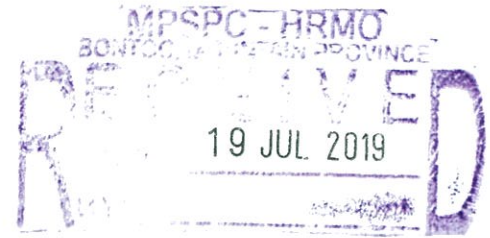




Civil Service Commission Cordillera Administrative Region

16 July 2019

DR. REXTON F. CHAKAS
College President III
Mountain Province State Polytechnic College
Bontoc, Mountain Province



Dear President Chakas:

Attached are copies of your Agency Revised Merit Selection Plan (MSP), duly approved by this Office.

It is understood that the contents thereof shall be disseminated through an orientation to be attended by all officials and employees of your agency with proper documentation, copy furnished the CSC FO-Mountain Province.

Thank you.

Very truly yours,

ATTY. MARILYN E. TALDO
Director IV

Copy for:
Director II Anita Verina T. Paredes
CSC FO-Mountain Province

Bawat Kawani, Lingkod Bayani



Republic of the Philippines
Mountain Province State Polytechnic College
Bontoc, Mountain Province

MERIT SELECTION PLAN FOR NON-TEACHING STAFF

I. RATIONALE AND LEGAL BASIS

1. Section 3. Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission, as the central human resource agency of the government, to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merits and rewards system, integrate all human resource development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability.
2. Pursuant to the provision of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292) CSC Memorandum Circular No. 3, series of 1979 as amended by CSC Memorandum Circular No. 18, series of 1983 and Memorandum Circular No. 24, series 2017 re: 2018 Omnibus Rule on Appointments and Other Human Resource Actions (ORAORHA), a 2017 MERIT SELECTION PLAN (MSP) is therefore created which shall provide for the guidelines, policies and procedures, rules and regulations governing the appropriate legal qualifications and competency requirements in the deep selection, evaluation and assessment, hiring recruitment, and promotion processes of the Human Resource Merit Promotion and Selection Board (HRMPSBs) for both first (1st) and second (2nd) level positions including executive/managerial positions that include the original appointed to the non-career service.
3. This revised MSP for Non-Teaching is hereby established for the guidance of all concerned and shall be listed as the basis for the expeditious approval or attestation of appointments and MPSPC accreditation to take final action on appointments.

II. DEFINITION OF TERMS

AGENCY - Refers to Mountain Province State Polytechnic College

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 next-in-rank but possesses superior qualifications and competence.

Designation – movement that involves the imposition of additional and/or higher duties to be performed by a public officials/employee which is temporary and can be terminated anytime at the pleasure of the appointing authority/officer. Designation may involve the performance of the duties of another position on a concurrent capacity or full-time basis.

Details – temporary movement of an employee from one department or agency to another which does not involve a reduction in rank, status or salary.

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.

Executive/Managerial Positions – refers to the position belongs to the 3rd level of hierarchy in the organization, but are not presidential appointees, in the career service and to those appointed to the non-career service. This includes professional, technical and scientific positions, the functions of which are managerial in character, exercising management over people, resource, and/or policy and exercising functions such as planning, organizing directing, coordinating, controlling and overseeing the activities of an organization, a unit thereof or of a group, requiring some degree of professional, technical or scientific knowledge and experience, application of managerial skills required to carry but basic duties and responsibilities involving leadership, functional guidance and control. These positions require intensive and thorough knowledge of a specialized field

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

Fixed Term – an appointment issued to a person with a specified term of office, subject to reappointment as provided by law, such as Chairperson and members of commissions and boards, SUC President, and Head of agency appointed by the Board.

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

Geographical Location – refers to the location of the position to be filled and the position to be considered next-in rank to the same. If the position to be filled is in the first level, the determination of the next-in-rank may be limited in a particular office/ department where the position is.

For the second level positions, however the determination of the next-in-rank positions shall be College wide regardless of the location of the position.

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.

Human Resource – refers to the people including their qualifications, competencies, talents and potentials HR as a function pertains to the management, development and utilization of the people towards the excellent and ethical achievement of vision of the organization

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

Job Order – refers to piece of work (pakyaw) or intermittent or emergency jobs such as clearing of debris on the roads, canals, waterways, etc. after natural/man-made disasters/occurrences and other manual/trades and crafts services such as carpentry, plumbing, electrical and the like. These jobs are of short duration and for specific piece of work.

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.

Merit and Fitness – shall be determined based on the relevant education, experience, training, performance/accomplishment, eligibility and competitive examinations, however, this does not apply to appointments to positions which are officially declared by the CSC as policy determining, primarily confidential, or highly technical in nature.

