwise provided by law, the word "relative" and the members of the family referred to are those related within the third degree either of consanguinity or of affinity.
 - The following are exempted from the operation of the rules on nepotism:
 - a. persons employed in a confidential capacity.
 - b. Physicians.
 - c. other positions as may be provided by law.
 - The nepotism rule covers all kinds of appointments whether original, promotion, transfer, and reemployment regardless of status, including casual, contractual, and coterminous but are not primarily confidential. This rule shall also apply to designation.
18. This MPSP, once signed, shall be considered as a valid contract binding among the General Manager, the employees, and the CSC. As such, non-compliance by the agency with the policies and procedures provided therein shall be considered as a ground for disapproval of appointment. The same can be a ground for administrative disciplinary action against the official or employee who caused the violation.

II. OBJECTIVES

It is the policy of San Juan Water District to strictly adhere to the principles of merit, fitness, and equality. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position.

There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

In this pursuit, the San Juan Water District Merit Promotion and Selection Plan aims to:

1. Establish a system that is characterized by strict observance of the merit, fitness, and equality principles in the selection of employees for appointment to positions in the career and non-career service in the first and second levels.
2. Create equal opportunities for employment to all qualified men and women to enter the government service and career advancement in the San Juan Water District.

III. SCOPE

This Merit Promotion and Selection Plan shall cover positions in the first and second level and shall also include original appointments and other human resource actions in the San Juan Water District.

IV. DEFINITION OF TERMS

Agency - refers to San Juan Water District.

Career Service - positions 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 tenure.

Closed Career Positions - refer to positions that are scientific, or highly technical in nature; these include the faculty and academic staff of state colleges and universities, and scientific and technical positions in scientific or research institutions which shall establish and maintain their own merit systems.

Comparatively at Par - predetermined reasonable difference or gap between point scores of candidates for appointment established by the HRMPSB.

Deep Selection - refers to the process of selecting a candidate for appointment who is not next- in-rank but possesses superior qualification and competence.

Developmental interventions - refers to HRD interventions such as coaching, mentoring, cross posting program, job rotation, temporary assignment, secondment, team building, knowledge sharing and learning session, shadowing, and counseling.

Discrimination - is a situation where in a qualified applicant is not included in the selection line- up on account of age, sexual orientation and gender identity, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.

Downgrading - is a form of reclassification involving a downward change in salary grade allocation with or without change in position title.

Entry Level Positions – shall include Salary Grade 1 positions such as Administrative Aide I (Utility Worker I & Laborer I), Laundry Worker I, etc.

Equal Employment Opportunity Principle (EEO) – refers to employment policies and practices that are based on, and operate according to, the principle of merit, fitness, and equality. All employees are treated fairly and equitably when making employment decisions and making sure that discrimination will not take place.

First Level Position - refer to positions involved in structured work in support of office operations or those engaged in clerical, trades, crafts, or custodial service which involve sub-professional work in a non-supervisory and supervisory capacity.

Functional Relationship – refers to correlation between the current positions and the position to be considered next-in-rank taking into consideration the duties and responsibilities of both positions.

Gender Identity - refers to the personal sense of identity as characterized, among others, by manners of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with the physiological characteristics of the opposite sex. (Senate Bill 1022 – An Act Prohibiting Discrimination based on Sexual Orientation and Gender Identity and Providing Penalties Therefor).

Geographical Location - refers to the *area within the jurisdiction of the San Juan Water District where an employee may be reassigned from the Central Office provided that the office of the reassignment is existing in the organizational structure of the agency.*

Hard-to-Fill Vacancies - refer to vacancies for which agencies found difficulties in recruitment for reasons such as, lack of skills of applicants, inadequate experience, applicants' expectation of high salary, lack of professional license, competition with private sectors and overseas jobs. (Occupational Shortages and Surpluses, 2013-2014 Integrated Survey on Labor and Employment, Philippine Statistics Authority, LABSTAT Updates, March 2016).

Highly Specialized Positions -refer to positions with highly specialized and unique duties requiring specialized education, training or skills which may not be acquired through formal education, training programs, or experience gained from service-wide positions.

Hiring Quota - is a predetermined ratio of applicants for appointment to ensure that one gender does not fall short of the desired percentage of the selection rate for the other gender in equivalent positions at every level, provided they meet the minimum requirements of the position.

Human Resource Action - any action denoting the movement or progress of human resource in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion, and separation.

Job Requirement- 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 Promotion – is a systematic method of selecting employees for advancement or promotion on the basis of their qualifications, potential, physical, and psychosocial attributes necessary for the successful performance of the duties required of the position.

Next-in-Rank Position - refers to a position which by reason of the hierarchical arrangement of positions in the San Juan Water District is determined to be in the nearest degree of relationship to a higher position as contained in the San Juan Water District's System of Ranking Positions (SRP).

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 the duration of particular project for which purpose employment was made or positions co-terminus with project activities.

Officer-in-Charge is considered merely as a caretaker of the office while the regular incumbent is on leave of absence. An OIC does not possess the power to appoint, and if he does, such act is null and void *ab initio*. An Officer-in-Charge does not exercise powers involving discretion of the regular incumbent. The rights and privileges of the latter do not normally descend upon the former unless specifically indicated or stated in the designation.

