

MERIT SELECTION PLAN (MSP)

(Non-Teaching)

CARAGA STATE UNIVERSITY
Ampayon, Butuan City

1.0 RATIONALE

Caraga State University (CSU) adheres to the principle that appointments and promotions of non-teaching personnel shall be based on merit, fitness, and competence to perform the duties and responsibilities of the positions in the career service.

The Caraga State University Merit Selection Plan is a competency-based plan anchored on the vision and road maps of the University.

Toward this end, the Merit Selection for non-teaching personnel of the Caraga State University is adopted.

2.0 OBJECTIVES

It is the policy of the CSU 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 gender, civil status, disability, religion, ethnicity, or political affiliation. In this pursuit, the CSU Merit Selection Plan aims to:

- 2.1 To establish a system for recruitment, selection, hiring, appointment and promotion, based on the existing policies, laws, rules and memorandum circulars from the Civil Service Commission and the Department of Budget and Management.
- 2.2 To implement an outcome-based institutional policy on Merit Selection and Promotion Plan anchored on the knowledge, skills, attributes and competencies of the applicants for permanent non-teaching personnel following Qualification Standards exemplified in the Civil Service Laws and Rules.
- 2.3 To exemplify the Strategic Performance Management System through the Individual Performance Commitment Review by providing appropriate coaching, mentoring and reward system for employees with exemplary performance.
- 2.4 To motivate employees to perform at their best by providing an appropriate rewards system through promotion.
- 2.5 To redefine the Qualification Standards as spelled out in the varied Plantilla positions as it is responsive to the current demands of the institution as well as its constituents.
- 2.6 To ignite passion for work and strengthen the culture of excellence among the personnel as the institution is geared towards becoming a premier University in the Asia Pacific Region.

3.0 LEGAL BASIS

In consonance with the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum No. 15, s. 1999, CSC Memorandum No. 3, s. 2001 and CSC MC No. 24, s. 2017 in pursuance of the CSC Resolution No. 1701009 dated June 16, 2017 prescribing the 2017 Omnibus Rules on Appointments and Other Human Resource Action amended by 2017 Omnibus Rules on Appointments and Other Human Resource Action (Revised July 2018), this Merit Selection and Promotion Plan (MSP) has been established for the guidance of all concerned.

4.0 SCOPE

This Merit Selection and Promotion Plan shall cover career positions in the first and second level in the CSU. It may also include non-career positions as well as executive/managerial items. It shall include original appointments and other related human resource actions.

5.0 DEFINITION OF TERMS

Agency - refers to the Caraga State University (CSU) in Ampayon, Butuan City and Cabadbaran, Agusan del Norte.

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 of tenure.

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

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

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

First Level Positions - shall include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory capacity.

Hiring Quota - Is the pre-determined 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.

Job Requirements - 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.

Next-in-Rank Position - refers to a position which by reason of the hierarchical arrangement of positions in the agency or in the government is determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking Position (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 a particular project for which purpose employment was made.

Personnel Actions - any action denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer, reinstatement, reemployment, detail, reassignment, secondment and demotion.

Promotion - is the advancement of an 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.

Qualifications Standards - is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required in the performance of the job or set of duties.

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 CSU President and who meets the requirements for appointment to the next higher position.

Second Level Positions - involve professional, technical and scientific work in 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 on the basis of 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.

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; and
- d. Geographical location

Unit Head - the highest-ranking personnel in the unit, usually refers to as Division Chief, supervisor, or head of the unit.

6.0 BASIC POLICIES

- 6.1. Selection of employees for appointment in the CSU shall be open to all qualified men and women according to the principle of merit and fitness.
- 6.2. The Merit Selection and Promotion Plan shall cover positions in the first, and second level and shall also include original appointments and other related personnel actions.
- 6.3. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.
- 6.4. When a position in the first, or second level becomes vacant, applicants for employment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment.
- 6.5. Vacant positions marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the agency for at least ten (10) calendar days. Other appropriate modes of publication shall be considered.
- 6.6. CSU shall submit a list of vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers (Per CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC Field Office. The concerned CSC office therefore shall post the vacancy in its bulletin board and publish the same in the CSC website.
- 6.7. The Notice of Publication shall not suggest preferences, limitations, specifications, and discrimination based on age, sex, gender preferences, civil status, disability, ethnicity status, religious or political affiliations.
- 6.8. Republication for another ten (10) working days shall be observed

for vacant positions with only one applicant.

- 6.9.** Recruitment and selection process of the vacant positions shall be made after ten (10) calendar days from their publication.
- 6.10.** In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from the date of publication. Should no appointment be issued within the nine (9) months period, CSU has to cause the re-publication of the vacant position.
- 6.11.** Anticipated vacancies may be published in case of retirement, resignation, or transfer and publication should not be earlier than 30 days prior to retirement, resignation, or transfer.
- 6.12.** The following positions are exempted from the publication requirement;
- a. Primarily confidential positions;
 - b. Positions which are policy determining;
 - c. Highly technical positions;
 - d. Other non-career positions; and
 - e. Coterminous with that of the appointing officer/authority, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of EO no. 292;
 - f. Re-appointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996, as amended;
 - g. Re-appointment (renewal) of those appointed on temporary status for Medical Officer/Specialist positions pursuant to PD No. 1424, amending RA No. 1243, as amended by RA No. 2251
 - h. Third level positions (Career Executive Services); and
 - i. Positions to be filled by existing regular employees in the agency in case of reorganization.
- 6.13.** If the appointment, regardless of the status, is disapproved/invalidated on grounds which do not constitute a violation of pertinent laws as provided in Item f, Section 109 of the CSC MC 14, s. 2018, the same is considered effective until the disapproval/invalidation is affirmed by the CS RO or the Commission. The services rendered shall be credited as government services and the appointee shall be entitled to the payment of salaries from the government as a de facto officer.

