



Excerpts from the Minutes of the Joint Academic and Administrative Council Special Meeting on April 17, 2024 held at Activity Loft, H.E.R.O. Learning Commons, CSU

### **Proposed Revision of the Merit Selection Plan for Teaching and Non-Teaching Personnel**

Presented before the Academic and Administrative Council is the Proposed Revision of the Merit Selection Plan for Teaching and Non-Teaching Personnel.

- The University has already started the PRIME-HRM accreditation journey and that the Merit and Selection Plan (MSP) is a baseline manual for the Recruitment and Selection Plan which is one of the pillars of PRIME HRM;
- The proposed MSP has been disseminated to the respective VPs, College Deans, and the Administrative Head of Units for comments;
- The comments submitted were already incorporated in the presented MSP;
- The said MSP highlights the value of equality of employment opportunity;
- There should be no points assigned in the educational background and that same practice of the University be corrected;
- There should be a college level FPSB in which the composition is being added in the proposed revision and that corresponding Special Order shall be issued for the implementation of the same;
- Internal applicants should also go through all the stages required for the recruitment process;
- Promotion of faculty members shall adhere to the JC 3 on reclassification of faculty members;
- Create a college competency-based criteria to evaluate applicants;
- A Committee will be created to come up with a standardized metrics system in compliance with going into competency-based in terms of evaluation;
- The proposal shall be effective approval by the Civil Service Commission (CSC); and
- The CSC is assisting the University in the endeavor.

As moved and seconded, without any objections, the Councils passed:

**Res. No. 04-17-11, S. 2024**

***Joint Council Resolution Recommending to the Caraga State University Board of Regents (CSU BOR) through the Fiscal and University Development Program Review Committee (FISCAL and UDPRC) the Approval of the Proposed Revision of the Merit Selection Plan for Teaching and Non-Teaching Personnel subject to the comments and suggestions raised during the deliberation.***

***I hereby certify to the correctness and the authenticity of the foregoing excerpts of the Minutes of the Joint Academic and Administrative Council Special Meeting held on April 17, 2024 at Activity Loft, HERO Learning Commons, CSU-Butuan City.***

**ATTY. DIANAH JEE U. SASPA-CANUMAY**  
University and Board Secretary