Partisan political activity refers to an act designed to promote the election or defeat of a particular candidate or candidates to a public office which shall include:

- a. Forming organizations, associations, clubs, committees or other groups of people for the purpose of soliciting votes and/or undertaking any campaign for or against a candidate.
- b. Holding political caucuses, conferences, meetings, rallies, parades, or other similar assemblies, for the purpose of soliciting votes and/or undertaking any campaign or propaganda for or against a candidate.
- c. Making speeches, announcements or commentaries or holding interviews for or against the election of any candidate for public office.
- d. Publishing or distributing campaign literature or materials designed to support or oppose the election of any candidate.
- e. Directly or indirectly soliciting votes, pledges or support for or against a candidate.

In addition, the following specific acts are likewise considered partisan political activities and are grounds for disciplinary action:

- i. Being a delegate to any political convention or member of any political committee or directorate or an officer of any political club or other similar political organizations.
- ii. Making speeches or publications to draw political support on behalf of any party or candidate for public office.
- iii. Soliciting or receiving contribution for political purposes, either directly or indirectly.
- iv. Becoming publicly identified with the success or failure of any candidate or candidates.

Policy-Determining Positions refer to positions which vests in the occupant the power to formulate policies for the government or any of its agencies, subdivisions, or instrumentalities, like that of a member of the cabinet as may be determined by the Commission.

Promotion - is the advancement of a career 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 involved 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 – are the minimum and basic 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. This shall serve as the basic guide in the selection of the employees and in the evaluation of appointments to all positions in San Juan Water District.

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 General Manager and who meets the requirements for appointment to the next higher position.

Recategorization is a form of reclassification involving a change in the level/category of the government entity which will bear on the level of key positions, e.g. General Manager, Assistant General Manager, and other Managerial positions in Local Water Districts.

Regular appointments refer to appointments issued in government agencies based on the authorized positions found in the Plantilla of Personnel or Lump Sum appropriation under Personnel Services, or those occupying the positions in the DBM-approved contractual staffing pattern of the agencies concerned, all of which are submitted to the CSCFO for attestation.

Second Level Position includes professional, technical, and scientific positions which involve professional, technical, and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.

Selection – is the systematic method of determining the merit and fitness of a person based on qualifications and ability to perform the duties and responsibilities of the position.

Selection Line-Up – is a listing of qualified and competent applicants 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.

Specialized Group – refers to people who need special attention or consideration from the agency, such as but not limited to pregnant women, solo parent, senior citizen, differently-abled person, indigenous people and, others that may be identified by San Juan Water District.

Superior Qualifications – shall mean outstanding relevant work accomplishments, educational attainment, and training appropriate for the position to be filled. It shall include 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, taking into consideration the following:

- a. Organizational structure.
- b. Salary grade allocation.
- c. Classification and functional relationship of positions.
- d. Geographical location.

Term - refers to the time during which the officer may claim to hold office as of right and fixes the interval after which the several incumbents shall succeed one another.

Tenure - refers to the term during which the incumbent actually holds the office. The term of office is not affected by the hold-over. The tenure may be shorter than the term for reasons within or beyond the power of the incumbent.

Upgrading - is a form of reclassification involving an upward change in salary grade allocation with or without change in position title.

V. PROCEDURE

Step 1. Identification of Vacant Position

- a. The selection process begins when the General Manager identifies the vacant positions to be filled up.
- b. The HRMO shall prepare the Request for Publication of Vacant Positions for approval of the General Manager.
- c. The vacancy posting shall contain the following EEOP statement: *“The San Juan Water District highly encourages all interested and QUALIFIED applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.” (PRIME-HRM ML II)*
- d. The qualification standards of the parenthetical title should be used in the publication of vacant generic positions.

Step 2. Publication of Vacancy

- a. Within seven (7) calendar days from receipt of instruction from the General Manager, the HRMO shall publish and post in three (3) conspicuous places, vacant positions in the career service, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, for a period of at least ten (10) calendar days in accordance with the provisions of RA No. 7041 and its implementing guidelines.
- b. The HRMO shall submit the list of vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers using the prescribe form (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC Field Office - Batangas.
- c. The printed copy shall be posted by the CSC Field Office - Batangas in its bulletin board. The electronic copy shall be forwarded to the CSC RO IV which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website.

- d. In addition, San Juan Water District shall publish vacant positions through other modes such as in the SJWD website, office lobby, Jobstreet, flag raising ceremony announcements and other modes deemed appropriate and responsive.
- e. Any incorrect information in the publication of vacant positions, i.e., item number, position title or qualification standards shall be a ground for the disapproval of appointments.
- f. All positions occupied by holders of temporary appointments, except positions under Category II of CSC MC No. 11, s. 1996, as amended, shall be continuously posted in 3 conspicuous places in the San Juan Water District and published in the CSC Bulletin of Vacant Positions until filled by permanent appointees.
- g. The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published.
- h. Should no appointment be issued within the nine-month period, San Juan Water District has to cause the re-publication and re-posting of the vacant position.
- i. Anticipated vacancies may be published in case of retirement, resignation, or transfer. The publication should not be earlier than 30 days prior to retirement, resignation, or transfer.

