Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

BAGONG PILIPINAS

DEPARTMENT ORDER NO. DO2026-05-0011

DOE MERIT SELECTION PLAN (MSP)

Pursuant to the provisions and requirements of Civil Service Commission (CSC) Resolution No. 2500358 or the *2025 Omnibus Rules on Appointments and Other Human Resource Actions* (ORAOHRA) and pertinent rules, the Department of Energy (DOE) hereby adopts and promulgates the DOE Merit Selection Plan (MSP) for the first and second level positions including original, promotion, and other nature of appointments, and other related Human Resource (HR) actions, for guidance and information of all DOE officials and employees.

SECTION 1
OBJECTIVES

The DOE, in its pursuit of excellence in government service, upholds the constitutionally enshrined principle of merit and fitness in the civil service. In line with this mandate, this DOE MSP is hereby promulgated with the following objectives:

1. To align the DOE's internal system of recruitment, selection and placement with the provisions of Civil Service Commission (CSC) Resolution No. 2500358 or the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA).

2. To provide for a systematic and competency-based process of recruitment, selection, and appointment to higher positions, upholding the principles of the DOE MSP in the hiring and promotion of employees while ensuring expeditious filling-up of higher positions, thereby creating opportunities for career movement and promoting professional growth of employees.

3. To operationalize the DOE's commitment towards a competent and professional workforce, with emphasis on merit and fitness regardless of age, sex or sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation.

4. To ensure the placement of the right people for the right job at the right time, which guarantees that the DOE and its human resources can respond to the challenges of the government service.

SECTION 2
SCOPE AND COVERAGE

This DOE MSP shall apply to the recruitment, appointment, promotion and other personnel movement covering positions in the DOE classified under the first and second levels of the career service. It shall also include rules on other policies related to HR actions in the DOE.

SECTION 3
DEFINITION OF TERMS

1. **Background Investigation** – refers to the verification of an applicant's credentials, behavior, and previous performance, if any, by validating the information and records declared by the applicant in their Personal Data Sheet (PDS), carried through by contacting their identified reference person/ s in their current or previous workplace or through other means/methods of verification.

2. **Contract of Service** – refers to the engagement of the services of an individual, private firm, other government agency, non-governmental agency or international organization as consultant, learning service provider or technical expert to undertake special project or job within a specific period.

3. **Coterminous** – refers to an appointment issued to a person whose tenure is limited to a period specified by law or whose continuity in the service is based on trust and confidence of the appointing officer/authority or of the head of the organizational unit where he or she is assigned.

4. **Deep Selection** – refers to the process of selecting a candidate for appointment who is not a next-in-rank employee to the position but possesses superior qualifications and competence. 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.

5. **Demotion** – refers to the movement of an employee from a higher position to a lower position where he/she qualifies, if a lower position is available. It entails reduction in duties, responsibilities, status or rank, which may or may not involve a reduction in salary.

6. **DOE Qualifying Entrance Examinations (DOE-QEE)** – refers to a battery of tests, or other types of tests as deemed applicable or appropriate, administered by the Human Resource Management Division (HRMD) to all applicants for hiring and promotion to a senior, supervisory and/or managerial (Division Chief) to measure knowledge, skills, aptitude, personality and competence for a particular position.

7. **Education** – refers to the formal or non-formal academic, technical or vocational studies that will enable the applicant to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) of

the position to be filled.

8. **Eligibility** – refers to the result of passing a merit and fitness test which may be determined as far as practicable by appropriate examination or based on highly technical qualifications or other tests or merit and fitness conducted by the CSC 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 Professional Regulation Commission (PRC)-conducted board examinations, the Supreme Court (SC)-conducted bar examinations or the Career Executive Service Board (CESB)-conducted CES examinations.

9. **Eligible** – refers to a person who obtains a passing grade in a civil service examination or is granted a civil service eligibility and whose name is entered in the register of eligibles.

10. **End-User (EU)** – refer to the Bureau/Service/Office where the vacancy is.

11. **End-User Evaluation (EUE)** – refer to the overall appraisal made by the Director and the Division Chief of the Bureau/Service/Office where the vacancy is after conducting thorough assessment processes such as but not limited to interview and written technical examinations to determine the most competent and qualified among the referred applicants.

12. **Executive Managerial Positions** – refers to the 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 out basic duties and responsibilities involving leadership, functional guidance and control.

13. **First Level Positions** – refers to positions involved in structured work in support of office operations or those engaged in clerical, trades, crafts or custodial service which involve sub-professional work in a non-supervisory or supervisory capacity.

14. **Forced Ranking** – refers to the method of selection or evaluation where applicants are compared and ranked against each other and distributed into predetermined categories or percentages (i.e., top-ranked, average-ranked, low-ranked), regardless of whether all applicants meet the established qualification standards or competency requirements for the position.

15. **Functional Relationship** – refers to 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.

16. **Geographical Location** – refers to the location of the position to be filled and position/s to be considered next-in-rank to the same.

17. **Highly Technical/Specialized Positions** – refers to positions which require highly specialized professional ability such as geologists, mining engineers, lawyers, accountants.

18. **Human Resource Merit Promotion and Selection Board (HRMPSB)** – refers to a collegial body composed of officials designated by the Secretary and shall assist the latter in the judicious and objective selection of candidates for appointment to the 1st and 2nd level positions based on merit, fitness and qualifications, and in accordance with the DOE MSP.

19. **Incumbent Employee** – refers to an individual who is already employed in the DOE and holding a position whether permanent, temporary or coterminous status of appointment or those who are on contract of service, outsourced, or similar positions.

20. **Insider Applicant** – refers to an applicant who is a DOE employee, holding a permanent, temporary, or coterminous status of appointment. Applicants engaged under Contract of Service, Job Order, as well as those outsourced through a third-party manpower agency and are assigned in the DOE to render support services are also considered as Insider Applicants under this definition.

21. **Job Order** – refers to piece 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 a specific piece of work.

22. **Job Requirements** – refer to requisites not limited to the Qualification Standards of the position but may include skills, competencies, potential, physical and psychosocial attributes necessary for the successful performance of the duties required of the position.

23. **Key Positions** – refers to Division Chief position and up.

24. **Lone or Entrance Position** – refers to a position which does not have any position next-in-rank to it and a residual position in each level within the Bureau/Service/Office which may be filled by an outsider, respectively.

25. **Next-In-Rank Position** – refers to a position which by reason of the hierarchical arrangement of positions in the Bureau/Service/Office is determined to be the nearest degree of relationship to the next higher position as contained in the DOE System of Ranking of Positions (SRP).

26. **Non-Formal Education** – refers to any organized educational activity or structured learning situations which take place outside the formal educational system that do not have either the level of curriculum, syllabus, accreditation, and certification associated with formal learning.

27. **Non-Formal Training** – refers to the equivalent of Non-Study Programs in the DOE, such as local and foreign conferences, meetings, workshops, symposia, conventions, congresses, fora and attendance in professional activities.

28. **On-the-Job Training (OJT)** – refers to practicum training, hands-on training or internship rendered by a student in compliance to a school requirement of completing a particular number of hours for a certain curriculum or course subject.

29. **Outsider Applicant** – refers to an applicant who is not an employee in the DOE or those not engaged in any capacity within the DOE.