However, the pendency of the appeal on disapproved/invalidated temporary, contractual and casual appointments shall not extend the period of effectivity thereof as provided for in the appointment forms.

In order for the appointee to be considered as de facto officer, the following elements must concur:

- a. There must be a de jure office. - The position is under an existing and legally recognized division, office, organization, Plantilla of Position/Staffing Pattern.
- b. There must be color of right or general acquiescence by the public. - It must be derived from an election or appointment, however irregular or informal, so that the incumbent is not a mere volunteer. The appointee only assumed the duties and responsibilities of the position because he/she was issued his/her appointment paper.
- c. There must be actual physical possession of the office in good faith. The

appointee has the presumption that the appointment issued to him/her is in compliance with Civil Service Law and rules.

- 6.14. Attendance to CSU planning sessions/workshops/conferences as a requirement for operations and/or services rendered as facilitator/resource shall not be considered for meeting the training requirements unless such are in house CSU-initiated or in-service training/learning and development intervention then shall be considered for purposes of meeting the training requirement of positions.
- 6.15. For vacancies in the first and second levels, all qualified next-in-rank employees are considered candidates for promotion to the next higher position provided they show interest by filing an application letter. Said applicants shall be evaluated based on the provisions of this Merit Selection and Promotion Plan together with applications coming from outside candidates.
- 6.16. The appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualification and competence and has undergone a selection process.
- 6.17. The qualification standards shall serve as basic guide in the selection of the employees and in the evaluation of appointments to all positions in the university.
- 6.18. 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 and 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.
- 6.19. An employee will not be promoted to a position which is more than three (3) salary grade, pay or job grades higher than the employee's present position. All appointments issued in violation of this policy shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the following exceptions:
 - a. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection and Promotion Plan and the System of the Ranking Positions of the University;
 - b. The vacant position is a lone or entrance position, as indicated in the staffing pattern of the concerned office;
 - c. The vacant position is hard to fill;
 - d. The vacant position is unique and/or highly specialized;
 - e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to: educational achievements, highly specialized trainings, relevant work experience and consistent high- performance rating/ranking;
 - f. The vacant position belongs to closed career system;
 - g. Other meritorious cases such as:
 - When the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
 - When the qualified next-in-rank employees waived their right over the vacant position in writing
 - When the next-in-rank position as identified in the staffing pattern is vacant
 - When the next-in rank employee/s is/are not qualified
 - When the qualified next-in-rank employee did not apply

- 6.20. 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
- 6.21. All candidates for appointment shall be screened by the HRMPSB. Appointment to the following positions shall no longer be screened by the HRMPSB:
- 6.21.1 Appointment to entry laborer positions;
 - 6.21.2 Appointment to personal and primarily confidential positions;
 - 6.21.3 Renewal of temporary appointment issued to the incumbent personnel.
 - 6.21.4 Reappointment of a personnel from temporary to permanent status provided that the performance rating of the last rating period is very satisfactory and that no other applicant is considered in the position, (no. 3, MC No. 6, s. 2007).
- 6.22. For vacancies, all qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position provided they show interest by filing an application letter. Said applicants shall be evaluated based on the provisions of this Merit Selection and Plan together with applications coming from outside candidates.
- 6.23. The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.
- 6.24. The CSU President as appointing authority shall assess the merits of the HRMPSBs recommendation for appointment and in the exercises of sound discretion, select, in so far as practicable, from among the top five ranking applicants, if applicable, deemed most qualified for appointment to the vacant position.
- 6.25. An employee who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion. For this purpose, performance rating to be considered shall be the rating prior to the scholarship or training grant or maternity leave.
If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty.
- 6.26. Promotion within six (6) months prior to compulsory retirement shall be allowed except as otherwise provided by law.
- 6.27. A notice announcing the appointment of an employee shall be posted in three conspicuous places in the agency a day after the issuance of the appointment for at least fifteen (15) calendar days.
- 6.28. The CSU may adopt other human resource development interventions such as the following:
- a. **Mentoring** - a mechanism that guides a non-teaching employee to the inner network of CSU, which may assist him/her in career advancement. It evolves

a manager's investments on a high potential employee, providing an objective assessment of one's strengths and weaknesses and ensuring opportunities to address them. This mechanism allows the employee to clarify "ambiguous" expectations of the CSU and facilitates career growth.

- b. **Coaching** - a form of development in which an experienced employee, which aims to improve present performance of a non-teaching personnel, supports him/her in achieving a specific personal or professional goal by providing training and guidance.
- c. **Job Rotation** - the sequential or reciprocal movement of a non-teaching personnel from one unit to another or from one division to another within the University as a means for developing and enhancing his/her potentials in an organization by being exposed to the various functions of the CSU. The duration of the job rotation shall be within the periods prescribed by the CSU President but shall not exceed twelve (12) months.

7.0 SYSTEM FOR THE RECRUITMENT, SELECTION AND PROMOTION OF NON-TEACHING EMPLOYEES

This rating system has been devised according to the competencies and qualifications of candidates contending for available positions. The psychological attributes, physical features, and personality traits of candidates shall be assessed through competency-based assessment tools. Consequently, a competency-based interview form will be administered by the HRMPSB. The outcome of the behavioral-based interview should serve as the foundation for selecting the suitable candidate for the position. Screening processes include evaluating educational qualifications, training, experience, and eligibility. Competency-based interviews will gauge candidates' technical, organizational, leadership, and core competencies, with the following breakdown depending on the prescribed salary grades: for SG 9 and below: 40% for technical competencies, 30% for organizational competencies, and 30% for core competencies, while for SG 10 and above 30 % for technical competencies, 30% for leadership competencies, 20% for organizational competencies, and 20% for core competencies.