Step 3. Receive Applications

- a. All interested applicants / candidates (external or internal) shall submit their interest in writing together with the required documents within the specific period, as indicated in the announcement of vacancy.
- b. For vacancies in the first and second levels, all qualified next-in-rank employees shall be automatically considered candidates for promotion.
- c. Those who are not next-in-rank but qualified shall submit their written application.
- d. An employee may apply for a higher position only after having performed the duties and responsibilities of the position he/she currently holds for at least a year provided he/she got a performance rating of at least Very Satisfactory (VS) in the last two rating periods prior to application.
- e. In case a person with physical disability applied for a declared vacant position, his/her application will be received at Public Assistance and Complaint desk situated at the Customer Service area of San Juan Water District and the same will be assessed on the same day by HRMO.

f. For applicants who are Speech impaired, hearing impaired and visually impaired, the San Juan Water District will seek technical assistance from San Juan East Central School, who provide services such as but not limited to sign language and Braille, to help in the assessment.

Step 4. Preliminary Evaluation of Applicants

While publication of position is on-going, the HRMPSB secretariat shall:

- a. Receive applications to the vacancies, either through mail, e-mail, or walk-in submission.
- b. Check the completeness of the requirements (*application letters together with Personal Data Sheet (PDS); Performance Rating in the last rating period; Photocopy of certificate of eligibility/rating/license; and Photocopy of transcript of records*) and data submitted and evaluate applicant's qualifications.
- c. Based on evaluation made, write a letter to the applicants on the status of their applications and provide information on the next steps to be done. In case of deficiency, provide / send reply with advice or instructions to comply.
- d. List candidates aspiring for the vacant position, either from within or outside the San Juan Water District, including qualified next-in-rank employees.

Step 5. Preparation of Selection Line-Up

The HRMPSB secretariat shall prepare and submit the Selection line-up to the HRMPSB for preliminary evaluation within five (5) calendar days from the last day of publication of vacant position.

The selection line-up shall reflect the comparative competence and qualification of candidates on the basis of:

a. PERFORMANCE

- Performance refers to the numerical score / adjectival description of the applicant's accomplishment for the last two rating periods, which should be at least Very Satisfactory prior the date of assessment and the date of issuance of appointment.

b. EDUCATION and TRAINING

- Education refers to the formal or non-formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) (DBM-CSC Form No. 1, Revised 2017) of the position to be filled.

- Training refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the agency head and Certificates issued by the HRMO or authorized official from the government or private sector.
- Attendance to annual agency planning sessions/ workshops/ conferences as a requirement for operations and/or services rendered as facilitator/ resource person in seminars/ workshops/ trainings shall not be considered for meeting the training requirements. In house agency-initiated or in- service training/ learning and development intervention shall be considered for purposes of meeting the training requirement of positions.
- The learning and development/training required for Division Chief and comparable positions shall be 40 hours of supervisory/ management learning and development intervention.

c. EXPERIENCE and OUTSTANDING ACCOMPLISHMENTS

- Include occupational history, relevant work experience, acquired either from the government or private sector, and accomplishments worthy of special commendation.
- Experience refers to the previous jobs in either the government or private sector, whether full -time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.

d. ELIGIBILITY

- 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 of merit and fitness conducted by the Civil Service Commission, 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 PRC-conducted board examinations, the SC-conducted bar examinations or the CESB-conducted CES examinations.

Step 6. HRMPSB Initial Deliberation

a. The HRMPSB shall conduct a preliminary evaluation and deliberate the qualifications of those listed in the selection line-up within seven (7) calendar days from receipt of the Selection Line-up.

b. The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment.

c. In the process, the following should be considered:

- ❖ The pre-determined ratio of applicants for appointment or hiring quota.
- ❖ An employee may be promoted to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except, when the promotional appointment falls within the purview of the exceptions mentioned in Section 97, CSC MC No. 24, s. 2017, as amended (2019 edition).
- ❖ The three- salary grade limitation shall apply only to promotion within the agency and not to the human resource actions mentioned in Section 98, CSC MC No. 24, s. 2017, as amended (2019 edition).
- ❖ An official or employee who is on official leave of absence, training or scholarship grant may be considered for promotion pursuant to Sections 6, 20 and 128 of CSC MC No. 24, s. 2017, as amended (2019 edition).

d. The HRMPSB secretariat shall prepare and post the list of qualified candidates aspiring for the vacant position either from within or outside the agency, including qualified next-in-rank employees (selection line-up) in three (3) conspicuous places in San Juan Water District for at least fifteen (15) calendar days starting from the completion of the preliminary evaluation. The date of posting shall be indicated in the notice.

e. The shortlist shall reflect the comparative competence and qualifications of internal / external applicants on the basis of their qualifications:

CRITERIA	WEIGHT ALLOCATION
Performance	35
Education	20
Experience	15
Training	15
Eligibility	15
TOTAL	100

The following rating scale for Comparative Competence shall be observed:

1. PERFORMANCE (35%)

PERFORMANCE		
POINT SCORE		PERCENTAGE
<i>IPCR (if candidate is from internal or other government agencies)</i>		
4.90 - 5.00	OUTSTANDING	35
4.77 - 4.89		33.75
4.64 - 4.76		32.50
4.50 – 4.63		31.25
4.26 - 4.49	VERY SATISFACTORY	29.75
4.01 – 4.25		28.25
3.77 - 4.00		26.75
3.51 – 3.76		25.25
<i>Performance Rating (PR) or its equivalent (if candidate is from private companies)</i>		
Exceptional / Highly Commendable (any equivalent rating)	OUTSTANDING	31.25
Above Average / Commendable (any equivalent rating)	VERY SATISFACTORY	25.25