Merit Selection Plan- It is a systematic method of selecting employees on the basis of their qualifications, fitness and ability to perform the duties and assume the responsibilities of the position being filled.

Next-in-Rank Position – refers to a position which by reason of the hierarchal 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 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 test 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.

Non-Supervisory – this includes professional, technical and scientific positions performing work requiring the practice of profession or application of knowledge acquired through formal training in a particular field or the exercise of a natural, creative and artistic ability or talent in arts and letters. Also included in this category are positions involved in research and application of professional knowledge and methods to a variety of technological, economic, industrial and governmental functions.

Open Positions – refer to those positions that do not have any positions next-in-rank or residual positions of each level or group which may be filled by lateral/vertical entry.

Original appointment – the initial entry into the career or non-career service

Probationary Period – refers to the period of actual service following the issuance of a permanent appointment wherein appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF)

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 – refers to the characteristics or traits of a person which involves 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 – 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.

Qualified next-in-Rank – refers to employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the SRP approved by the head of agency and whose meets the requirements for appointment to the next higher position.

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, education 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.

III. GENERAL POLICIES ON APPOINTMENT

1. The selection, evaluation and assessment hiring recruitment promotions and appointment in the Mountain Province State Polytechnic College shall be open to all qualified men and women according to the principle of merit and fitness.
2. The Merit and fitness shall be determined, as far as practicable, by competitive examinations. This does not apply to appointments to positions which are policy determining, primarily confidential, or highly technical.
3. There shall be equal employment opportunity for men and women at all levels of position in the agency, provided they meet the minimum requirements of the position to be filled.
4. There shall be no discrimination in the selection of employees of the College on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

IV. GENERAL RULES IN THE PUBLICATION AND POSTING OF VACANT POSITIONS

1. Prior to the filling of vacant positions MPSPC shall submit a list of their vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC FO concerned. The printed copy shall be posted by the CSC FO in its bulletin board. The electronic copy shall be forwarded to the CSC RO concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website.

In addition, the College may publish vacant positions through other modes such as in the agency website, newspaper (local and/or national) and other job search websites. The reckoning date of publication will be the publication/republication date, regardless of the mode, as certified by the HRMO; provided, that a request for publication of vacant position/s has been filed at the CSC FO on the same day of publication in the agency website or newspaper or other job search websites.

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/invalidation of appointments.

2. Filling of vacant position in the Mountain Province State Polytechnic College shall be made after ten (10) calendar days from publication.
3. The following positions are exempt from the publication requirements:
 - a. Primarily confidential positions;
 - b. Positions which policy are determining;
 - c. Highly technical which includes the faculty and academic staff of the College, and scientific and technical positions in scientific and research institutions with established merit systems;
 - d. Coterminous with the College President, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of EO No. 292;
 - e. 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; or
 - f. 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.
4. 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 agency and published in the CSC Bulletin of Vacant Positions until filled by permanent appointees.
5. The publication of a particular vacant position shall be valid until filled up but not to extend beyond nine (9) months reckoned from the date of vacant position was published.

Should no appointment be issued within the nine-month period, the College has to cause the re-publication and re-posting of the vacant position.
6. Anticipated vacancies maybe published in case of retirement, resignation, or transfer. The publication should not be earlier than 30 days prior to retirement, resignation or transfer.

V. MPSPC HUMAN RESOURCE MERIT SELECTION AND PROMOTION BOARD ROLES AND RESPONSIBILITIES

1. The College President shall issue an Office Order identifying the principal members of the HRMPSB and their designated alternates. The CSC Filed Office concerned should be furnished with a copy of the Office Order.
2. The College President shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions,
3. The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Plan (MSP) and shall submit to the appointing authority the top five (5) ranking applicants deemed most qualified for appointment to the vacant position.
4. A Human Resource Merit Promotion and Selection Board (HRMPSB) composition for Non- Teaching Staff for the first and second level positions is as follows:

4.1. Chairperson – Vice President for Administrative & Finance

4.2. Members

- a. Chief Administrative Officer
- b. Head of organizational unit where vacancy exists, or his/her designated alternate
- c. Human Resource Management Officer (HRMO) or the career service employee directly responsible for recruitment, service, or her designated alternate;
- d. Executive Dean of the Campus where the position is going to be assigned
- e. Two representatives of the rank and file career employees, one from first level and one from the second level who shall both be chosen by the duly accredited employee association in the College.

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representatives shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representative shall serve for a period of two (2) years. For continuity of operation, the accredited employee association in the College may designate an alternate. The candidate who garnered the Second highest votes shall be automatically be the alternate representative.