A. Pre-Assessment

In line with Sections 66 to 70 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised July 2018, and Civil Service Commission Memorandum Circular (CSC MC) No. 19, s. 2019, the agency shall implement revised policies on training, learning, and development (L&D) requirements for Division Chief and other executive/managerial positions in government.

As provided under these guidelines, the agency shall conduct a pre-assessment of applicants' compliance with the Minimum Qualification Standards (QS), which includes verification of relevant training or L&D interventions. This requirement applies to plantilla positions such as Division Chief and equivalent managerial roles.

The revised policy emphasizes the importance of ensuring that candidates for executive and managerial positions possess not only the technical competencies but also the leadership and managerial capabilities necessary for effective public service.

1. **Compliance with Civil Service Minimum Qualification Standards (QS)**

Applicants shall first be screened for compliance with the **Minimum QS set by the Civil Service Commission (CSC)**, which typically includes:

- **Education** – Required academic degree or course.
- **Experience** – Required years of relevant experience.

- **Training** – Minimum number of hours and relevance of completed L&D activities.
- **Eligibility** – Appropriate CSC or professional eligibility (e.g., Career Service Executive Eligibility for executive/managerial positions).

Only applicants who meet the minimum QS shall proceed to further evaluation. However, in accordance with CSC guidance, agencies are **not precluded from establishing internal mechanisms** to further assess and verify the quality and relevance of applicant credentials.

2. Pre-Assessment of Training Requirements

The agency shall implement an internal pre-assessment to validate whether the applicant's trainings are:

- **Relevant** to the duties and responsibilities of the position,
- **Aligned** with the position's required functional and technical competencies.

3. Assessment Tools

The following tools shall be used in the assessment process:

- **Qualification Standards Checklist** – to verify compliance with the CSC-prescribed QS.
- **Work Experience Sheet (WES)** - Summarizes and validates relevant duties, responsibilities, and accomplishments in past and present roles. It must detail actual functions performed and indicate how these relate to the applied position.
- **Applicant Training Portfolio** – collection of training certificates, course descriptions, and application summaries.

4. Competency-Based Selection Approach

To enhance the merit-based selection process, the agency shall adopt a **competency-based approach** that places greater emphasis on actual performance and behavioral competencies. This approach ensures that the evaluation process:

- Focuses on how applicants apply their ASK (Attitude, Skills, Knowledge) in real work contexts;
- Goes beyond compliance with basic QS by identifying potential for role effectiveness; and
- Aligns workforce capability with organizational goals and performance standards.

B. Eligibility Licenses/Certifications

- b.1.** Education refers to the formal or non-formal academic, technical or vocational studies that will enable the successful performance of the duties and responsibilities of the position. Degree is a title conferred by a college, university or professional school upon completion of the required minimum credits of study of a particular academic discipline. Course refers to a specified field of academic study leading to a degree. On Element of Achievement, it refers to the minimum level of education that is required for the successful performance of the position. Relevance refers to the appropriate or specific education requirement for the position.
- b.2.** Experience refers to previous employment or jobs or volunteer work on a full-time basis in either government or private sector, whose duties are certified by the Human Resource Management Officer or authorized officials of the employer.

b.2.1. On relevance refers to the specific experience acquired from previous employment, job or volunteer work on full time basis which have duties and responsibilities that are functionally-related to the duties and responsibilities of the position.

b.3. Training refers to formal or non-formal training such as seminars, webinars, workshops, and other HR interventions that will enhance one's knowledge, skills, capabilities, and attitudes supported by certificate issued by either the training facilitator or the organizing body from the government or private sector accredited by the CSC and other authorized government entities.

b.4. The number of hours of training programs attended that are relevant to the duties and responsibilities of the position shall be considered. The training shall be functionally relevant to the duties and responsibilities of the position and attended within the period prescribed in the ORAOHRA.

b.5. Eligibility refers to the result of passing a merit and fitness examination which may be determined as far as practicable by a competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the CSC or other examinations jointly designed and coordinated by it, or recognized as such by law, like the Professional Regulations Commission (PRC)–conducted board examinations, the Supreme Court (SC)– conducted bar examinations or the Technical Education and Skills Development Authority (TESDA)–conducted crafts and trades examinations.

C. Technical Written Exam - Administer technical written exam to qualified applicants who passed the pre- assessment of documents.

D. Behavioral Event Interview (BEI) - The Behavioral Event Interview shall comprise 100% of the overall rating scheme and shall be rated based on the following:

Competency	Description	BEI Distribution per Position		
		1st Level (SG 9 and Below)	2nd Level/ promotional (SG 10 to 13)	2nd Level/ promotional (SG 14 and above)
Core	Relate to the agency values, mission and strategy. These competencies apply to all officials and employees across the Offices	30%	30%	30%
Leadership	Are competence that relate to skills needed to perform managerial work and process.			30%

Organizational	Are competencies that refer to the skills, abilities, and behaviors that an individual brings to an organization, which align with the mandates and contribute to the overall success and culture.	30%	30%	20%
Technical	Are competencies that pertain to specific bodies of knowledge and skills required to perform the defined activities in an industry, function or job	40%	40%	20%