2. EDUCATION (20%)

EDUCATION		
1st Level		PERCENTAGE
Minimum Requirement Met with Relevant Education		20
Minimum Requirement Met without Relevant Education		15
2nd Level		
Doctorate Degree		20
Master's Degree		17
Minimum Requirement Met		15
Division Chief Level		
Doctorate Degree		20
Master's Degree		17
Minimum Requirement Met		15

3. TRAINING (15%)

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 hours and above	15
	101 – 200 hours	13
	1 – 100 hours	11
Minimum Requirement Met	Minimum	9

4. WORK EXPERIENCE (15%)

WORK EXPERIENCE		
	Number of Years	Percentage
Number of Years of Relevant Work Experience in Excess of the Minimum Requirement	10 years and more	15
	5 – 9 years	13
	1 – 4 years	11
Minimum Requirement Met	Minimum	9

5. ELIGIBILITY (15%)

ELIGIBILITY		
Second Level Positions	Eligibility	Percentage
	Board / Bar eligibility (RA 1080) and Placer	15
	RA 1080 and Honor Graduate Eligibility (PD 907)	15
	Board / Bar Eligibility (RA 1080)	14
	Career Service (CS) Professional and PD 907 Honor Graduate	14
	CS Professional with General Average of 85% and above or PD Honor Graduate	13
	CS Professional with General Average of 80-84.99%	12
	CS Professional with General Average of 70-79.99%	10
	Other Professional Eligibility	8

First Level Positions	Eligibility	Percentage
Clerical	Sub Prof with General Average of 85% and above / CS Prof / PD 907 / RA1080	15
	Sub Prof with General Average of 80-84.99%	14
	Sub Prof with General Average of 75-79.99%	13
	Sub Prof with General Average of 70-74.99%	12
	Other Professional Eligibility	10
Trades and Crafts	MC 10. S. 2013	15
Driver	RA 7160 / Driver's License	15
Non-required		15

Step 7. Notify all applicants

a. HRMPSB secretariat shall notify all applicants of the outcome of the preliminary evaluation as assessed by the HRMPSB within seven (7) calendar days from initial deliberation of HRMPSB.

- ❖ If not qualified, send letter to applicant containing the reason/s for disqualification or non-inclusion in the assessment.
- ❖ If found qualified, send letter to applicant and provide information on the schedule of further assessment such as: written examination, skills test, interview, and others to evaluate candidate's functional/technical qualifications for the job.

b. If applicant has been previously assessed for other vacancy, the Administrative Section shall check the competencies for which the applicant was previously assessed. The previous competency assessment is valid for two (2) years and shall be used in the current assessment. As such, the applicant will only be assessed for competencies that he/she has not been assessed.

Step 8. Administration / Conduct and Scoring of Assessment Strategies

a. It is important to assess applicant’s core, organizational, leadership and technical competencies as required for the position based on the Position Profile.

b. The Administrative Section / HR Unit may involve heads of offices in developing assessment tools and establishing databank of test items.

c. The Assessment Criteria for all levels of positions, either supervisory, technical, administrative support and skills, trades and crafts are as follows:

Criteria / Assessment Strategies	Weight Allocation
Written Examinations which may include the following: <ul style="list-style-type: none"> • Competency -based Written Exam / Essay • Technical knowledge and skills test • Work sample test • Other Assessment strategies that may be deemed appropriate 	70%
Behavioral Event Interview	
Panel Interview	
Background Investigation	
Pre-Qualifying Criteria (Education, Experience, Training, Eligibility and Performance)	30%
Total	100%

d. Competencies

The competencies are observable, measurable and vital skills, knowledge and attitudes that are translations of capabilities deemed essential for organization success. The competencies of every position or group of positions shall be based on the nature of work and functions to be performed. The group of positions:

- Executive and managerial
- Supervisory
- Non-supervisory or technical
- Administrative Support
- Skills, trades and crafts

d.1. **Executive and managerial position** – refer to those position above Division Chiefs or comparable positions that are categorized under the supervisory group. Competencies required are:

Competencies	Weight Allocation
<i>Core</i>	30%
Exemplifying Integrity	
Solving Problems and Decision Making	
Delivering Service Excellence	
<i>Leadership</i>	40%
Managing Performance and Coaching Results	
Building Collaborative and Inclusive Working Relationship	
Thinking Strategically and Creatively	
Leading Change	
Creating and Nurturing a High Performing Organization	
TOTAL	70%

d.2. **Supervisory Positions** are those positions which includes professional, technical and scientific functions and have the responsibility of overseeing the work of an organizational unit charged with major and specialized activity. Include the position of Division Chiefs or its equivalent or other comparable positions

Competencies	Weight Allocation
<i>Core</i>	30%
Exemplifying Integrity	
Solving Problems and Decision Making	
Delivering Service Excellence	
<i>Leadership</i>	15%
Managing Performance and Coaching Results	
Building Collaborative and Inclusive Working Relationship	
Thinking Strategically and Creatively	
Leading Change	
Creating and Nurturing a High Performing Organization	
<i>Organizational</i>	15%
Demonstrating Personal Effectiveness	
Planning and Delivering	
Speaking Effectively	
Writing Effectively	
Championing and Applying Innovation	
Managing Information	
<i>Technical (as identified in the JD)</i>	10%
TOTAL	70%

d.3. **Technical or Non-supervisory positions** are those positions which includes professional, technical and scientific functions performing work requiring the practice of profession or application of knowledge acquired through formal training in a particular field or the expertise of a natural, creative and ability or talent. Include the positions of Engineers, Accountants, Administrative Officers, Finance Officers, Budget Specialists and other comparable positions.