30. **Outstanding Accomplishments (OA)** – refers to exemplary work, civic, religious, and other achievements, which may include, but not limited to, special commendation and citation, including Civil Service awards and other awards for exceptional performance.

31. **Permanent** – refers to an appointment issued to a person who meets all the qualification requirements of the position to which he or she is being appointed to, including the appropriate eligibility, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof.

32. **Personal and Primarily Confidential Positions** – refer to positions assigned to the Offices of the Secretary, Undersecretary, and Assistant Secretary, whose status of appointment is coterminous with the official under whom the employee is rendering service and require absolute trust and confidence of the said official.

33. **Positions with dearth applicants** – refer to positions with no applicants or a scarcity or lack of applicants (1 or 2 applicant/s only) received by the HRMD, despite numerous times (3 or more times) by which said position has been posted or published as vacant.

34. **Potential and Other Factors (POF)** – refers to the applicant's capacity to become or develop into an employee who could successfully perform the duties and responsibilities of the position to be filled, taking into consideration the technical competence, work values and attitude, and communication skills. It shall also include an assessment of the applicant's readiness, motivation and qualities that may be developed and lead to future success or usefulness.

35. **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.

    An appointee undergoing probation shall be referred to as "*probationer*".

36. **Promotion** – refers to the advancement of a career 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.

37. **Psychosocial Attributes and Personality Traits (PAPT)** – refers to the characteristics or traits of the candidate comprising both the psychological and social aspects, including the way an applicant perceives things, his or her ideas, beliefs and understanding; and how he or she acts and relates these to other people in social situations which may have bearing on the way he or she will perform the functions of the position to be filled.

38. **Qualification Standards (QS)** – refers to the minimum qualifications and requirements for positions in the government in terms of education, training, experience, Civil Service eligibility, physical fitness and other qualities required for successful performance of the duties of the position, which shall serve as the basic guide in the selection of the employees and in the evaluation of appointments to all positions in the government.

39. **Qualified Next-In-Rank** – refers to the employee appointed on a permanent basis to a position previously determined to be next-in-rank to the vacancy proposed to be filled and who meets the requisites for appointment thereto as previously determined by the appointing authority and approved by the CSC.

40. **Qualified Person with Disability** – refers to an individual with disability who, with reasonable accommodations, can perform the essential functions of the employment position that such individual holds or desires. However, consideration shall be given to the employer's requirement as to what functions of a job are essential, and if an employer has prepared a written description before advertising or interviewing an applicant for the job, this description shall be considered evidence of the essential functions of the job.

41. **Referred Applicants** – refers to the list/s of applicants forwarded by the Human Resource Management Division (HRMD) to the End-User who have already been screened, evaluated and assessed relative to the QS of the position.

42. **Second Level Positions** – refers to professional, technical, and scientific positions which involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.

43. **Selection** – refers to 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.

44. **Study Leave** – refers to the maximum of six (6) months leave with pay, availed of by the DOE employees for the purposes of, but not limited to, BAR or board review or completion of master's degree.

45. **Substitute** – refers to an appointment issued to an appointee when the regular incumbent of the position is temporarily unable to perform the duties of the position. It shall be effective until the return of the incumbent.

46. **Supervisory Position** – refers to Division Chief, Assistant Division Chief, and

Section Chief positions in the DOE with Salary Grade (SG) 22-25, or senior level positions with SG 17-21 may also be considered a supervisory position if the employee holding the position exercises supervisory functions as indicated in his/her Individual Performance Commitment Report (IPCR) form for at least three (3) months.

47. **System of Ranking Positions** – refers to 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.

48. **Temporary** – refers to an appointment issued to a person who meets the Education, Experience and Training requirements for the position to which he or she is being appointed to, except for the appropriate eligibility. A temporary appointment may only be issued in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing authority. The appointment shall not exceed twelve (12) months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes available.

49. **Training** – refers to formal or non-formal training courses and HR interventions such as coaching, mentoring, job rotation, seminars, workshops, and other activities that are part of the employee's Individual Development Plan or Career Development Plan which are intended to enable the applicant to successfully perform the duties and responsibilities as indicated in the PDF of the position to be filled.

50. **Unsatisfactory Conduct or Behavior** – refers to the failure of the probationer-appointee to observe propriety in his/her acts, behavior and human/public relations, and to irregular punctuality and attendance while performing his/her duties and responsibilities during the probationary period.

51. **Want of Capacity** – refers to the failure of the appointee during the probationary period to perform the duties and responsibilities based on standards of work outputs agreed upon and reflected in the duly signed performance targets, despite the developmental intervention provided by the immediate supervisor.

52. **Work Experience** – refers to the previous or current job in either government or private sectors, whether full-time or part-time which, as certified by the HRMO or authorized officials of previous employers, are relevant and material to the duties in the PDF of the position to be filled.

    Work experience is classified as follows:

Relevant experience – refers to appropriate knowledge or skill acquired from previous or current employment which has significant closeness and functional relationship with the duties attached to the position to be filled, as certified by the HRMO, immediate supervisor, or authorized officials of the previous of current employer. Alternatively, the proof of relevant experience may include work samples or signed performance evaluations of the applicant, among others.

Specialized experience – refers to a distinct line of knowledge or skill which is specifically required of the position.

Managerial experience – refers to knowledge or skills involving leadership, functional guidance, and supervision 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.

SECTION 4
POLICY GUIDELINES

1. The recruitment, selection and appointment of personnel in the DOE shall strictly adhere to the principles of Merit, Competence, Fitness, Transparency and Equal Opportunity.

   Merit means that candidates for appointment, promotion, and other personnel movement possess the necessary qualifications and competencies to perform the duties and responsibilities of the position to be filled.

   Competence means that candidates chosen for appointment, promotion, and other personnel movement possess the necessary ability to perform tasks efficiently and effectively by exhibiting behaviors that demonstrate the necessary knowledge, skills, and attitude.

   Fitness means that the competencies of an individual match the competency requirements of a position.

   Transparency means that all vacant positions that are authorized to be filled, together with their qualification standards, shall be given the widest dissemination and made available to the public in a timely manner.

   Equal Opportunity means that all applicants shall have equal rights and fair chance to be evaluated for a vacant position on the bases of merit and fitness, regardless of their ethnicity, civil status, sex, gender, sexual preference or orientation, disability, religion, political affiliation, social status, or age.

2. Applicants assume full responsibility and accountability for the truthfulness of the declarations and the authenticity of the documents submitted. Any false and fraudulent document submitted shall be ground for disqualification and shall cause the filing of administrative and/or criminal case/s against the person involved.

3. The DOE may conduct background investigation by validating the information and records declared by the applicants to ensure workplace safety, maintain integrity, and determine an applicant's suitability and trustworthiness for a position. It may be done internally by the HRMD or outsourced through third-party screening providers.

4. The pendency of an administrative case shall not disqualify an applicant for the position or promotion and other human resource actions. For this purpose, a pending administrative case shall be construed as such when the disciplining authority has issued a formal charge or a notice of charge/s to the applicant.