8.0 PROCEDURE

- 8.1.** Publish the vacant position in the CSC Job Portal, University website, Facebook Page or through other mode of publication and post the same in three (3) conspicuous places in the agency for at least ten (10) calendar days. Men and women shall be encouraged to apply. In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from the date of publication. Should no appointment be issued within the nine (9) month period, the agency has to cause the re-publication of the vacant position. The following positions are exempted from the publication requirements:
- a. Primarily confidential positions;
 - b. Positions which are policy determining;
 - c. Highly technical positions;
 - d. Other non-career positions;
 - e. Positions to be filled by existing regular employees in the agency in case of reorganization.
- 8.2.** List of candidates aspiring for the vacant position, either from within or outside the agency, including qualified next-in-rank employees shall be evaluated. In the process, the following should be considered:
- a. An employee may be promoted or transferred to a position which is not more than three (3) salary pay or job grades higher than the employee's present position except, in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the SRP approved by the head of agency, or the lone or entrance position indicated in the agency staffing pattern.
 - b. An employee who is on local or foreign scholarship or training grant or pregnant or on maternity leave may be considered for

promotion. For this purpose, the performance ratings to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leave. If promoted, the effectivity date of the promotional appointment shall be after the scholarship or training grant or maternity leave.

- c. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- 8.3. Conduct pre-screening of the qualifications of all candidates and notify all applicants of the outcome of the pre-screening.
- 8.4. Those initially found qualified shall undergo further assessment such as written examination, skills test, interview and others.
- 8.5. Submit the selection line-up to the HRMPSB for deliberation. Appointments to the following positions shall no longer be screened by the HRMPSB:
 - a. Appointment to entry laborer positions;
 - b. Appointment to personal and primarily confidential positions;
 - c. Renewal of temporary appointment issued to the incumbent personnel;
 - d. Reappointment of personnel from temporary to permanent status provided that the performance rating for the last two performance evaluations are at least very satisfactory and that there is no other applicant is considered in the position;
- 8.6. Make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
- 8.7. Endorse the list of candidates recommended for appointment from which the President shall choose the applicant to be appointed.
 - 8.7.1. The list of recommended candidates should specify the top five ranking candidates, if applicable, whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3 hereof.
- 8.8. The University President shall assess the merits of the HRMPSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five (5) ranking applicants, if applicable, deemed most qualified for appointment to the vacant position.
 - 8.8.1. The top five (5) ranking candidates, if applicable, should be limited to whose point scores are comparatively at par based on the comparative assessment.
 - 8.8.2. To determine candidates who are comparatively at par, the HRMPSB shall set reasonable differences or gaps between point scores of candidates for appointment.
- 8.9. Issue appointment in accordance with the provisions of the CSU Merit Selection Plan.
- 8.10. Post a notice announcing the appointment of an employee in the three (3) conspicuous places in the agency a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

9.0 COMPOSITION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR NON-TEACHING PERSONNEL

9.1 The HRMPSB shall be composed by the following:

Chairperson: Vice President for Administration and Finance

Vice-Chairpersons: All Vice Presidents

Co-Vice-Chairperson: Campus Director/Chancellor

Members:

1. Division Chief (Chief Administrative Officer) or the authorized career service representative of the organizational unit where the vacancy belongs;
2. Human Resource Management Officer or the career service employee directly responsible for personnel management; and
3. Unit Head or the authorized career service representative where the vacancy belongs.
4. Two representatives of the rank-and-file career and non-career employee, from the administrative support staff organization, both of whom shall be chosen by the duly accredited non-teaching employee association in the CSU.
5. The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies in the second level.
6. The HRMO staff shall act as the secretariat to the HRMPSB of first and second level.

10.0 FUNCTIONS AND RESPONSIBILITIES

10.1 The HRMPSB for first and second level should have the following functions and responsibilities:

- A. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - a.1 Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - a.2 Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
 - a.3 Disseminate screening procedure and criteria for selection to all CSU officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated;
 - a.4 Prepare systematic assessment of the competence and qualifications of candidates for appointment. 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;
 - a.5 Evaluate and deliberate en banc the qualifications of those listed in the selection line-up;
 - a.6 Submit the list of qualified candidates for appointment from which the President shall choose the applicant to be

- appointed/recommended to the BOR.
- a.7** The list of qualified candidates should specify the top five ranking candidates, if applicable, whose over-all point scores are comparatively at par based on the comparative assessment.
- a.8** 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
- a.9** Orient the CSU officials and employees pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan.
- a.10** Involves in the formulation of customized screening criteria, guidelines and tools;
- a.11** Prepares Comparative Assessment tool that contains the comprehensive results of assessments conducted to the applicants as bases for the selection of candidates for appointment of the appointing authority;
- a.12** Facilitates continuous improvement of the policy thru conduct of periodic reviews/enhancements;
- a.13** Update and formulate the Recruitment Process Flow and ensure its inclusion in the updated manual; and
- a.14** Update and formulate relevant RSP Forms and Annexes, ensuring that all documentation supports transparent and competency-based recruitment processes.

10.2 The appointing authority shall have the following functions and responsibilities:

- A.** Establish Personnel Selection Board and see to it that all HRMPSB Members undergo orientation and workshop on the selection/promotion process and CSC Policies on appointments. The agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSB for all levels;
- B.** Assess the merits of the HRMPSB results of screening and deliberation and in the exercise of sound discretion, select, in so far as practicable, from among the following:
 - b.1** Top five ranking applicants, if applicable, deemed most qualified to the vacant position;
 - b.2** Applicants who have undergone deep selection and found possessing superior qualifications; and
 - b.3** Pool of the Brightest for the Bureaucracy Program (BBP)

10.3 The HRMO should have the following responsibilities:

- 10.3.1** Submit to the CSC Field Office concerned within the first quarter of the year the agency's updated Personal Services Itemization/ Plantilla of Personnel.
- 10.3.2** Submit the list of vacant positions authorized to be filled and their corresponding qualification standards and Plantilla item numbers using the prescribed form (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC FO.
- 10.3.3** Request authentication from the CSC or authorized agencies of the original copy of certificate of eligibility/licenses 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.

