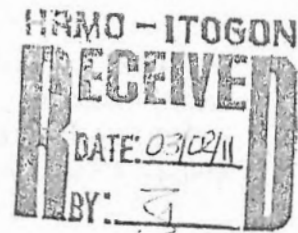




Republic of the Philippines  
Province of Benguet  
Municipality of Itogon  
*Office of the Municipal Mayor*



March 01, 2011

ADMINISTRATIVE ORDER NO. 32  
Series of 2011

**AN ADMINISTRATIVE ORDER LAYING DOWN THE GUIDELINES FOR  
THE MUNICIPAL GOVERNMENT OF ITOGON ON PERSONNEL  
SELECTION AND PROMOTION**

WHEREAS, the Municipality of Itogon is on the process of reorganizing its organizational structure and staffing pattern as allowed under section 76 of the Philippine Local Government Code of 1991 and as a result of which various positions will be created to be filled up whether by selection or by promotion;

WHEREAS, there are existing Qualification Standards (QS) for government positions laid by the Civil Service Commission. Moreover, the principle of hiring and promoting employees is based on merit and fitness as provided for under the Omnibus Rules Implementing Rule V of Executive Order NO. 292 and other Pertinent Civil Service Laws;

WHEREAS, there is a need to establish the parameters for selection and promotion of personnel peculiar to the situation and needs of the Itogon Local Government Unit for the perusal of this Municipality particularly the Municipal Personnel Selection Board;

WHEREAS, in view of the above, the Human Resource Management Officer of this Local Government Unit has been duly consulted on this matter;

WHEREFORE, I, OSCAR MAINGPES CAMANTILES, Municipal Mayor of this Municipality, by virtue of the power vested in me by law, do hereby lay down the Guidelines for the Municipal Government of Itogon on Personnel Selection and Merit Promotion to be as follows:

**GUIDELINES ON PERSONNEL SELECTION AND MERIT PROMOTION  
FOR THE LOCAL GOVERNMENT UNIT OF ITOGON**

**1. PURPOSE:**

These guidelines on personnel selection and merit promotion for the Local Government of Itogon aim to direct and guide the Municipal Personnel Selection Board and the Human Resource Management office to be able to come up with objective and reliable recommendation to the Local Chief Executive in the selection and promotion of municipal employees and personnel.

**11. COVERAGE**

All officials and employees of the Municipal Government of Itogon, and all applicants to vacant positions at the Local Government of Itogon are hereby covered by these guidelines.

## 111. BASIC GUIDELINES

### A.

As a general rule, the selection and promotion of Municipal employees are based on merit and fitness in relation to the position/job description.

For purposes of selection of applicants to a new position or to vacated positions, the appointing authority as well as the members of the Personnel Selection Board (PSB) shall be guided by this Administrative Order N0.32,s.2011, the Omnibus Rules Implementing Book V of Executive Order No. 292 and other Pertinent Civil Service Laws.

For promotion, candidates shall be drawn within the organization taking into account their qualifications based in the evaluation criteria herein set forth. The policy guidelines and operating procedures will apply to the following positions.

**1<sup>st</sup> Level positions** - these are positions within the salary grade bracket from SG 1 to SG 9 that belong to the Administrative Group in the Municipal Government of Itogon.

**2<sup>nd</sup> Level positions** - refer to positions within the salary grade bracket from SG 10 to SG -24 belonging to the Administrative Group.

### B.

Any vacancy in all levels of Administrative or managerial positions shall be open to all qualified personnel municipal wide and or regional wide. However, the appointing authority may appoint an applicant who is not next in rank but possesses superior qualifications and competence, and has undergone the selection process and whom he has trust in confidence. All next in rank personnel in the Municipal Government of Itogon shall be eligible for the vacant positions provided they meet the minimum qualification requirements and they submit their intent or application letters to the office of the Local Chief Executive, thru the Office of the HRMO.

The Personnel Selection Board shall evaluate applications using the following procedures.