5. All applicants for appointment to the 1st and 2nd level permanent positions shall be screened by the HRMPSB except for the following:

    a) Substitute appointment due to its short duration and emergency nature;

    b) Reappointment to change the employment status from Temporary to Permanent upon meeting the deficiency, or to renew the appointment of a temporary employee, if upon publication, there are no qualified applicants, and the performance rating of the temporary employee is at least Very Satisfactory for the last two (2) rating periods; and

    c) Appointment to casual, contractual, coterminous, and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.

6. The DOE shall not fill up vacancies resulting from promotion until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the CSC, such as those agencies conferred with PRIME-HRM Bronze/Silver/Gold award.

7. 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 innovation schemes in determining the best and most qualified candidate.

8. A special HRMPSB shall be established for the Field Offices (FOs), which shall conform to the DOE MSP, 2025 ORAOHRA, and pertinent CSC rules and regulations.

9. The screening and hiring of applicants for engagement under COS arrangements shall be conducted by the EU in accordance its specific competency standards and requirements. The HRMD, in close coordination with the said EU, shall be responsible for monitoring and verifying the completeness and accuracy of all documentation and requirements submitted by applicants.

Conversely, the screening, recruitment, selection, and deployment of personnel engaged under JO arrangements and/or those outsourced through third-party manpower agencies, particularly individuals assigned to provide support, maintenance, or ancillary services within the DOE, shall be governed by the applicable rules, regulations, and internal policies of the respective third-party manpower service provider by whom such personnel are employed. The HRMD shall be responsible for monitoring and verifying the completeness and accuracy of all documentation and requirements provided by the said third-party manpower service provider.

10. The processes and policies stated in the DOE MSP shall be regularly reviewed to ensure that employees and applicants for employment are receiving fair and equal consideration for job opportunities.

11. Affirmative actions shall be taken to encourage minorities, women, and persons with disabilities to apply for positions in the DOE.

SECTION 5
PROCEDURES

A. PUBLICATION AND POSTING OF VACANT POSITIONS

1. All vacant positions in the DOE that are authorized to be filled, together with their corresponding qualification standards (QS) and plantilla item numbers, shall be published in the DOE website or other online platforms, newspapers and other job search websites.

   It shall likewise be posted in at least three (3) conspicuous places in the DOE (central and field offices) for a period of at least ten (10) calendar days.

2. The DOE 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 2025) in electronic and printed copies to the CSC Field Office (FO) concerned. The electronic copy shall be forwarded to the CSC Regional Office (RO) concerned which shall publish the same in the CSC Bulletin of Vacant Positions in Government in the CSC website. The printed copy shall be posted by the CSC FO in its bulletin board.

3. The following positions are exempt from the publication and posting requirements:

   a. Primarily confidential
   b. Policy-determining
   c. 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 Executive Order (EO) No. 292
   d. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC Memorandum Circular (MC) No. 11, s. 1996, as amended; or

e. Those to be filled by existing regular employees in the DOE in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the DOE bulletin boards and other conspicuous places in its field offices.

4. The Recruitment Section of the HRMD shall cause the publication and posting of vacant positions in the DOE on a monthly basis.

5. Anticipated vacancies by reason of retirement shall be published not earlier than one hundred eighty (180) prior to the effective date of retirement. In cases of anticipated vacancies due to resignation or transfer, the publication shall be made not be earlier than thirty (30) days prior to effectivity date of the employee's resignation or transfer.

6. The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months, reckoned from the date the vacant position was published, except when otherwise allowed under existing law or CSC issuance.

7. Should no appointment be issued within the 9-month period, the Recruitment Section of the HRMD shall cause the re-publication (CSC Bulletin of Vacant position) and re-posting (DOE website and bulletin board) of the vacant position.

8. If there are no applications received during the publication/posting period, the Recruitment Section of the HRMD shall cause the re-publication and re-posting of the vacant position/s on the succeeding posting period.

9. The reckoning date of publication will be the publication or 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.

B. SUBMISSION AND RECEIPT OF APPLICATION DOCUMENTS

1. All interested applicants to the published vacant positions shall submit the following documentary requirements:

    - Application/cover letter addressed to the Chief of the HRMD, clearly stating the position applied for, Position Item Number, and the name of the Office/Division where the vacancy is;

    - Duly accomplished DOE Application Form (PDF/Excel) for external applicants and Personal Data Sheet (PDS) with Work Experience Sheet (CS Form No. 212 Revised 2025) for internal applicants/DOE employees, with ID picture taken within the last six (6) months.

    - Copy of performance ratings (or its equivalent) for the most recent

rating period;

- Copy of valid and updated PRC License/ID or IBP ID, whichever is applicable;

- Copy of Certificate of Board/Bar Rating;

- Copy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);

- Copy of certificate/s of relevant specialized trainings or professional development programs, if any;

- Copy of documents supporting the receipt of awards, commendations etc. for the declared Outstanding Accomplishments; and

- Other relevant documents which may be required by the HRMPSB through a resolution issued for that purpose.

2. Submission of application documents to the Recruitment Section of the HRMD may be done onsite, through email or through an online platform to be provided in the application guidelines to be posted in the DOE website.

3. Applications not fully compliant with the published/posted guidelines shall not be processed.

4. Retention period of application documents shall follow the General Records Disposition Schedule, as stated and published by the National Archives of the Philippines.

C. PRELIMINARY EVALUATION OF THE QUALIFICATIONS OF APPLICANTS

1. The Recruitment Section of the HRMD shall conduct a preliminary evaluation and assessment of all the applicant/s for hiring and promotion who submitted the complete documentary requirements, taking into consideration the QS of the vacant position/s.

2. Applicants who meet the QS of the vacant position/s shall be required to take the appropriate DOE-QEE for the position/s applied for.

3. Applicants who passed the required examination shall be referred by the Recruitment Section of the HRMD, acting as the HRMPSB Secretariat, to the EU for their interview and assessment.

   The HRMPSB Secretariat shall provide the EU with a copy of the results of its initial screening and assessment of the applicant's based on the following standards:

A. Performance
B. Education
C. Work Experience
D. Training
E. Eligibility

D. EU EVALUATION AND SHORLISTING OF APPLICANT

1. The EU Evaluation Committee shall conduct a thorough assessment process, guided by the EU evaluation criteria for shortlisting of applicants, through interview, written technical examinations, skills or work sample test, or other evaluative assessments as deemed necessary to determine the competence of the applicant and/or gather additional information, in order to determine the most competent and qualified among the Referred Applicants.

2. After conducting their screening, evaluation, and assessment, the EU Evaluation Committee shall provide their ratings on two (2) criteria – the Psychosocial Attributes and Personality Traits (PAPT) and Potential and Other Factors (POF) – and submit a list of shortlisted candidates with their rankings to the HRMPSB Secretariat.

3. Applicants which received a total score of 75% from the EU Evaluation Committee shall be shortlisted and included in the HRMPSB Final Assessment.
4. The EU shall be given twelve (12) working days to act on the referred applications which period may be extended by the HRMPSB for justifiable reasons, but in no case shall the extension be beyond twelve (12) working days from approval of the request for extension.

5. Within seven (7) working days from receipt of the list of shortlisted candidates, the HMRPSB Secretariat shall schedule the same for a panel interview with the HRMPSB for evaluation and final assessment.

6. If, after the conduct of EU evaluation, there are no qualified applicants, or all Referred Applicants backed out or withdrew their applications, the EU shall request the HRMD to re-publish and re-post the vacant position/s.