Competencies	Weight Allocation
<i>Core</i>	30%
Exemplifying Integrity	
Solving Problems and Decision Making	
Delivering Service Excellence	
<i>Leadership</i>	10%
Managing Performance and Coaching Results	
Building Collaborative and Inclusive Working Relationship	
Thinking Strategically and Creatively	
<i>Organizational</i>	
Demonstrating Personal Effectiveness	
Planning and Delivering	15%
Speaking Effectively	
Writing Effectively	
Championing and Applying Innovation	
Managing Information	
<i>Technical (as identified in the JD)</i>	15%
TOTAL	70%

d.4. **Administrative Support Positions** – include those positions in the administrative support services group such as Administrative Assistant, Administrative Aide, Customer Service, Accounting Clerk, IT support, Secretary and other comparable positions.

Competencies	Weight Allocation
<i>Core</i>	30%
Exemplifying Integrity	
Solving Problems and Decision Making	
Delivering Service Excellence	
<i>Organizational</i>	20%
Demonstrating Personal Effectiveness	
Planning and Delivering	
Speaking Effectively	
Writing Effectively	
Championing and Applying Innovation	
Managing Information	
<i>Technical (as identified in the JD)</i>	20%
TOTAL	70%

d.5. **Skills, Trades and Crafts Positions** – include those positions such as Administrative Aide, Administrative Assistant with working titles as driver, carpenter, painter, gardener, electrician and other comparable positions.

Competencies	Weight Allocation
<i>Core</i>	<i>30%</i>
Exemplifying Integrity	
Solving Problems and Decision Making	
Delivering Service Excellence	
<i>Organizational</i>	<i>15%</i>
Demonstrating Personal Effectiveness	
Planning and Delivering	
Speaking Effectively	
Writing Effectively	
Championing and Applying Innovation	
Managing Information	
<i>Technical (as identified in the JD)</i>	<i>25%</i>
TOTAL	70%

A. Written Examinations

a.1 Written Exam is a tool that will measure the technical capabilities of the applicant skills on the job and specific knowledge and abilities needed to perform a particular job: It may be classified as:

- ❖ Employment Test – attempts to assess the match between the applicant and the job requirements. E.g. typing, driving, plumbing, welding tests
- ❖ Aptitude Test – used to determine the candidates skills and special abilities to perform the job such as clerical, linguistic, etc.
- ❖ Intelligence Test – measure an individuals intelligence (IQ) that is the ability to reason
- ❖ Personality Test – measure basic aspects of persons personality or temperament

a.2. The HRMPSB secretariat shall administer the written test / skills test to the applicant to determine the person profile vis-à-vis the position profile (the actual competencies vs. the required competencies).

a.3. The skills test, which assesses the applicant’s technical competencies, may be conducted by the office/division where the vacancy exists in collaboration with Administrative Section.

a.4. The test administrators for the written test shall ensure clarity of instructions to examinees. For applicants to skills, trades and crafts positions, instruction may be given in simple language or dialect they are familiar with.

a.5. All applicants must take a written examinations with variable duration. Persons with Disabilities (PWD) shall be given the option when to take the test with a time duration of time two (2) of the normal exam takers.

a.6. The following Rating Scale shall be used in rating the applicants in the Written Examination:

Rating Scale	Description
5 – Exceptional	Demonstrates 95% to 100% of the behavioral indicators
4 – Above Average	Demonstrates 85% to 94% of the behavioral indicators
3 – Average	Demonstrates 75% to 84% of the behavioral indicators
2 – Below Average	Demonstrates 50% to 74% of the behavioral indicators
1 – Unsatisfactory	Demonstrates less than 50% of the behavioral indicators

a.7. For skills and trades and crafts positions, work sample test shall be administered to applicants before the written examinations.

a.8. All applicants who gathered a rating of 3 in the written exam shall be scheduled for Behavioral Event interview by the Human Resource Merit Promotion and Selection Board (HRMPSB).

B. Conduct of Behavioral Event Interview

b.1. Refers to an interview to be conducted by the HRMPSBs with the Psycho-Social and Personality Traits (PSPT) and Potential of candidates for hiring and promotion.

b.2. Potential candidates/interviewees shall be asked certain questions, situational experiences, circumstances and issues, and on how they managed, resolved and controlled those situations and circumstances.

C. Conduct of Panel Interview

c.1. The HRMPSB shall ask questions on matters related only to the selection criteria. Questions shall not pertain to age, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation and other similar factors/ personal circumstances.

c.2. The HRMPSB shall ensure that applicants with disability would be able to effectively communicate themselves during the interview and be afforded to ease access to the interview rooms.

c.3. The HRMPSB shall use the following rating mechanism in scoring the candidates responses:

Rating Scale	Description
5 – Exceptional	Candidates answer is at superior level of extremely high quality
4 – Above Average	Candidates answer is clearly above the level for effective job performance
3 – Average	Candidates answer is at satisfactory level for effective job performance
2 – Below Average	Candidates answer demonstrates proficiency in the factor to some degree but at a level below that required for effective job performance
1 – Unsatisfactory	Candidates answer is well below the level required for effective job performance

c.4. The Human Resource Merit Promotion and Selection Board (HRMPSB) secretariat shall conduct the background investigation to the top five (5) candidates .