- 10.3.4** 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.
- 10.3.5** 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.
- 10.3.6** Sign the following certifications at the back of the appointment:
- i. Certification as to completeness and authenticity of requirements; and
 - ii. Certification that the vacant position to be filled has been published and posted in CSC Bulletin of Vacant Positions in accordance with RA No. 7041, and deliberation was done by the HRMPSB ten (10) days or fifteen (15) days, in the case of LGUs, after publication.
- 10.3.7** Ensure that the Chairperson of the HRMPSB has signed the certification at the back of the appointment, whenever applicable.
- 10.3.8** 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.
- 10.3.9** Furnish the appointee with a copy of his/her appointment (appointee's copy), ensuring that the appointee signs on the acknowledgment portion of the appointment.
- 10.3.10** Submit Report on Appointments Issue (RAI -CS Form No.2, Revised 2018), original copy of appointments (CSC copy) with supporting documents on before the 30th day of the succeeding month.
- 10.3.11** Transmit to the appointee a copy of the RAI indicating the action of the CSC Field Office concerned on the appointment.
- 10.3.12** Record the action of the CSC FO at the Notation portion of the Agency and Appointee's copy of appointment.
- 10.3.13** Submit to the Commission, through the CSC Field Office concerned within the prescribed period, the required reports (electronic and hard copy) such as Database of Individuals Barred From Entering And Taking Civil Service Examinations (DIBAR-CS Form No. 8, Revised 2017), summary list of employees, performance rating, and such other reports as may be required by the Commission.
- 10.3.14** Post in three (3) conspicuous places in the agency a notice announcing the appointment of an employee a day after the issuance of appointment for at least fifteen (15) calendar days.
- 10.3.15** Ensure the oath taking and conduct of orientation program to new employees and continuous human resource interventions for existing employees.
- 10.3.16** Submit to the CSC FO a copy of the Oath of Office (CS Form No. 32, Revised 2018) on or before the 30th day of the succeeding month from the date of assumption of the appointee.
- 10.3.17** Submit to the CSC FO a copy of the Certification of Assumption to Duty (CS Form No. 4, Series of 2018) on or before the 30th day of the succeeding month from the date of assumption of the appointee.
- 10.3.18** 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.

- 10.3.19** Ensure the orientation of officials and employees on the recruitment, selection, and placement process.
- 10.3.20** 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.
- 10.3.21** 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.
- 10.3.22** Ensure the renewal of professional licenses of appointees to positions involving practice of profession regulated by bar/board law.
- 10.3.23** Perform all other functions as may be provided by law.

11.0 PROVISION ON EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE

11.1 GENERAL DECLARATION

The Caraga State University stresses that it is an equal opportunity employer-agency and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, sex, age, disability, and marital status, as protected by applicable law.

11.2 SPECIAL PROVISIONS IN HIRING PERSONS WITH DISABILITIES

The University sets the herein guidelines to guide in the process of recruitment of persons with disabilities:

A. RECRUITMENT, SELECTION AND INDUCTION OF PERSONS WITH DISABILITY

The University aims to be a model public employer of persons with disabilities. To achieve this goal, CSU will employ the following strategies for recruitment, selection and induction of employees with disabilities.

- a.1** Implementation of the policy that considers hiring of applicants with disabilities:
 - 1% of the total workforce of the University is reserved for persons with disability.
 - Review eligibility criteria and agency- specific qualifications for position for PWDs.
- a.2** Ensure that hiring of persons with disabilities is an integral part of the Annual Recruitment Plan.
- a.3** Collects, maintains and analyzes data on existing recruitment and hiring practices to identify and eliminate barriers to recruiting and hiring of PWDs.
- a.4** HRMO promotes work immersion programs for students including those with physical disabilities.
 - Equal Employment Opportunity Principle (EEOP) is discussed during work immersion orientation
- a.5** Development of community linkages to facilitate the University's ability to promote diversity in hiring PWD employees.
 - The HRMO is instructed to participate in job fairs and/or conferences and meetings sponsored by these local disability-related organizations.

- a.6 Retain and review applications from applicants with disabilities.
 - provide a separate file of applications for PWDs
 - create a pool of PWD applicants
- a.7 Ensure that posting of Notice of Vacancy be in various methods such as online, electronic and social media recruitment materials.
 - Posting of notices of vacancy shall be through the CSU website, facebook/social media accounts and CSC Bulletin of Vacant Positions.
 - Notice of vacancy or job announcement states the University's interest in receiving applications from persons with disabilities.
 - Employment information as stated in the Notice shall be made available in large formats for easy viewing and in the language that PWDs can easily understand.
 - The provision on Equal Employment Opportunity Principle shall be included in the Notice of Vacancy.
- a.8 Implementation of Internship programs (OJT) for persons with disabilities specially to graduating students.
 - This has to be communicated to different colleges and universities within the province and region, respectively.
- a.9 Buildings, ground and other facilities are made accessible to PWD applicants.
 - The CSU shall ensure the provision of ramp, wheelchair and toilets for PWDs.
- a.10 Employees with disabilities are encouraged to join local organizations for persons with disabilities.
- a.11 Inform the faculty and staff as to the University's program to promote employment opportunities to persons with disabilities.
- a.12 Provide employees with disabilities an opportunity to be included in various career advancement programs.