7. Likewise, the EU may request the deferment of filling-up of vacancies in case the shortlisted candidate/s or a next-in-rank employee/s needs further assessment, or in case of a critical factor based on the employee's performance needs further review, coaching, or mentoring.

   The HRMPSB shall assess the merits of such request, and may grant the same, *provided,* that the performance review period shall not exceed twelve (12) months for rank-and-file employees while a maximum of twenty-four (24) months for executive/ managerial positions, except on cases approved by the HRMPSB. After the lapse of such period, the Recruitment Section of the HRMD will publish the position for its processing.

8. The HRMPSB Secretariat shall notify the shortlisted candidates of the schedule of the HRMPSB panel interview. Consistent with the 2025 ORAOHRA, the

deliberation of the HRMPSB shall not be made earlier than ten (10) calendar days reckoned from the date of publication or re-publication on the CSC website.

E. HRMPSB FINAL ASSESSMENT

1. The HRMPSB shall conduct a panel interview on the shortlisted candidates. The HRMPSB Secretariat shall present the Applicant Screening Score of the shortlisted candidates.

2. Applicants for HRMPSB interview are expected to honor the schedule of the HRMPSB deliberation meeting. Failure to appear during the scheduled HRMPSB interview shall result in the denial of the application and termination of the application process.

   However, a shortlisted candidate may request to reschedule the HRMPSB interview once and only by reason of high importance/urgency or in case of emergency, subject to the discretion and approval of the HRMPSB.

   Shortlisted applicants may also request for an online interview, subject to the discretion and approval of the HRMPSB.

3. Pending the issuance of the necessary Department Order (DO) for the hiring and promotion process in the FOs, applicants for FO positions may be interviewed by the HRMPSB via video conference, or through the conduct of interview and deliberation in the FO concerned.

4. The minimum Grand Total Score that a candidate is required to obtain in the HRMPSB interview is 75.00%, to be considered in the final deliberation lineup.

5. In case of a tie between or among candidates, the HRMPSB members shall conduct *"forced ranking"* of scores for the tied candidates to determine who ranks first.

6. The HRMPSB, after due deliberation, shall endorse to the Secretary, for hiring or promotion, as applicable, the most qualified candidate for the vacant position/s, along with observations and comments on the endorsed candidates' competencies and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled, if any. Likewise, information about the endorsed candidate's advantage/s over the other candidate/s may also be mentioned, at the discretion of the HRMPSB, to guide the appointing officer/ authority in the selection of possible appointee/s.

7. In cases where majority of the shortlisted applicants for the HRMPSB interview have withdrawn their application/s or are no longer responsive to the HRMPSB Secretariat's invitation, EUs or the HRMPSB may cause republication and reposting prior to the actual interview proper of the remaining shortlisted applicants.

8. In case all shortlisted candidates failed the HRMPSB interview/deliberation, the

vacant position/s shall be republished and reposted immediately.

F. APPOINTMENT

1. The DOE Secretary shall be guided by the HRMPSB's report and endorsement, and in the exercise of sound discretion, select and appoint, or promote, insofar as practicable, the candidate deemed most qualified for the vacant position.

2. The approval of the appointment of the successful candidate/s shall be decided and effected only by the appointing officer/ authority, ensuring compliance with the relevant provisions, effectivity, and procedures as provided for in the 2025 ORAOHRA.

3. The status of appointment shall be based on the eligibility and total score obtained by the successful candidate.

4. The nature of appointment of the successful candidate shall be in accordance with the provisions under Section 11, Rule IV of the 2025 ORAOHRA.

5. Approved candidate/s for hiring who has/have satisfactorily complied with the pre-employment requirements shall be issued an appointment by the DOE Secretary.

6. The HRMD shall announce appointment of an employee a day after the issuance of appointment through posting in at least three (3) DOE Bulletin Boards located in conspicuous places in the DOE for at least fifteen (15) calendar days.

SECTION 6
EVALUATION CRITERIA FOR SELECTION

A. Initial Screening by the Recruitment Section of the HRMD

The Recruitment Section of the HRMD, acting as the HRMPSB Secretariat shall assess and rate the applicants. The Applicant Screening Score shall be based on the following standards:

Criteria	Equivalent Rating
Education	25%
Work Experience	25%
Performance	20%
Training	15%
Eligibility	15%
TOTAL	**100%**

a. Education

i. An applicant must have completed formal, non-formal academic, technical or vocational studies defined by a course curriculum or

program of study attained or acquired in an accredited academic institution.

ii. Relevant education refers to the educational attainment required under the applicable Qualification Standards (QS) of the position, which is related to and necessary for the effective performance of the duties and responsibilities of the position.

In determining whether an applicant's educational background is relevant, the following factors shall be considered:

a. Consistency and Alignment with the QS. The degree, field of study, or academic discipline must correspond to the education requirement indicated in the approved QS for the position to ensure that the educational qualification genuinely prepares the appointee for the responsibilities of the role applied for.
b. Relevance to Core Functions. The educational background must have a reasonable and direct relationship to the primary duties, technical competencies, and functional requirements of the position.
c. Coverage of Essential Knowledge Areas. The curriculum, major subjects, or specialization of the degree must provide foundational or specialized knowledge necessary for the exercise of the position's mandates.
d. Applicability to Mandated Functions. Where the position involves technical, scientific, legal, financial, engineering, or other specialized functions, the education must equip the applicant with the competencies required under applicable laws, professional standards, or regulatory frameworks.

iii. For purposes of meeting the required master's degree for Division Chief and executive/managerial positions, the following shall be considered:

- Certificate of Leadership and Management (CPro) from the CSC;
- Bachelor of Laws/Juris Doctor and Doctor of Medicine;
- Career Executive Service (CES) or Career Service Executive (CSE) eligibility.

iv. RA No. 1080 eligibles shall be exempt from the master's degree requirement of division chief and executive/managerial positions, the duties and responsibilities of which involve practice of profession or belonging to the same occupational group or functionally related positions as that of the professions regulated by Philippine Bar.

v. The matrix for assessment of education is as follows:

1st Level Position	2nd Level Position	Division Chief Level and Up	Assessment Score
Minimum	Doctorate degree	Doctorate degree	25

requirement met with relevant education and graduated with honors			
Minimum requirement met with relevant education	Master's degree and Honor Graduate for Bachelor's degree	Minimum requirement met (Master's degree) and Honor Graduate for Bachelor's degree	23
Minimum requirement met without relevant education and graduated with honors	Master's degree or Honor Graduate for Bachelor's degree	Minimum requirement met (Master's degree)	21
Minimum requirement met without relevant education	Minimum requirement met (relevant bachelor's degree)		20

b. Work Experience

i. Relevant, specialized, or managerial experience acquired through the following may be considered in meeting the experience requirement, subject to the evaluation of such:

   a. Job Order or Contract of Service covered by a contract or a Memorandum of Agreement;
   b. Volunteer work, on full time basis, as certified by the HRMO or authorized officials;
   c. Designation covered by an Office or Memorandum Order; or

ii. For second level positions, experience in the first level positions acquired in the same occupational group or functionally related positions may be considered in meeting the experience requirement.