5. The Human Resource Merit Promotion and Selection Board (HRMPSB) members including alternate representative for first and second level positions shall undergo orientation and workshop on the selection/ promotion process and CSC policies on appointments.
6. 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.
7. The deliberation by the HRMPSB shall not be made earlier than ten (10) calendar days from the date of publication and posting of vacant positions.
8. The HRMPSB shall be represented by at least the majority of its members during deliberation of candidates for appointment.
9. The appointing officer/authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, 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.
10. The appointing authority may appoint an applicant who is rank higher than those next-in-rank to the vacant position based in the assessment of qualification/competence evidence by the comparative ranking.
11. The HRM Office/Unit shall perform secretariat and technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also evaluate and analyze results of structured background investigation for second level, supervisory and managerial positions.
12. The HRM Officer, as member of the HRMPSB, shall not act as secretariat to the HRMPSB.

VI. GUIDELINES AND PROCEDURES IN THE SCREENING, EVALUATION AND ASSESSMENTS, AND PROMOTION OF EMPLOYEES

1. All potential candidates for evaluation, assessments and promotion in the 1st and 2nd level position including the executive/managerial positions shall pass through and be properly screened by the HRMPSBs. At the initial stage of screening, evaluation and assessment, the potential candidates shall possess qualification standards, skills requirements and competencies for the position.

Candidate for the following positions shall no longer be screened by the HRMPSB:

- a. Substitute appointment due to their short duration and emergency nature.
 - b. Appointment of faculty members and academic staff of SUCs who belong to the closed career service;
 - c. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or the 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
 - d. Appointments to casual, contractual, coterminous and other non-career positions as identified under Sec. 9, subtitles A, Title 1 Book V of EO No. 292
2. An employee should have obtained at least Very Satisfactory performance rating in the last two 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.

3. Positions left vacant shall not be filled up until the promotion until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission.
4. For vacancies in the 1st and 2nd levels including executives/ managerial positions, all qualified next-in-rank employees based on System of Ranking of Positions (SRPs) shall be automatically considered candidate for promotion to the next higher position.
5. The deep selection, screening, evaluation and comparative assessments of the required professional and technical qualifications, skills and competence of potential candidates shall be determined on the following bases and/or criteria, to wit:

5.1 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.

5.2 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.

5.3 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.

5.4 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.

5.5 Performance or appointment by promotion, the performance rating of the appointee for the last two rating period prior to the effectivity date of the appointment should be at least very satisfactory. For appointment by transfer, the performance rating for the last two rating period immediately preceding the transfer from the former office or agency should be at least very satisfactory.

5.6 Psychological and Personality Tests refers to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way he/she perceives things, ideas, benefits and understanding and how he/she acts and relates these things to others and in social situations.

5.7 Potentials refers to the Capacity and ability of a candidate to assume the duties of the position to be filled and those higher or more responsible positions.

6. An employee may be promoted to a position which is not more than three (3) salary grade 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 the next-in-rank to the vacant position in the Merit Selection Plan and the System of Ranking Positions (SRP) of the agency;

- b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern;
 - c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions.
 - d. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions.
 - 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 the closed career system, i.e., those that are scientific, or highly technical in nature that include the faculty and academic staff of the College, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems.
 - 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 academic non-teaching personnel or employees waived their right over the vacant position in writing;
 - When the next-in-rank position, as identified in the College SRP is vacant;
 - When the next-in-rank academic non-teaching staff of employee/s is/are not qualified;
 - When the qualified next-in-rank academic non-teaching staff or employee did not apply.
7. The three (3) salary grade limitation shall apply only to promotion within the agency. The 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
 - d. Reemployment
 - e. Reclassification of position
8. 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 immediately prior to the scholarship, training grant or maternity leave.
- If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty.
9. Promotion within six (6) months prior to compulsory retirement to compulsory

retirement shall not be allowed except as otherwise provided by law.

VII. PROBATIONARY PERIOD

1. Original appointees in the career service with permanent status of appointment, shall undergo probationary period for a thorough assessment of his/her performance and character. The duration of probationary period is generally six (6) months or depending on the duration of the probationary period as required by the position.

Probationary period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).

The probationary period shall cover the following employees:

- a. Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the positions;
- b. Non-career service employees who are reappointed/reemployed to a career position under permanent status;
- c. Temporary appointees who after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change of status to permanent);
- d. Those who are reemployed under permanent status;
- e. First-time appointees to closed career positions (faculty and academic staff in state universities and colleges/local colleges and universities, Scientist), unless otherwise provided under the agency Charter;
- f. Appointees to teaching positions under provisional status shall undergo a probationary period for not less than one (1) year from the date of the original provisional appointment;
- g. Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended shall be under probation for a period of one (1) year; and
- h. Appointees whose positions require probationary period as may be provided by law.