B. ASSESSMENT OF PWD APPLICANTS

- b.1 The Office of the Chief Administrative Officer (CAO) being a strategic area in the University is identified as the assessment area for applicants with disabilities. A memorandum addressed to the head of this office shall be served to the latter to this effect.
- b.2 An Office Order shall also be served to the staff of the Office of the CAO to assist applicants and clientele with disabilities. A corner at the lobby of the CSU Main Building is designated as a help desk for PWD applicants.

C. INTERVIEWING APPLICANTS WITH DISABILITIES

In the course of the assessment, the HRM PSB members are hereby directed to observe the following rules:

- c.1 Interview questions will primarily focus on the applicant's qualifications, skills and their ability to perform specific jobs or tasks. Questions related to their disability or medical records will be avoided. It will only be allowed to be discussed with them after they have been assessed and are found to have been appointed for the position.
- c.2 Behavioral Event Interview (BEI) may also be conducted to assess their behavior and attitude towards work.

D. PLACEMENT OF PWD APPLICANTS

- d.1 Orientation and On-Boarding Program. Once appointed, PWD employees will undergo orientation and on -boarding program to orient them with the relevant policies and procedures of employment. This is also a way to acclimatize them with the University's culture and work standards. Orientation would also include disability-specific information like reasonable accommodation procedures (designation of appropriate work areas and furniture, office equipment etc.). Orientation materials are ensured to be in accessible format.

12.0 REGULAR RECRUITMENT STRATEGIES AND TALENT SOURCING

The Caraga State University sets three (3) recruitment strategies in filling up vacancies of positions:

A. Publication of Vacant Positions.

- a.1 The HRM Office shall comply with the pertinent provisions of the CSC Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) as to publication of vacant positions "Vacant positions marked for filling shall also be posted in at least three (3) conspicuous places in the agency for at least ten (10) calendar days. Other appropriate modes of publication shall be considered".
- a.2 Other modes of publication are to be considered but not limited to:
 - a.2.1 Posting in the bulletin board of the CSC regional and provincial offices
 - a.2.2 Posting in the University accredited online platforms (University Website and other social media pages)
- a.3 The required competency-based Qualification Standards (QS) which include the education, experience, training and eligibility, and the competencies of the positions shall be indicated in the publication. Other information shall include:
 - a.3.1 Position title, salary grade and annual salary of the position;
 - a.3.2 General description of the functions of the vacancy;
 - a.3.3 Item number and place of assignment;
 - a.3.4 Documents to be submitted and where to submit;
 - a.3.5 Deadline of submission of applications.

B. Pool Of Candidates

- b.1 The existing personnel who are hired under a Job Order and/or Contract of Service bases in the University and Satellite campuses have rendered services

for a considerable period of time. Thus, they shall be considered during the filling-up of permanent plantilla position items.

C. Through Information-Dissemination Efforts

- c.1 CSU shall also consider the following strategies in sourcing out applicants maybe by Local Job Fairs. Other modes of publication to be considered but not limited to:
 - 1. College Website;
 - 2. Social Media; and
 - 3. Other modes deemed appropriate and responsive

13.0 SCREENING PROCESS

3.1 Competency Evaluation

- 3.1.1 The Job Competencies shall comprise 100% in the overall rating of the applicants. The HRMPSB shall be guided with the Competency Assessment Matrix in the mapping out of the competencies required for the position vis-à-vis the methods to be used, if applicable, in the actual screening of applicants, on the following methods: a) Behavior Event Interview b) Essay/Written Test c) Simulation/Role Playing/Oral Presentation d) Practical Test (Computer operation, recording, filing, etc.) e) In-Basket f) Focus group discussion.
- 3.1.2 Conduct of Background Investigation The top five (5) ranking applicants, if applicable, shall be subject for B.I. to know better the applicants from the information of their previous employers, colleagues, community involvement. Results shall be submitted to the appointing authority as a reference and guidance to whom from the top.

14.0 COMMUNICATION PLAN

- 4.1 A communication plan outlines how the agency disseminates its Recruitment, Selection and Induction Plan. It identifies who to communicate with, about what and how it is going to be done. Sample template may be used:

What to communicate?	Who to communicate with?	How to communicate?	When to communicate?	Person/s in-Charge?
The content of this MSP Manual	-CSU-Keys Officials -Middle Management	-formal launching -General Assembly		-HR Staff -Deans

15.0 MONITORING AND EVALUATION OF THE MSP PROCESSES

- 5.1. The Monitoring mechanism has the following objectives:
 - a. To determine the effectiveness of the plan by verifying the critical process in every aspect of the recruitment and hiring processes;
 - b. To ensure that HRMPSB Policies and pertinent guidelines are followed;
 - c. To provide accurate percentage of accomplishment of the plan as may be provided:

MONITORING PLAN MATRIX					
What do we want to monitor?	How will we know it?	Method?	Who will capture the data?	Who will capture the data?	Estimated Cost
The HRMPSB Compliance to the RSP Processes	No. of HRMPSB Deliberations	Document Review	HR Office		
The HRM Office Compliance to the RSP Standards in the Documentation and Recruitment Plan	No. of Documentation Reports	Interview Meetings	HR Office	Every Semester	

5.2 In the evaluation mechanisms identified strategies may be used which may be done annually:

- a. Survey
- b. Focus group Discussion
- c. Interview
- d. Meetings
- e. Direct Observation

16.0 PROBATIONARY PERIOD

16.1 Generally, a six (6) month period of thorough assessment of the performance and character of the appointee is required for all original appointments.

