



ADMINISTRATIVE ORDER NO. 21
Series of 2020

AMENDING ADMINISTRATIVE ORDER NO. 34-A, SERIES OF 2016 PROVIDING THE GUIDELINES FOR PERSONNEL SELECTION AND PROMOTION FOR THE MUNICIPAL GOVERNMENT OF ITOGON

Whereas the Civil Service Commission (CSC) issued Memorandum Circular No. 03, series of 2001 setting forth the revised policies on Merit Selection and Promotion Plan for all government agencies;

Whereas the CSC encourages different national agencies and local government units to institutionalize meritocracy and excellence in all areas such as recruitment, selection, and placement;

Whereas Administrative Order No.34-A, series of 2016, amending Administrative Order No. 32, series of 2011, laid down the guidelines on Personnel Selection and Promotion;

Whereas with the recent updates and recommendations from the Personnel Selection Board (PSB) of the Municipal Government of Itogon, there is a need to amend certain provisions of the existing guidelines on Personnel Selection and Promotion as to properly give credence or merit to the different criteria achieved by every hopeful applicant;

Now, therefore, by virtue of the powers vested in me by law, I, Atty. VICTORIO T. PALANGDAN, Municipal Mayor of the Municipality of Itogon, Benguet Province, do hereby amend No. III of AO No. 34-A and shall now read as follows:

III. CRITERIA

A) EDUCATION (20)

For First (1st) Level Positions:

For EDUCATION, it shall be determined in accordance with the following:

If the minimum educational requirement is ELEMENTARY GRADUATE	If the minimum educational requirement is HIGH SCHOOL GRADUATE	If the minimum educational requirement is COMPLETION OF AT LEAST 2 YEARS IN COLLEGE
Graduate: FULL POINTS (20)	Graduate: FULL POINTS (20)	2 years in college: FULL POINTS (20)
*Bonus Points:	*Bonus Points:	*Bonus Points:



College Graduate	1	College Graduate	1	3 rd year	1
Master's Degree:		Master's Degree:		4 th year	1.5
18 - 36 units	1	18 - 36 units	1	Graduate	2
37 units	2	37units	2	Master's Degree:	
Graduate (38u)	3	Graduate (38u)	3	18 - 36 units	1
				37units	2
				Graduate (38u)	3

For Second (2nd) Level Positions:

If the minimum educational requirement is **Graduate of a Bachelor's Degree**, it shall be determined in accordance with the following:

YEAR	POINT SCORE
Graduate (Full Points)	20
*Bonus Points:	
UNITS EARNED	POINT SCORE
Master's Degree:	
18 - 36 units	1
37 - completion of academic requirements	2
38 - Graduate	3
Doctorate Degree:	
18 - 36 units	1
37 - completion of academic requirements	2
38 - Graduate	3

If the minimum educational requirement is **Graduate of a Master's Degree**, it shall be determined in accordance with the following:

UNITS	POINT SCORE
Graduate (Full Points)	20



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*Bonus Points:	
UNITS EARNED	POINT SCORE
Doctorate Degree:	
18 - 36 units	1
37 - completion of academic requirements	2
38 - Graduate	3

For **Bachelor's Degree** and **Master's Degree**:

If the applicant is a recipient of any of the following awards or have landed in the Top 10 of a Licensure Examination, a corresponding bonus point shall be given:

AWARD	POINT SCORE
*Bonus Points:	
Honors:	
Cum Laude	1
Magna Cum Laude	3
Summa Cum Laude	5
Topnotcher (Top 10)	2

If the minimum educational requirement is **Graduate of a Doctorate Degree**, full points (20) shall be automatically credited to the scores of the applicant.

B) EXPERIENCE (10)

If the applicant meets the required years of experience, full points will be credited to his assessment rating. If he exceeded the minimum required years of experience, corresponding bonus point shall be given:

*Bonus Points:	
Additional No. of Years of Experience	Bonus Points
5	.5



10	1
11 and above	1.5

C) TRAINING (10)

Pursuant to CSC MC No. 21, s. 2013 adopting the guidelines pertaining to the qualification standards on training, where it may be acquired from any of the listed institutions and must be relevant to the position to be filled in and aligned with the strategy map or development goal of the municipality.

Further, On-the-Job Training (OJT) and Job Order work experience will also be considered as training.

If the applicant meets the minimum training requirement, full points of 10 will be credited to his assessment rating. If he exceeded the minimum training requirement, corresponding bonus point shall be given:

*Bonus Points:	
Additional No. of Hours of Relevant Trainings	Bonus Points
100	.5
120	1
121 and above	1.5

D) ELIGIBILITY (15)

An applicant who possesses the minimum eligibility requirement for the position to be filled in will gain the full points of 15.

E) PERFORMANCE (15)

An employee should have been rated at least very satisfactory for the last two (2) semestral rating period in his present position before being considered for promotion.

F) WRITTEN EXAMINATION (5)

Written examination of all qualified applicants shall be done before the interview and shall be prepared by the office where the vacancy arises. However, before administering the examination, the questions must be reviewed and approved by the PSB.



If there is no written examination, the percentage shall be added to interview. Hence, interview shall become 15 points.

G) INTERVIEW (10)

Applicant will be assessed in accordance with his personality traits and characteristics as observed in a face to face interview with the applicant.

H) BONUS POINTS (15)

To be credited to the comparative assessment of an applicant whose education, training, and experience surpass the minimum qualification requirement of the position he is applying for and which are already considered in the preceding paragraphs.

Bonus points shall also be credited to the applicant if he is a recipient of any of the following awards or any award analogous to the enumeration below provided the nature of the award reflects contributions to the agency or to the government:

AWARD	Bonus Point
From the local government:	
Within the department	1
Municipal	2
From other government agencies	
Provincial	1
Regional	2
National	3
International	5
Municipal Scholar	1

IV. SUBMISSION OF COMPARATIVE ASSESSMENT REPORT

The ratings or scores of every applicant shall be submitted immediately after the interview. Scores of all the applicants for a particular position shall be tabulated after the interview of the last applicant. Thereafter, the Comparative Assessment Report shall be prepared and affirmed by all the PSB members present before the start of the next interview for another position.

All comparative assessment reports for all positions shall be submitted to the Office of the Municipal Mayor at the end of all the interview.

This Administrative Order shall take effect immediately upon approval.

Done this July 21, 2020 at Itogon, Benguet.



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Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

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ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cf:

- CSC-CAR - Benguet Field Office
- HRMS
- Personnel Selection Board (PSB)
- SB Committee Chairman on Personnel
- File