iii. Functionally related positions refer to positions which, although different in title, salary grade, or level, involve duties and responsibilities that are substantially similar, analogous, or directly related in terms of functions, competencies, technical knowledge, and scope of work to those required by the position to be filled. The determination of whether a prior position is functionally related shall be made by the Recruitment Section of the HRMD based on the applicable QS of the position and pertinent CSC rules and issuances.

iv. Work experience gained by DOE Employees outside the Office/Bureau/Service where the vacancy is will be considered depending on the relevancy of such experience to the vacant position, based on the

PDF, WES and/or actual work performed, as certified by the head of Office/Bureau/Service.

v. The matrix for assessment of work experience is as follows:

Work Experience (Insider Applicant)	**Work Experience (Outsider Applicant)**	**Assessment Score**
Excess of the minimum requirement; or Directly relevant based on the stated duties and responsibilities in the Position Description Form (PDF) and Work Experience Sheet (WES); or Experience gained by DOE Employee in Office/Bureau/Service or in another Office/Bureau/Service where the vacancy is, provided that the duties and responsibilities of the applicant are directly relevant based on the PDF and WES		25
Somewhat partially directly relevant based on the stated duties and responsibilities in the PDF and WES; or Experience gained by DOE Employee in the Office/Bureau/Service or in another Office/Bureau/Service where the vacancy is, provided that the duties and responsibilities of the applicant are partially directly relevant based on the PDF and WES	Excess of the minimum requirement; or Directly relevant based on the stated duties and responsibilities in the Position Description Form (PDF) and Work Experience Sheet (WES)	23
Partially indirectly relevant based on the stated duties and responsibilities in the PDF and WES; or Experience gained by DOE Employees outside the Office/Bureau/Service where the vacancy is, provided that the duties and responsibilities of the applicant are partially indirectly relevant based on the PDF and WES	Minimum requirement met; or Somewhat partially directly relevant based on the stated duties and responsibilities in the PDF and WES	21
Indirectly relevant based on the stated duties and responsibilities	Experience from the Academe; or	19

in the PDF and WES;	Partially indirectly relevant based on the stated duties and responsibilities in the PDF and WES	
	Indirectly relevant based on the stated duties and responsibilities in the PDF and WES	17
Work experience not applicable in case of applicants for entry level positions (e.g. those without work experience and training requirement) with no work experience and/or training.		15

c. Performance

i. This refers to the accomplishment of a given task measured against present known standards of accuracy, completeness, quality, and efficiency towards attaining the major final output of the department.

ii. For applicants from government agencies and/or public sector, performance rating shall be taken from their Individual Performance Commitment and Review (IPCR) rating, or its equivalent, for the latest one (1) rating period.

iii. For applicants from private sector, performance rating shall be taken from their performance evaluation/assessment, or its equivalent, for the latest one (1) rating period.

iv. The matrix for assessment of performance rating is as follows:

Performance Rating (PR)	Equivalent	Assessment Score
Very Satisfactory, (VS) and/or Outstanding (O)	Performance scale of 1 to 5, with 4 to 5 being analogous to VS, and O rating, as the case may be; or Performance scale of 1 to 10, with 9 to 10 being analogous to VS, and O rating, as the case may be; or Performance rating of "Exceeds Expectations", "Above Average", or its equivalent	20
Satisfactory (S)	Performance scale of 1 to 5, with	18

	3 being analogous to S rating, as the case may be; or Performance scale of 1 to 10, with 7 or 8 being analogous to S rating, as the case may be; or Performance rating of "Meets Expectations", "Average", or its equivalent	
Performance rating of Unsatisfactory, (U) Poor (P)	Performance scale of 1 to 5, with 1 to 2 being analogous to U, P rating, as the case may be; or Performance scale of 1 to 10, with 1 to 7 being analogous to U, P rating, as the case may be; or Performance rating of "Met some expectations", "Did not meet expectations", "Needs improvement", or its equivalent	16
PR not available or inapplicable in case of applicants for entry level positions (e.g. those without work experience and training requirement) with no work experience and/or training		14

d. Training

i. Training programs and/or learning and development interventions shall be evidenced by the Learning and Development Plan, Individual Development Plan (IDP) or the DOE Coaching and Mentoring Form (CMF) approved by the employee and his/her immediate supervisor during the IPCR period, and Certificates issued by the HRMD or accredited government or private training institutions.

ii. Training programs shall not include on-the-job trainings (OJT), practicum or internship required in partial fulfillment of a course or subject in school.

iii. Attendance to annual DOE strategic planning sessions, workshops, conferences as a requirement for operations and/or services rendered as Secretariat, Facilitator or Resource Persons in seminars, workshops or trainings shall not be considered for meeting

the Training requirement.

iv. Continuous learning and development shall be adopted by the DOE. The HRMD shall ensure that each employee shall have undergone at least two (2) planned human resource development interventions during the year.

v. Minimum of forty (40) hours supervisory and/or management training programs or learning and development intervention per year based on the Learning and Development Plan of the DOE should be provided to incumbents of supervisory and managerial positions.

vi. The matrix for assessment of training is as follows:

Training	Assessment Score
Excess of the minimum requirement of hours of training	15
Minimum hours of training requirement met	13
Training not applicable in case of applicants for entry level positions (e.g. those without work experience and training requirement) with no work experience and/or training	12

e. Eligibility

i. 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 or merit and fitness conducted by the CSC 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 Professional Regulation Commission (PRC)-conducted board examinations, the Supreme Court (SC)-conducted BAR examinations or the Career Executive Service Board (CESB)-conducted CES examinations.

ii. The first level eligibility is appropriate for appointment to positions in the first level. They do not apply to the first level positions that require licenses such as those positions listed under Category IV of the CSC MC No. 11, s. 1996, as amended.

iii. Second level eligibility is appropriate for appointment to positions in the second and first levels. They do not apply to positions covered by BAR/board/special laws and those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

iv. Eligibility resulting from passing the Bar/Board examinations shall be required for appointment to the following positions:

a. Duties of which constitute the practice of profession/s regulated by the Philippine Bar/board laws
b. Requiring completion of at least a bachelor's degree
c. Other first and second level positions not covered by Bar/board/special laws

v. Eligibility granted after one (1) year of Very Satisfactory actual work performance under temporary status for positions listed under Category II of CSC MC No. 11, s. 1996, as amended, shall only be appropriate for appointment to highly skilled positions within the same occupational group or functionally related positions.

vi. Licenses issued by authorized government agencies shall be required for appointment to positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

vii. The matrix for assessment of eligibility is as follows:

Positions without eligibility requirement	**Eligibility for 1st Level Positions**	**Eligibility for 2nd Level Positions**	**Assessment Score**
Trades and Crafts (MC 11 Brgy. Health Worker) Driver (MC 11 Category 3) None required	Sub-professional with general average of 85% and above CS Professional PD 907 RA 1080	Board or Bar Eligibility Placer (RA 1080) relevant to the position	15
	Sub-professional with general average of 84% and below	Board or Bar Eligibility (RA 1080) relevant to the position	13
		CS Professional or PD 907	11
		Other Professional Eligibility	9