Step 9. Conduct Background Investigation (BI)

- a. The Background Investigation aims to get vital information on the applicant, such as but not limited to, competencies, performance records and other information that may affect or predict performance. The information shall likewise supplement or validate assessments done on the applicant’s competencies.
- b. The BI shall be done either through face-to-face interview, phone interview or using feedback form.
- c. The BI shall cover the following roles of the applicants: As a person, as a worker and as a peer, subordinate and/or supervisor. A 360-degree assessment may be adopted to include applicant’s supervisors, peers and subordinates in the current or previous employment. For applicants who are fresh graduates or have no employment record, the BI shall be conducted in the school where the applicants graduated. Respondents in the BI will also include the references indicated in the form submitted.
- d. HRMPSB secretariat may likewise use the social media like a Facebook screening of candidates to proceed in the selection process to support the qualifications of the applicants for the job. The following posts shall be observed: inappropriate posting of photographs, videos or information; drinking or using drugs; discriminatory comments related to race, gender, or religion; badmouthing their previous company or fellow employees; lied about qualifications; linked to criminal behavior; shared confidential information from previous employers; screen name was unprofessional; lied about an absence and posted too frequently.

Step 10. HRMPSB Final Deliberation

- a. HRMPSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions.
- b. The selection criteria shall be based on competency-based job description and approved Qualification Standards specific for the position to be filled.
- c. The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment.
- d. The deliberation by the HRMPSB in the San Juan Water District shall not be made earlier than ten (10) calendar days from the date of publication and posting of vacant positions. An appointment issued in violation of these rules shall be disapproved.
- e. The HRMPSB shall list the top five (5) candidates and the list shall be limited to those over-all point scores that are at par based on the selection criteria stated above.

Step 11. Submit list of top five (5) candidates

- a. The HRMPSB shall submit to the General Manager the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.

Step 12. Final Selection of Appointee

- a. Guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion General Manager shall select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.
- b. Prior to issuance of appointment, in case of original appointment, the first choice of the General Manager shall be required to undergo medical assessment prior to the issuance of appointment, transfer and reemployment. Should the medical assessment results show that the applicant is unfit to work the General Manager shall select a second choice who shall be required to undergo medical assessment and offered the position is found fit to work as certified by a government physician using the CS Form No. 211 Revised 2017.

Step 13. Issue Appointment

- a. The General Manager shall issue appointment in accordance with the provisions of the San Juan Water District Merit Promotion and Selection Plan.

Step 14. Announcement

- a. The HRMO shall post in three (3) conspicuous places in the agency a notice announcing the appointment of an employee a day after the issuance of the appointment for at least fifteen (15) calendar days.

VI. GRIEVANCE AND PROTEST

Grievance refers to work related issues giving rise to employee dissatisfaction (*Sec. 6, MC No. 2, s. 2001*). The following cases shall be acted upon through the San Juan Water District Grievance Machinery:

1. Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail and transfer.
2. Discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, pregnancy, religion, ethnicity, or political affiliation
3. Disqualification of applicant to a career position for reason of lack of confidence of the General Manager; and
4. Other violations of the provisions of this Merit Promotion and Selection Plan.

Protest refers to an action filed by a qualified next-in-rank official or employee questioning the issuance of an appointment in favor of another on the basis of lack of qualifications of the appointee.

1. A qualified next-in-rank employee shall have the right to appeal initially to the General Manager, then to the CSC RO, and then to the Civil Service Commission Proper.
2. Only a qualified next-in-rank official or employee may file a protest against an appointment made in favor of another who does not possess the minimum qualification requirements.
3. Protest may be filed within fifteen (15) days from the announcement and/or posting of appointments subject of protest.
4. Notwithstanding the initial approval/validation of an appointment, the same may be recalled by the CSC RO IV or by the Commission on the grounds stated in Sec 116 of CSC MC No. 24, s. 2017, as amended (2019 edition).

VII. COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

1. COMPOSITION

a. The HRMPSB of San Juan Water District shall be composed of the following:

	First & Second Level Positions <i>(Supervisory, Non-Supervisory, Technical, Non-Technical and Administrative Positions)</i>
Chairperson	Highest official in-charge of human resource management or his/her authorized representative
Members	Head of organizational unit where vacancy exists, or his/her designated alternate Human Resource Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association in the agency
Secretariat	Administrative Section/ HR Unit

b. The highest official in-charge of the human resource management shall be the official directly supervising the human resource management of San Juan Water District.

c. In case there is no accredited employees’ association in the San Juan Water District, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.

d. The first level representative or alternate shall participate during the screening of candidates for vacancies in the first level; the second level representative or alternate 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.

e. The General Manager shall issue an Office Order identifying the principal members of the HRMPSB and their designated alternates. The CSCRO IV and CSCFO-Batangas should be furnished with a copy of the Office Order.

f. The membership of the HRMPSB can be modified, provided it conforms to the prescribed composition. San Juan Water District may add a reasonable number of members, but the prescribed composition may not be reduced. The HRMPSB members must be duly designated and their names posted in the San Juan Water District bulletin board. Any change in the composition of the HRMPSB

should be reported to the CSC Regional Office IV or CSC Field Office - Batangas.