A notation that the appointee is under probation for a specified period shall be indicated in the appointment issued.

The following employees shall be exempted from undergoing probationary period:

- a. Teachers who, prior to issuance of permanent appointments, have acquired adequate training and professional preparation in any school recognized by the government, and possess the appropriate civil service eligibility pursuant to Section 4 of Republic Act No. 4670;
 - b. First-time appointees to closed career positions in SUCs, and scientific and research institutions if so provided under their agency Charters; and
 - c. Appointees to positions exempted from the probationary period as may be provided by law.
2. To facilitate the review and monitoring of employee performance, the performance targets and work output standards of a probationer shall be set, agreed upon and duly signed by the probationer, the immediate supervisor

(rater), and the head of agency within five (5) days upon appointee's assumption to duty.

The appointee's performance during the probationary period shall be reviewed as follows:

- a. The immediate supervisor (rater) shall regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance;
- b. The performance appraisal/evaluation shall be done at least twice during the 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;
- c. The performance review shall be conducted within 10 days before the end of every rating period during the probationary period.
- d. The critical factors to be reviewed shall be based on the performance dimensions indicated in the agency Strategic Performance Management System (SPMS) and may include competency (knowledge, skills and attitude), and job-related critical incidents, such as habitual tardiness and continuous absence from work;
- e. The performance evaluation report shall be reviewed and certified by the agency Performance Management Team (PMT) or any duly constituted review committee; and
- f. The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, and performance evaluation reports with comments on their capability to meet the performance targets and work output standards and/or recommendation for the continuity of the permanent appointment of the probationer. Corresponding copies shall be included in the 201 file of the appointees.

VIII. EFFECTIVITY AND SUBMISSION OF APPOINTMENTS

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.
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 in 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.
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 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.
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 acknowledgment portion at the back of the appointment form.

5. The appointment of officials or 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.
6. The appointment shall be submitted to the Commission within thirty (30) calendar days from the date of issuance.
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 in the submission or non-submission of the appointment may be held administratively liable for neglect of duty.
8. An appointment issued by the appointing officer/authority may be cancelled if the appointee does not assume office or report within thirty (30) calendar days from receipt of the written notice of the appointment.
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.
10. The date of the actual assumption of duties of the appointee, as indicated in the Certification 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 FO concerned for proper notation in the service card of the appointee.

IX. GRIEVANCE

Any personnel of the Mountain Province State Polytechnic College may file his/her protest in the manner prescribed in the Grievance procedure under the following conditions:

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

X. PROHIBITIONS

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.
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.

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.
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.
5. No detail or reassignment shall be made within three (3) months before any election unless with the permission of the COMELEC.
6. No appointment in the national government or any branch or instrumentality thereof, including government-owned or controlled corporations with original charters shall be made in favor of a relative of the appointing or recommending officer/authority, or of the chief of the bureau or office 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. Teachers
- c. Physicians
- d. Members of the Armed Forces of the Philippines
- e. Science and technology personnel under RA No. 8439
- f. 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.

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.
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.
9. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

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 primarily confidential position.
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.
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.
13. No person appointed to a position in the non-career service shall perform the duties properly belonging to any position in the career service.
14. 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.
15. 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.
16. 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. 6713 and other special laws. Provided, further that the following requirements/conditions are met:
 - a. Written permission from head of agency must be secured and renewed annually;
 - b. Time devoted outside of office hours shall not impair in any way the efficiency of 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
 - c. Government facilities, equipment and supplies shall not be used while engaged in private business or practice of profession.
17. 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 travelling after renunciation, he/she 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. 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 commissioned or non-commissioned officers in the armed forces of the country of which they are naturalized citizens.

XI. EFFECTIVITY

The Merit Selection Plan and subsequent amendments thereto shall take effect immediately after the approval by the Civil Service Commission.

XII. COMMITMENT

I HEREBY COMMIT TO IMPLEMENT AND ABIDE BY THE PROVISIONS OF THIS REVISED MERIT PROMOTION PLAN FOR NON-TEACHING. IT IS UNDERSTOOD THAT THIS MSP SHALL BE THE BASIS FOR EXPEDITIOUS APPROVAL OF APPOINTMENTS.

REXTON F. CHAKAS

SUC President III

July 9, 2019

Date



APPROVED BY:

ATTY. MARILYN E. TALDO

CSC Regional Director

16 July 2019

Date