B. END USER (EU) EVALUATION

Referred Applicants shall be evaluated by the EU Evaluation Committee, and shall provide their rating on the following criteria:

a. **Psychosocial Attributes and Personality Traits (PAPT).** The PAPT includes the way an applicant perceives things, his or her ideas, beliefs, and understanding and how he or she acts and relates these to other people in social situations which may have bearing on the way he or she will perform the functions of the position to be filled.

b. **Potential and Other Factors (POF)**. The POF shall include an assessment

of the applicants' readiness, motivation, and qualities that may be developed and lead to future success or usefulness.

c. Adoption of the PAPT and POF as EU's criteria for assessment establishes a holistic and comprehensive framework for applicant selection. Technical proficiency, while necessary, is not in itself sufficient to ensure effectiveness in the discharge of official duties. Psychosocial attributes and growth potential are likewise crucial to determine the organizational resilience, inclusivity, and the sustained success of applicants. The integration of PAPT and POF standards enhances the EU's capacity to identify candidates who are not only technically competent but also capable of excelling in complex environments, contributing constructively to workplace dynamics, and adapting effectively to future challenges.

d. The matrix for assessment of PAPT and POF is as follows:

PAPT (10%)

Attribute/s	**Rating Scale**
Voice and Speech	1-5 (with 1 being the lowest and 5 as the highest score)
Appearance	1-5 (with 1 being the lowest and 5 as the highest score)
Alertness	1-5 (with 1 being the lowest and 5 as the highest score)
Ability to Present Ideas	1-5 (with 1 being the lowest and 5 as the highest score)
Judgment	1-5 (with 1 being the lowest and 5 as the highest score)
Emotional Stability	1-5 (with 1 being the lowest and 5 as the highest score)
Self-Confidence	1-5 (with 1 being the lowest and 5 as the highest score)
Maximum Obtainable Score	**35**

Raw Score	**Equivalent in 10%**
35	10
33-34	9
31-32	8
29-30	7
27-28	8
25-26	7

23-24	6
21-22	5
19-20	4
17-18	2
16 and below	1

POF (10%)

Factor/s	Rating Scale
Skills / Competency (7%)	
Communication Skills	1-5 (with 1 being the lowest and 5 as the highest score)
Technical / Professional Competency	1-5 (with 1 being the lowest and 5 as the highest score)
Work Values and Attitude	1-5 (with 1 being the lowest and 5 as the highest score)
Maximum Obtainable Score	**15**
Overall Impression (3%)	
Overall Impression	1-5 (with 1 being the lowest and 5 as the highest score)
Maximum Obtainable Score	**5**

Skills / Competency		**Overall Impression**	
Raw Score	**Equivalent in 7%**	**Raw Score**	**Equivalent in 3%**
15	7	5	3
13-14	6	3-4	2
11-12	5	2-1	1
9-10	4		
7-8	3		
5-6	2		
4 and below	1		

Skills / Competency (7%) + Overall Impression (3%) = Total POF Score

e. The EU Evaluation score shall be computed based on the following:

PAPT Score (10%) + POF Score (10%) = Total EU Score (20%)

C. HRMPSB Final Evaluation

1. The HRMPSB shall conduct the final interview and assessment of the selected applicants as endorsed by the EU where the vacancy exists. During the interview, applicants shall be required to respond to the interviewers' questions using the Situation, Task, Action, and Result (STAR)

method, or any such method as may later on be adopted.

2. In the exercise of its mandate, the HRMPSB shall adopt a transparent and competency-based assessment framework to ensure equal opportunity, objectivity, and organizational efficiency in the selection process.

3. The HRMPSB shall be guided by the following criteria, which collectively provide a balanced and holistic assessment of the applicants' qualifications, demonstrated performance, technical competence, and overall organizational fit:

Criteria	Equivalent Score
Applicant Screening Score	35%
EU Score	20%
Outstanding Accomplishments	15%
HRMPSB Evaluation	30%
TOTAL	**100%**

i. Thirty-five percent (35%) is allotted for Applicant Screening Score to ensure that objective and documentary-based qualifications, such as education, training, eligibility, performance, and relevant experience, remain a primary consideration in determining suitability for the position.

ii. Twenty percent (20%) is allotted for EU Score to recognize the critical role of the EU in evaluating the applicants' technical competence, functional expertise, and job-specific skills, provided that the successful candidate will directly support the EU and perform functions thereat.

iii. Fifteen percent (15%) is allotted for Outstanding Accomplishments to give due recognition to applicants who have demonstrated excellence beyond minimum position requirements, including significant achievements, innovations, awards, or other noteworthy contributions.

iv. Thirty percent (30%) weight assigned to the HRMPSB Evaluation underscores the HRMPSB's responsibility to conduct an independent and comprehensive assessment of the applicants' competencies, behavioral attributes, leadership potential (when applicable), and overall alignment with organizational values and strategic objectives.

The foregoing criteria establishes a structured assessment mechanism, mitigates the risk of bias, and enhances transparency and accountability in the recruitment and selection process, thereby reinforcing merit-based principles and ensuring that the most qualified and suitable candidate is recommended for appointment.

a. Applicant Screening Score Matrix

Score Range	Assessment Score
96-100	35
91-95	30
86-90	25
81-85	20
75-80	15

b. EUE Score Matrix

EUE Score Matrix PAPT Score (10%) + POF Score (10%)			
PAPT Raw Score	**Equivalent in 10%**	**POF Raw Score**	**Equivalent % (7+3)**
35	10	**Skills / Competency**	**Equivalent in 7%**
33-34	9	15	7
31-32	8	13-14	6
29-30	7	11-12	5
27-28	8	9-10	4
25-26	7	7-8	3
23-24	6	5-6	2
21-22	5	4 and below	1
19-20	4	**Overall Impression**	**Equivalent in 3%**
17-18	2	5	3
16 and below	1	3-4	2
		2-1	1

c. Outstanding Accomplishments. The following works can be considered as Outstanding Accomplishments:

i. Those which resulted in savings in terms of man-hours and costs through innovation and/or improvement of work performance and system procedures.

ii. Those which brought honor and prestige to the DOE through the following:

- Exemplary service and conduct;
- Outstanding teamwork, cooperation and consistent dedicated performance as a team member which resulted in the successful achievement of its goals or greatly improved public service delivery;

- Receipt of awards, citations, commendation from other government agencies, private sector, Non-Government Organizations (NGOs), schools or training institutions for outstanding work accomplishment or academically excellent performance; and

- Community-based and religious-based awards, citations, and commendations.

iii. The matrix for assessment of outstanding accomplishment is as follows:

Outstanding Accomplishment	Assessment Score
High Impact	11-15
Medium Impact	6-10
Low Impact	1-5

SECTION 7
THE HRMPSB, ITS SECRETARIAT, AND THE EUE COMMITTEE

A. COMPOSITION

1. The **HRMPSB** for the **1st and 2nd level positions** shall be composed of the following:

Chairperson	Department Undersecretary for Administration
Vice Chairperson	Department Assistant Secretary (to be designated by the Secretary)
Members	Bureau/Service Director where the vacancy exists
	HRMO or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate
	Bureau/Service Director (to be designated by the Secretary)
	Bureau/Service Director (to be designated by the Secretary)
	Employee Representative: - One (1) Principal and 1 Alternate for the 2nd level - 1 Principal and 1 Alternate for the 1st level

2. The **HRMPSB** for the **Executive/Managerial positions** shall be composed

of the following:

Chairperson	Department Undersecretary for Administration
Vice Chairperson	Department Assistant Secretary (to be designated by the Secretary)
Members	Department Assistant Secretary (to be designated by the Secretary)
	Director of the Administrative Service

3. The membership of the HRMPSB may be modified, provided it conforms to the prescribed composition under relevant CSC issuances.