- g. The HRM Officer, as member of the HRMPSB, shall not act as secretariat to the HRMPSB. For agencies with only one appointed or designated HRM Officer, the agency head shall designate an employee from other units to act as the secretariat.

2. FUNCTIONS AND RESPONSIBILITIES

- A. The **Human Resource Management Officer or the duly authorized employee in charge of human resource management** shall have the following functions and responsibilities

- a.1. Disseminate copies of the agency Merit Promotion and Selection Plan (MPSP) and its annexes to all agency human resource after approval thereof by the Civil Service Commission. An orientation shall also be conducted by the HRD Unit within six (6) months upon approval of the MPSP. This orientation is meant to ensure awareness and understanding of the Plan. A Report on the same shall be submitted to the Civil Service Field Office - Batangas for record purposes.

- a.2. Develop a System of Ranking Positions (RSP) which will be submitted for approval of the General Manager, copy furnished the CSC RO IV and CSC Field Office – Batangas, for reference purposes;

- a.3. Develop a plan which shall set forth the number, knowledge and skills of human resource needed to achieve the organization's goals, objectives and programs.

- a.4. Develop and maintain an updated qualification database of employees of the agency to include education, training, experience, eligibility, skills, competencies, and other similar information.

- a.5. Develop a program to fast track the career movement of employees with superior qualifications.

- a.6. Submit to the CSC Field Office – Batangas within the first quarter of the year the San Juan Water District's updated Personnel Services Itemization/Plantilla of Personnel.

- a.7. Request authentication from the CSC or authorized agencies of the original copy of certificate of eligibility/licenses/report of rating of selected candidate/s prior to issuance of original appointment, promotion, transfer, reappointment or reemployment unless previous authentication has been issued for the same eligibility/license/report of rating.

a.8. Review thoroughly and check the veracity, authenticity, and completeness of all the requirements and supporting papers in connection with all cases of appointments before submitting the same to the Commission.

a.9. The HRMO shall also ensure that the Personal Data Sheet (CS Form No. 212, Revised 2017) of the appointee is updated and accomplished properly and completely. To monitor any change in the employee's profile, the PDS shall be updated on an annual basis.

a.10. Sign the following certifications at the back of the appointment:

- Certification as to completeness and authenticity of requirements; and
- Certification that the vacant position to be filled has been published and posted in the CSC Bulletin of Vacant Positions in accordance with RA No. 7041, and deliberation was done by the HRMPSB ten (10) days after publication.

a.11. Ensure that the Chairperson of the HRMPSB has signed the certification at the back of the appointment, whenever applicable.

a.12. The Human Resource Management Officer or the duly authorized employee directly responsible for recruitment, selection and placement shall be a regular member of the HRMPSB.

a.13. Furnish appointee with a photocopy of his/her appointment (appointee's copy) for submission to the Commission, ensuring that the appointee signs on the acknowledgment portion of the appointment.

a.14. Submit appointments (CSC, agency, and appointee's copy) with supporting documents in the prescribed Appointment Transmittal and Action Form (CS Form No. 1, Revised 2018) indicating the names of the appointees, their position, status and nature of appointment and the corresponding date of issuance within 30 calendar days from issuance thereof.

a.15. Transmit to the appointee the original copy of his/her appointment acted upon by the Commission.

a.16. Submit to the Commission, through the CSC Field Office - Batangas within the prescribed period, the required reports (electronic and hard copy) such as DIBAR (CS Form No. 8, Revised 2017), summary list of employees' performance rating, and such other reports as may be required by the Commission.

a.17. Ensure the oath taking and conduct of orientation program to new employees and continuous human resource interventions for existing employees.

a.18. Submit to the CSCFO a copy of the Oath of Office (CS Form No. 32, Revised 2018) within 30 days from the date of assumption of the appointee.

a.19. Submit to the CSCFO a copy of the Certification of Assumption to Duty (CS Form No. 4, Series of 2018) within 30 days from the date of assumption of the appointee.

a.20. Ensure the conduct of orientation and workshop of the HRMPSB members including alternate representatives on the agency selection/promotion process and CSC policies on appointments.

a.21. Ensure the orientation of officials and employees on the recruitment, selection and placement process.

a.22. Ensure the establishment and maintenance of the agency Human Resource Management Database which will be the basis of all the reports to be submitted by his/her agency to the Commission.

a.23. Ensure the establishment, maintenance, and disposal of agency's employees 201/120 files pursuant to the guidelines of CSC MC No. 8, s. 2007, and CSC MC No. 1, s. 2011.

a.24. Ensure the renewal of professional licenses of appointees to positions involving practice of profession regulated by bar/board law.

a.25. Perform all other functions as may be provided by law.

a.26. Comply with the applicable PRIME-HRM Maturity Level Indicators (Competencies and Practices Lenses) for Recruitment Selection and Placement.

The following will be adopted by San Juan Water District for the customization of PRIME-HRM:

- ❖ Develop a computer-based system where the RSP documents are stored and maintained.
- ❖ To ensure the confidentiality of the RSP data and information the system shall be password generated and only authorized personnel have access to the system.
- ❖ Develop and create a tracking tool / template on the RSP Turn-around Time and Cost of sourcing.
- ❖ Based on the data gathered the HRMPSB shall make analysis and

recommendations to the General Manager for further improvement of the RSP system.