A. The probationary period shall cover the following employees:

- a.1 Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the positions;
- a.2 Non-Career Service employees who are reappointed/reemployed to a career position under permanent status;
- a.3 Temporary appointees who are after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change status to permanent)
- a.4 Those who are reemployed under permanent status;
- a.5 First time appointees to closed career positions;
- a.6 Appointees to Category III positions as provided in CSC MC No.11, s. 1996, as amended shall under probation for a period of one (1) year; and
- a.7 Appointees whose positions require probationary period as may be provided by law; A notation stating that the appointee is under probation shall be specified in the issued appointment.

B. The appointee's performance during the probationary period shall be based in the set targets and outputs and shall be reviewed as follows:

- b.1 The immediate supervisor (rater) shall regularly gather feedback on the appointer's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance.
- b.2 The performance appraisal/evaluation shall be done at least twice during probationary period and within every three (3) months or six (6) months depending on the duration of the probationary

period, as required by the position;

- b.3** The performance review shall be conducted within ten (10) days before the end of every rating period during the probationary period.
- b.4** The critical factors to be reviewed shall be based on the performance dimensions indicated in the Strategic Performance Management System and may include competency, and job-related critical incidents, such as habitual tardiness and continuous absence from work.
- b.5** The performance evaluation report shall be reviewed and certified by the Performance Management Team; and
- b.6** The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, performance evaluation reports and/or recommendation for the continuity of the permanent appointment of the probationer. The service of the appointee can be terminated for the unsatisfactory conduct or want of capacity before the end of the second performance review or depending on the duration of the probationary period as required by the position. Issuance of termination of service by the appointing authority for cases proven to be demonstrations of unsatisfactory conduct or want of capacity shall adhere to prescribed CSC rules and regulations on probationary period. Notice of termination shall be issued fifteen (15) days immediately after it was proven, it shall state the reason/s for termination and supported by at least two (2) of the following:
 - b.6.1** Performance Evaluation Report
 - b.6.2** Report of the Immediate Supervisor
 - b.6.3** Other valid Documents The same may be appealed to the CSC RO concerned, within fifteen (15) days from receipt of the employee concerned but shall be an executory pending appeal and must be included in the employee's 201 file, furnished the CSC FO concerned.

17.0 EFFECTIVITY AND SUBMISSION OF APPOINTMENTS

- 17.1** An appointment issued in accordance with pertinent laws and rules shall take effect immediately on the date it was signed by the appointing officer/authority. The date of signing shall be indicated below the signature of the appointing officer/authority in the appointment form.
- 17.2** The date of the appointment shall not fall on a Saturday, Sunday or holiday, except in cases where the date of issuance is specifically provided in a special law such as the appointment of personal and confidential staff of Constitutional officials and elective officials and where the service should not constitute a gap such as in transfer and reappointment.
- 17.3** If the appointee has taken his/her oath of office and assumed the duties of the position, he/she shall be entitled to receive his/her salary at once without awaiting the CSU approval/validation of his/her appointment by the Commission. The appointment shall remain effective until disapproved/invalidated by the Commission. In no case shall an appointment take effect earlier than the date it was signed except in cases authorized by law.
- 17.4** No official or employee shall be required to assume the duties and responsibilities of the position without being furnished with a copy of his/her appointment by the

HRMO after it is signed by the appointing officer/authority. The appointee shall acknowledge receipt of the appointment by signing on the acknowledgement portion at the back of the appointment form.

- 17.5 The appointment of officials and employees who are on official leave of absence, training or scholarship grant, shall be effective upon assumption or upon return from official leave of absence, scholarship or training.
- 17.6 The appointment shall be submitted to the Commission on or before the 30th day of the succeeding month from the date of issuance.
- 17.7 The delay in the submission of appointment or RAI to the CSC FO shall not be taken against the appointee. The effective date of appointment shall not be adjusted based on the delay, thus the original date of appointment shall be retained. However, the responsible official/s who caused the delay of the submission or non-submission of the appointment may be held administratively liable for neglect of duty.
- 17.8 An appointment issued by the appointing officer/authority may be canceled if the appointee does not assume office or report within thirty (30) calendar days from receipt of the written notice of the appointment.
- 17.9 The services rendered by any person who was required to assume the duties and responsibilities of any position without an appointment having been issued by the appointing officer/authority shall not be credited nor recognized by the Commission and the payment of salaries and other benefits shall be the personal liability of the person who made him/her assume office.
- 17.10 The date of the actual assumption of duties of the appointee, as indicated in the Certificate of Assumption to Duty (CS Form No. 4, Series of 2017), shall be the basis for the payment of his/her salary and determination of service rendered in government. This shall be submitted to the CSC Field Office concerned for proper notation in the service card of the appointee.

18.0 PROHIBITIONS

- 18.1 No appointive official shall hold any other office or employment in the government unless otherwise allowed by law or by the primary functions of his/her position.
- 18.2 No elective or appointive public officer or employee shall receive additional, double or indirect compensation, unless specifically authorized by law, nor accept without the consent of Congress, any present, emolument, office or title of any kind from any foreign government. Pensions and gratuities shall not be considered as additional, double or indirect compensation.
- 18.3 A person who lost in an election, except Barangay election, shall not be eligible for appointment or reemployment to any office in the government or government-owned or controlled corporation within one year following such election.
- 18.4 An employee who resigned from the government service during the three (3) month period before any election to promote the candidacy of another shall not be reemployed during the six-month period following such election.
- 18.5 No detail or reassignment shall be made within three (3) months before any election unless with the permission of the COMELEC.
- 18.6 No appointment in the national government or any branches or instrumentality thereof, including government-owned or controlled corporations with original charters, shall be made in favor of a relative of the appointing authority within the 3rd degree of consanguinity or affinity.