4. The Secretary shall issue a Special Order identifying the members of the HRMPSB, copy furnished the CSC Regional Office and CSC Field Office.

5. The members of the 1st and 2nd Level HRMPSB shall have a fixed term of three (3) years reckoned from the date of signing of their respective Department/Special Order.

6. The Employee Representative for the 1st and 2nd level positions shall be chosen by the duly accredited employees association of the DOE.

   i. The 2nd Level Employee Representative (Principal or Alternate) shall attend the HRMPSB meeting wherein positions for deliberation are in the 2nd level (SG 10-24).
   ii. The 1st Level Principal Employee Representative (Principal or Alternate) shall attend the HRMPSB meeting wherein positions for deliberation are in the 1st level (SG 1-9).

B. MEETINGS

1. The HRMPSB shall meet at least once every month or as often as may be necessary to ensure proper disposition of all matters under its jurisdiction. Special meetings may be called by the HRMPB Chairperson or upon the direction of the DOE Secretary.

2. A quorum must first be established before an HRMPSB meeting commences. It shall constitute fifty percent (50%) of the members plus one (1) member.

3. The presence of the Chairperson or, in his/her absence, the Vice Chairperson, in any quorum shall be required.

4. The Chairperson or, in his/her absence, the Vice Chairperson, shall call and preside over all meetings of the HRMPSB. The decision of the majority of those presents at a meeting, at which there is a quorum, shall be valid and binding as an act of the HRMPSB. In case of matters requiring vote, the Chairperson or, in his/her absence, the Vice Chairperson, shall vote only in case of a tie.

5. The HRMPSB may hold its meetings either in person or through online

platforms, whenever required, to ensure the establishment of a quorum and to prevent any delay in its deliberations.

C. DUTIES AND FUNCTIONS

1. The HRMPSB shall assist the Secretary in the judicious and objective selection of candidates for appointment in the DOE, in accordance with this MSP.

2. Follow strictly the process in the selection of candidate/s for appointment in the government service.

3. Submit evaluation report of candidate/s screened so that the appointing authority will be guided in selecting, from among the top five (5) candidates (as the case may be, depending on the number of applicants) who are deemed most qualified and can efficiently discharge the duties and responsibilities of the position to be filled. The evaluation report should not only specify if the candidate/s meet the Qualification Standards of the position but should also include comments on the candidate/s' competencies and other qualifications that are essential in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report.

4. Check the approved DOE System of Ranking Positions (SRP) in identifying the next-in-rank position to be considered in filling a vacant position.

5. Ensure that meetings and/or deliberations are recorded, properly filed, and maintained which must be made accessible to interested parties upon a written request, and for inspection and audit of the CSC, if deemed necessary.

6. Through the HRMD, make accessible the following information or document upon a written request:

    i. Screening procedures, evaluation criteria for selection, and its corresponding amendments
    ii. Policies relative to human resource actions; and
    iii. Approved DOE MSP

D. HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD SECRETARIAT

1. COMPOSITION

i. For the HRMPSB for the 1st and 2nd level positions, the Secretariat shall be the Recruitment Section of the HRMD.

ii. For the HRMPSB for the Executive/Managerial positions, the Secretariat shall be the HRMD Chief and the Executive Assistant of the Director for Administrative Services

2. DUTIES AND FUNCTIONS

i. Prepare a systematic assessment of the qualifications of applicants for the position/s they applied for.

ii. Schedule HRMPSB deliberation meetings and provide notices of such to the members of the HRMPSB as well as prepare the PSB Minutes/Highlights of Meeting.

iii. If any of the committee member or required participant will join online, the Secretariat will prepare and distribute the online platform links.

iv. Present to the HRMPSB the comparative assessment of applicants for deliberation.

v. Prepare endorsement memorandum for signature of HRMPSB members.

vi. Maintain records of the deliberation meetings which shall be made accessible to interested parties only upon submission of a written request and upon approval of the HRMPSB.

vii. Coordinate with the CSC in terms of orientation of officials and employees pertaining to policies relative to appointments and other HR actions.

viii. Draft, prepare, formulate, and update policy guidelines for the respective MSP.

ix. Performs ad hoc functions/tasks which may be assigned by the HRMPSB Chairperson or the Department Secretary.

E. END-USER EVALUATION COMMITTEE

1. **Composition.** An EUE Committee shall be composed of the following:

Bureau Level	
Chairperson	Director IV or equivalent Officer-In-Charge
Members	Assistant Director/Director III or equivalent Officer-In-Charge
	Division Chief (or equivalent Officer-In-Charge) of the office where the vacancy is
Service / Field Office Level	
Chairperson	Director III or equivalent Officer-In-Charge
Members	Division Chief (or equivalent Officer-in-

	Charge) of the office where the vacancy is
	One (1) Supervising level personnel of the office where the vacancy
Executive Office Level	
Chairperson	Head Executive Assistant (HEA) or any official designated by the DOE Secretary
Members	Division Chief (or equivalent Officer-in-Charge) of the office where the vacancy is
	One (1) Supervising level personnel of the office where the vacancy is

2. DUTIES AND FUNCTIONS

i. The EUE Committee shall conduct appropriate screening, evaluation and assessment procedures to the applicants referred by the HRMD. The EU Evaluation Committee shall then shortlist referred applicants based on the number of vacant positions.

Shortlisting per vacant position shall be made as follows:

1-5 applicants	All referred applicants must be invited for EU Evaluation Committee interview and assessment.
	Ranking of applicants shall be made based on the results of EU Evaluation Committee interview and assessment
6 or more	At least 5 Referred Applicants who shall undergo EU Evaluation Committee interview and assessment.
	Ranking of applicants shall be made based on the results of EU Evaluation Committee interview and assessment.

Illustration:

One (1) vacant SRS I position in a division with twenty (20) Referred Applicants from the HRMD would require at least five (5) applicants to be interviewed and assessed by the EU Evaluation Committee.

Two (2) vacant SRS I positions in a division with twenty (20) Referred Applicants from the HRMD would require at least ten (10) applicants to be interviewed and assessed by the EU Evaluation

Committee.

The HRMPSB Secretariat shall elevate to the HRMPSB for deliberation and final assessment the shortlisted candidates.

SECTION 8
RULES ON PROMOTION

1. An employee is considered eligible for promotion if he or she has obtained at least a Very Satisfactory performance rating in the last rating period available prior to the date of assessment or screening before for promotion.

2. An employee under probationary period may be considered for promotion, *provided*, that he or she has obtained a Very Satisfactory performance rating after evaluation in the first three (3) months or six (6) months of the probationary period, as applicable.