- ❖ Prepare the Annual Staffing Plan with recommended staffing modification.
- ❖ Prepare the Annual Recruitment Plan based on anticipated vacancies indicating the qualified
- ❖ next in rank and pool of possible candidates. They must craft selection criteria based on updated Job descriptions and approved/prescribed QS. Application of the EEOP principles must be included in the Selection Plan.
- ❖ Prepare the list of candidates aspiring for the vacant position either within or outside the agency (Pool of Internal and External Applicants), including qualified next-in-rank employees. Employees shall be responsible for updating their Personal Data Sheet (PDS) every month of January (annually) and submit all supporting documents thereto to the Administrative Section.
- ❖ Develop a System of Ranking of Positions which will be submitted for approval of the General Manager, copy furnished the Civil Service Commission Field Office Batangas for record purposes.
- ❖ Develop an Orientation/ On-boarding Program for approval of the General Manager to be able to familiarize the newly hired and promoted employees with policies, office rules and regulations, performance expectations, reporting relationships and information needed to perform the job. The duration of the On-boarding program shall be throughout the employees' entire first year which shall commence on the date of assumption to duty.
- ❖ Develop an orientation monitoring and evaluation tools / mechanism to ensure the effectiveness of the orientation program.

a.27. Additionally, the HRMO's responsibilities in the implementation of EEOP are as follows:

- ❖ Ensure that all department heads are sufficiently trained in effective managing workplace discrimination and harassment, and are conversant and up to date with Equal Employment Opportunity Policy.
- ❖ Ensure that its Equal Employment Policy is available and communicated to and understood by all existing employees.
- ❖ As part of the New Employees Orientation Program, ensure that all new employees are advised of the Equal Employment Opportunity Policy, the standards expected of them and the procedures of making the complaint.

B. The Human Resource Management Office/Unit/ Employee designated as Secretariat shall have the following functions and responsibilities:

b.1. Perform secretariat and technical support function to the HRMPSB for the

comparative assessment and final evaluation of candidates.

b.2. Evaluate and analyze results of structured background investigation for first (*PRIME-HRM ML 2*) and second levels, supervisory and executive/managerial positions.

C. **The employees** shall be responsible for updating their Personal Data Sheet annually, if deemed necessary, and submit supporting documents thereto to the HRD Unit.

c.1. In EEO, all employees are responsible for:

- ❖ Conducting themselves in non-discriminatory manners at all time in the workplace.
- ❖ Not tolerating any form of harassment or discrimination and for notifying the relevant head of office should circumstances arise.
- ❖ Attempting (whenever practicable) to amicably resolve any personal harassment or discrimination matter with the individual or group of people involved, prior to notifying their supervisor or Human Resource Management Office.
- ❖ Understanding, respecting and applying the EEO and bullying, harassment and discrimination prevention principles of the San Juan Water District.

D. The **Human Resource Merit Promotion and Selection Board (HRMPSB)** shall have the following functions and responsibilities:

d.1. Assist the General Manager in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency MPSP.

d.2. Be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency MPSP.

d.3. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:

- ❖ Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
- ❖ Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.

d.4. 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 shall likewise be properly disseminated.

d.5. Maintain fairness and impartiality in the assessment of candidates. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.

d.6. Ensure that the Chairperson of the HRMPSB has signed the certification at the back of the appointment, whenever applicable.

d.7. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC; and

d.8. Orient the officials and employees in the San Juan Water District pertaining to policies relative to human resource actions, including the gender and development dimensions of the MPSP.

d.9. Follow strictly the process on the selection of employees for appointment in San Juan Water District.

d.10. Check the San Juan Water District's System of Ranking Positions (RSP) in identifying the next-in-rank positions to be considered in filling the vacant position.

d.11. Through the Human Resource Management Office, make accessible the following information or documents upon written request: 1) Screening procedure and criteria selection, and its amendments; 2) Policies relative to personnel action, including the gender and development dimension of the Merit Promotion and Selection Plan; and c) Approved San Juan Water District MPSP.

In addition, the HRMPSB shall also perform the following functions:

1. Enhance the SJWD's specific guidelines in the application of Equal Employment Opportunity Principle (EEO) if needed;
2. Formulates customized screening criteria, guidelines and tools;
3. The HRMPSB will get the assistance of the **San Juan East Central School** in the conduct of assessment of applicants with disabilities;
4. The HRMPSB will partner with the **San Juan East Central School** for the assessment of hearing impaired or deaf and mute applicants;

E. The **General Manager** shall have the following functions and responsibilities:

e.1. Establish a HRMPSB and see to it that all its members including alternate representatives undergo orientation and workshop on the agency selection/promotion process and CSC policies on appointments.

e.2. The General Manager shall, as far practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions.

e.3. Issue appointments in accordance with the provisions of San Juan Water District MPSP.

e.4. Submit the San Juan Water District MPSP to the CSCRO IV, which shall take effect immediately upon approval. All subsequent amendments shall take effect immediately upon approval by the CSCRO IV.

VIII. EFFECTIVITY

This MPSP and subsequent amendments thereto shall take effect immediately upon approval by the Civil Service Commission Region IV.

IX. COMMITMENT


I hereby commit to implement and abide by the provisions of this MPSP. It is understood that this MPSP shall be the basis for the issuance and attestation of appointments.


EDITH JOYCE S. GEBA
General Manager C

NOV 29 2021

DATE

APPROVED BY:


KARIN LITZ P. ZERNA
Director IV
CSC Regional Office IV

December 9, 2021

DATE