The following are exempted from the operation of the rules on nepotism:

- 18.6.1** Persons employed in a confidential capacity
 - 18.6.2** Teachers
 - 18.6.3** Physicians
 - 18.6.4** Members of the Armed Forces of the Philippines
 - 18.6.5** Science and technology personnel under RA No.8439
 - 18.6.6** 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.
- 18.7** The appointing officer/authority shall not withdraw or revoke an appointment already accepted by the appointee. Such appointment shall remain in full force and effect until disapproved/invalidated by the Commission. However, in case an appointment is void from the beginning due to fraud on the part of the appointee or because it was issued in violation of law, the proper appointing officer/authority may request the Commission for its withdrawal or revocation. Provided that if a protest on the appointment is filed, the Rules on Protest under the 2017 RACCS shall apply.
- 18.8** No person who has been dismissed or perpetually excluded/disqualified from government service shall be appointed or reemployed unless he/she has been granted executive clemency by the President of the Philippines upon recommendation of the Commission.
- 18.9** Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- 18.10** No person who has reached the compulsory retirement age of 65 years can be appointed to any position in the government, except to a primary confidential position.
- 18.11** A person appointed to a primarily confidential position who reaches the age of 65 is considered automatically extended in the service until the expiry date of his/her appointment or until his/her services are earlier terminated.
- 18.12** Unless allowed by the Commission in meritorious cases, heads of oversight agencies and their staff are prohibited from transferring or being appointed to any position in the department/agency/office/local government unit which their unit is assigned or designated to oversee within one year after the termination of such assignment or designation.
- 18.13** No consultant, contractual, non- career or detailed employee shall be designated to a position exercising control or supervision over regular and career employees, except as may be provided by law.
- 18.14** No discrimination shall be exercised, threatened or promised against or in favor of any person examined or to be examined or employed by reason of his/her political or religious opinions or affiliations, sex, sexual orientation and gender identity, civil status, age, disability or ethnicity.
- 18.15** No officer or employee, whether in a permanent or regular capacity, temporary, casual or hold-over, shall engage directly or indirectly in any private business or practice of profession. Exemptions may be allowed, subject to the limitations provided under RA No. 713 and other special laws. Provided, further that the following requirements/conditions are met:
- Written permission from the head or agency must be secured and renewed annually;
 - Time devoted outside of office hours shall not impair in any way the efficiency or the officer or employee nor pose a conflict or tend to conflict

- with the official functions and must be fixed by the head of agency; and
- Government facilities, equipment and supplies shall not be used while engaged in private business or practice of profession.

18.15.1 A person with dual citizenship shall not be appointed in the government unless he/she renounces his/her foreign citizenship pursuant to the provisions of Republic Act No.9225. However, even if he/she has renounced his/her foreign citizenship, but continues to use his/her foreign passport in traveling after renunciation, he/she shall not be considered for appointment in the government service. This rule shall not be considered for appointment in the government service. This rule shall not apply to Filipino citizens whose foreign citizenship was acquired by birth.

18.16 The right to be appointed to any public office in the Philippines cannot be exercised by, or extended to, those who are candidates for or are occupying any public office in the country of which they are naturalized citizens and/or are in active service as commission or non- commissioned officers in the armed forces of the country of which they are naturalized citizens.

19.0 GRIEVANCE

A qualified next-in-rank employee may present the grievance with the agency grievance machinery under the following conditions:

- a. Non-compliance with the selection process;
- b. Discrimination on account of gender, civil status, disability, religion, ethnicity, religious belief or political affiliation;
- c. Disqualification of the applicant to a career position for reason of lack of confidence of the appointing authority; and
- d. Other violations of the provisions of this MSP.

20.0 PROTEST ON APPOINTMENTS

Civil Service Commission Memorandum Circular No. 4, s. 2010 regarding the Revised Policies in the Resolution of Protest Cases has the following provisions on Protest on Appointments:

- a. A protest on appointment shall no longer be acted upon through the grievance machinery.
- b. Qualified next-in-rank employee shall have the right to appeal to the head of the agency, then to the Civil Service Commission Regional Office and then to the Civil Service Commission proper;
- c. Except for the venue on the filing of protest cases, the Rules on Protest under Rule V-A of the uniform Rules on Administrative Cases in the Civil Service (CSC Memorandum Circular No. 19, s. 1999; CSC Resolution No. 99-1936 dated August 31, 1999) as amended in Rule 17, Section 79-81 of the Revised Rules on Administrative Cases in the Civil Service shall be applicable in resolving protest cases.

21.0 AMENDMENT

This Merit Selection Plan shall be subject to amendment/revision by any DBM National Compensation Circulars, DBM National Budget Circulars, and Civil Service Commission rules and regulations and by the Administrative Councils.

22.0 COVERAGE


This manual covers Main Campus and Cabadbaran Campus of the university.

23.0 EFFECTIVITY

The Merit Selection Plan of CSU for the Non-Teaching Personnel herein established, and the subsequent amendments shall take effect immediately after approval by the Civil Service Commission.

24.0 COMMITMENT

I hereby commit to implement and abide by the provisions of this Merit Selection Plan. It is understood that this MSP shall be the basis for expeditious approval of appointments.


ROLYN C. DAGUIL, PhD
University President

JUN 02 2025

Date

APPROVED:


ATTY. WINSTON L. PLAZA
CSC Caraga Regional Director

6.13.2025

Date