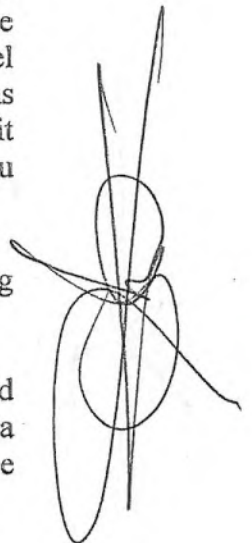
Vacancies whether created, anticipated or immediate shall be declared and posted in the bulletin board of the Municipality and in the Civil Service Office La Trinidad, Benguet and shall be published and any local newspapers that shall be widely read.

Qualified next in rank employees who are not interested to be considered for promotion may execute a written waiver, which must be attached to the minutes of the Personnel Selection Board and to be submitted to the Personnel Division/Section. Such waiver shall apply only to the vacancy being waived and shall not prejudice the aspirant for applying to future vacancies.

### (i)

Duly accomplished Comparative Assessment Form/Promotional Line-up of nominees shall be submitted by the PSB along with the following:

1. Performance Rating for the last two (2) semesters;
2. Updated Personal Data Sheet, supported by the following attachments:  
Service Records, showing relevant experience both with the government and private sectors; Relevant Trainings and Education
3. Potential Assessment Form:
4. Personality Traits; (Based on face to face interview with the applicant)
5. Outstanding Accomplishment Assessment Form with authenticated certificates/justifications.





#### IV. CRITERIA

Appointees to the existing vacant positions must have the required qualifications and competence to perform the duties and responsibilities inherent to the positions. There shall be no discrimination in the selection of employees on account of gender, civil status, pregnancy, disability, religion, ethnicity or political affiliation.

The factors expressive of the selection/placement for this purpose are the following:

CRITERIA	PERCENTAGE
A. Education	30%
B. Experience	10%
C. Training	10%
D. Eligibility	25%
E. Performance	15%
E. Interview	10%
<b>TOTAL</b>	<b>100%</b>

- A) **Education (30%)** -refers to the formal academic attainment of an individual required for an optimum performance of the duties and responsibilities of the position. Degrees or Courses must be accompanied by copies of authenticated transcript of Records, Certificate of Units Earned/Diploma by the School/College/University concerned.

The Education factor shall be determined using the following Table:

DEGREE/COURSE	Point Score	X 30%	Weighted Score
Elementary graduate	5	.30	1.5
High School Graduate	10	.30	3
2 <sup>nd</sup> Year College with at least 72 units	15	.30	4.5
3 <sup>rd</sup> Year to 4 <sup>th</sup> year college	20	.30	6
Graduate Bachelor's Degree Course	25	.30	7.5
Masteral Course			
1 - 18 units	30	.30	9
19- 36 units	35	.30	10.5
37 - completion of academic requirements	60	.30	18
Graduate Masteral Course	80	.30	24
Doctoral Course			
1 - 9 units	85	.30	25.5
10 - 18 units	90	.30	27
19 - 27 units	95	.30	28.5
-36 units completion of academic requirement	98	.30	29.40
Graduate Doctoral Course	100	.30	30

(2)

- B. **EXPERIENCE (10%)** -refers to the occupational history of the candidates covering the various tasks, functions and skills acquired whether inside or outside the government, relevant to the requirement of the position to be filled. Service Record issued and authenticated by the HRMO/Personnel Officer of office concerned shall be the basis to determine the relevant experience of a candidate.

In computing the actual factor for Experience in the Comparative Assessment, compute the actual years or relevant experience of a candidate and refer to the Table below to determine the weighted score.

Years	Point Score	X 10%	Weighted Score
01 - 1.0	0	.10	0
1.1 - 3.1	10	.10	1
3.2 - 5.2	20	.10	2
5.3 - 7.3	30	.10	3
7.4 - 9.4	40	.10	4
9.5 - 11.5	50	.10	5
11.6 - 13.6	60	.10	6
13.7 - 15.7	70	.10	7
15.8 - 17.8	80	.10	8
17.8 - 19.9	90	.10	9
20.0 - over	100	.10	10

- C. **TRAINING (10%)** - refers to the development of a particular skills, knowledge, ability, profession or occupation acquired through formal or informal learning, usually measured in terms of number of hours, days or months. For purposes of the Training factor in the Comparative Assessment, it shall include all trainings, seminars, scholarships/ travel grants, workshops attended by the candidate while in the government service regardless of sponsor (government or non-government), preferably accredited by the CSC or DILG. In case certificates of trainings could not be presented, a certification under oath by the aspirant may suffice.

To compute the rating for the training factor in the Comparative Assessment, compute the total hours of valid training x 15% to get the weighted score.

Training Courses/Scholarship grants	Point score	X 10%	Weighted Score
8 hours of relevant trainings	8	.10	.8
16 hours of relevant trainings	16	.10	1.6
24 hours of relevant trainings	24	.10	2.4
32 hours of relevant trainings	32	.10	3.2
40 hours of relevant trainings	40	.10	4
48 hours of relevant trainings	48	.10	4.8
56 hours of relevant trainings	56	.10	5.6
64 hours of relevant trainings	64	.10	6.4
72 hours of relevant trainings	72	.10	7.2
80 hours of relevant trainings	80	.10	8
88 hours of relevant trainings	88	.10	8.8
96 hours of relevant trainings	96	.10	9.6
100 hours of relevant trainings	100	.10	10

- D. **ELIGIBILITY (25%)** - All applicants to vacant positions must possess the eligibility required for the position to be filled as enshrined in the Local Government Code, RA 1080, and in pertinent Civil Service and DILG laws/Circulars.

**E. PERFORMANCE (15%)**- refers to the actual task accomplishments expected of an employee of his present position or designation and shall refer to the rating shown in the Personnel Performance Evaluation System Form (PPESF) during the last performance rating period of the employee. No candidate shall be considered for assessment/promotion unless he/she obtains at least a *Very Satisfactory*(VS) rating. Any rating more than Very Satisfactory, outstanding, shall be subject to extensive and intensive validation by the Personnel Selection Board not later than thirty (30) days after the rating period together with the PES targets of the semester being rated.

The equivalent point score representing the factor of Performance of a candidate as input in the Comparative Assessment is shown on the Table below:

Range of Overall Rating	Point Score	x 15%	Weighted point score
1	10	.15	1.5
2	20	.15	3
3	30	.15	4.5
4	40	.15	6
5	50	.15	7.5
6	60	.15	9
7	70	.15	10.5
8	80	.15	12
9	90	.15	13.5
10	100	.15	15

For applicants from who are not employees of this Municipality, their performance ratings shall be based on the certifications of the agencies where they previously worked.

In cases of the adjectival ratings, the equivalent point score are shown below:

Range of Overall Rating	Point Score	X .15%	Weighted point score
Poor	10-50	.15	7.5
Good	51-70	.15	10.50
Satisfactory	71-80	.15	12
Very Satisfactory	81-90	.15	13.5
Outstanding	91-100	.15	15

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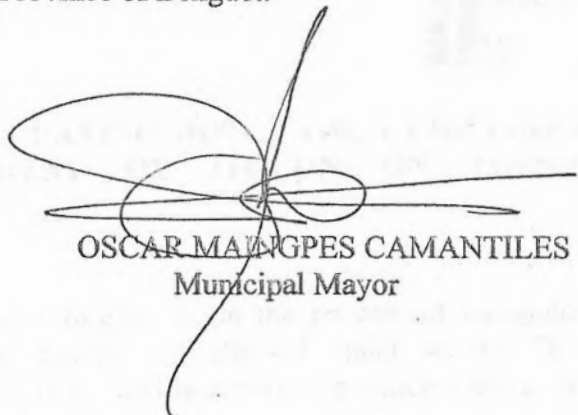
**F. INTERVIEW (10%)** -Personality traits and characteristics maybe observed in a face to face interview with the applicant.

The following criteria for rating the interview with the applicant are shown on the table below:

CRITERIA	Point Score	X 10%	Weighted Point Score
1. Voice , Speech & Appearance	20	.10	2
2. Alertness and Ability to present ideas relevant to the questions asked.	30	.10	3
3. Judgment & Emotional Stability	20	.10	2
4. Self confidence	30	.10	3
<b>TOTAL</b>			<b>10</b>

This order takes effect immediately upon approval.

Done this 1<sup>st</sup> of March 2011 at Itogon, Province of Benguet.



OSCAR MANGPES CAMANTILES  
Municipal Mayor

Cc:

CSC\_CAR  
HRMO Itogon / PSP  
SB Chair on Personnel  
file