3. An employee may be promoted to a position which is not more than three (3) salary grades higher than the employee's present position except when the promotional appointment falls within the purview of any of the following exceptions:

    a. The position occupied by the employee is next-in-rank to the vacant position in accordance with the System of Ranking Positions (SRP) of the DOE.

    b. The vacant position involves similar duties and responsibilities, with increased complexity or leadership responsibilities that align with the progression in the employee's career.

    c. The duties and responsibilities of the position align with the agency's geographical considerations.

    d. The vacant position is a Lone or Entrance Position, as indicated in the DOE staffing pattern.

    e. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/ Computer Programmer positions.

    f. The vacant position is unique and requires highly specialized background such as but not limited to Mining Engineering, Geology, Law, Accountancy and Economics.

    g. The candidates passed through a deep selection process, taking into consideration the candidate's superior qualifications regarding educational achievements, highly specialized trainings, relevant work experience, and consistent high-performance rating/ranking.

    h. 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 state colleges and universities, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems.

i. 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 next-in-rank position, as identified in the DOE-SRP, is vacant
- When the next-in-rank employee/s is/are not qualified; or
- When the qualified next-in-rank employee did not apply.

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

5. Application for promotion of DOE employees who are on local or foreign scholarship grant, training grant, or official leave of absence, such as Maternity Leave shall still be considered subject to the following:

a. Their Performance Rating for the last rating periods prior to their local or foreign scholarship grant, training grant, or official leave of absence must at least be Very Satisfactory, which shall be used as the basis for promotion.

b. If promoted, the effective date of the promotional appointment shall be on the assumption to duty or upon return from official leave of absence, scholarship, or training grant, whichever is earlier.

6. No DOE employee who is on secondment shall be considered for promotion on the duration of the said secondment. An employee on secondment may only apply once his or her secondment is finished.

SECTION 10
PECULIAR CASES ON APPLICATION

1. Applicant may apply for a demotion, provided that he/she submits a notarized affidavit that he/she is aware that the movement is a demotion and entails reduction in duties, responsibilities, status or rank, which may or may not involve a reduction in salary.

2. Appointments for various skills eligibilities under CSC MC No. 11, s. 1996, may be granted a temporary appointment in the absence of the required skills eligibility.

The temporary appointment shall not exceed twelve (12) months reckoned from the date the appointment was issued and may be renewed until five (5) times.

The required eligibility for this purpose may be obtained by completing one (1) year of

very satisfactory actual work performance under temporary status of appointment for approval and conferment by the CSC prior to the issuance of an appointment on a *"permanent"* status.

SECTION 11
PROHIBITIONS

1. No appointive official shall hold any other office or employment in the DOE unless otherwise allowed by law or by the primary functions of his or her position.

2. No elective official shall be eligible for appointment in any capacity in the DOE during his or her tenure.

3. A person who lost in an election, except Barangay election, shall not be eligible for appointment or reemployment in the DOE within one (1) year following such election.

4. A DOE employee shall be considered *ipso facto* resigned from his or her office upon filing of the certificate of candidacy. He or she must vacate the same at the start of the day of the filing of the certificate of candidacy with the Commission on Elections (COMELEC), even if later disqualified or has withdrawn the certificate for candidacy.

5. A DOE employee who resigned from the government service during the three (3) months period before any election to promote the candidacy of another shall not be reemployed during the six-month period following such election.

6. A person with dual citizenship (acquired by Naturalization or its equivalent to foreign counties) shall not be appointed in the DOE unless he or she renounces his or her foreign citizenship pursuant to the provisions of RA No. 9225. However, even if he or she has renounced his or her foreign citizenship but continues to use his or her foreign passport in travelling after renunciation, he or she shall not be still considered for appointment in the DOE.

This rule shall not apply to Filipino citizens whose foreign citizenship was acquired by birth or *jus soli*.

No person who has been dismissed or perpetually excluded/disqualified from government services shall be appointed or re-employed in the DOE unless he or she has been granted executive clemency by the President of the Philippines.

7. Appointments in the DOE shall adhere to the nepotism rule under Section 126, Rule VII of the 2025 ORAOHRA, other laws, rules, and regulations.

SECTION 13
PROBATIONARY PERIOD

1. Original appointees in the DOE with permanent status of appointment shall undergo probationary period for a thorough assessment of their performance and character. The duration of probationary period in the DOE is generally six (6) months

unless the position requires a different period.

Under this Section, an appointee undergoing probation shall be referred to as "*probationer.*"

2. The probationary period shall cover the following employees:

a. Those who are issued original appointments under permanent status in the DOE and who meet all the requirements of the positions.

b. Non-career service employees who are reappointed or 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. 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

f. Appointees whose positions require probationary period as may be provided by law.

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

4. 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 bureau/service within five (5) days upon appointee's assumption to duty.

5. 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 and coaching 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.

Illustrative Example

Date of Appointment	July 7, 2025
Assumption to Duty	July 14, 2025
Probationary Period	6 months
Duration	July 14, 2025 - January 13, 2026
Setting of Performance Targets	July 14, 2026 - July 18, 2026
Performance Periods	
1st to 3rd month	July 14, 2025 - October 13, 2025
First Evaluation Period	September 14, 2025 - October 4, 2025
4th to 6th month	October 14, 2025 - January 13, 2026
Second Evaluation Period	December 20, 2026 - December 29, 2026

6. The critical factors to be reviewed shall be based on the performance dimensions indicated in the DOE 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.

7. The performance evaluation report shall be reviewed and certified by the DOE Performance Management Team (PMT) or any duly constituted review committee.

8. A probationer may be considered for promotion provided that he or she has obtained a Very Satisfactory performance rating after evaluation in the first three (3) months or six (6) months of probation, as applicable. The period of probation shall be completed even after promotion, however, the assessment of the individual's performance and character shall be based on the duties and responsibilities of the new position. The HRMO shall inform the HRMPSB of the probationer's rating in relation to his or her appointment or promotion.

9. 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 files of the appointees.

10. Within fifteen (15) days before the end of the probationary period, the concerned Director shall submit a recommendation to the Secretary on the status of the probationer.

11. The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review on the sixth (6th) month or depending on the duration of the probationary period as required by the position.

12. The appointee shall be issued a notice of termination of service by the appointing

officer/authority within fifteen (15) days immediately after it was proven that he/she demonstrated unsatisfactory conduct or want of capacity before the end of the second performance review on the sixth (6th) month or depending on the duration of the probationary period.

13. Such notice shall state, among other things, the reasons for the termination of service and shall be supported by at least two of the following:

    a. Performance Evaluation Report;
    b. Report of the immediate supervisor (rater) on job-related critical and unusual incidents and on unsatisfactory conduct or behavior of the appointee; or
    c. Other valid documents that may support the notice of termination of service.

14. The notice of termination of service shall be executed after fifteen (15) days from receipt of the employee concerned.

15. The same may be appealed to the CSC Regional Office concerned, within fifteen (15) days from receipt of notice but shall be executory pending the said appeal.

16. A copy of the Notice of Termination of Service shall be included in the 201 file of the appointee and furnished the CSC Field Office concerned for recording purposes. If no notice of termination of office is given by the appointing authority to the employee before the expiration of the duration of the probationary period, the probationer becomes a regular employee of the DOE.

SECTION 14
PROTEST

1. Only a qualified next-in-rank employee may file a protest an appointment made in favor of another employee who does not possess the minimum qualification requirements.

2. A qualified next-in-rank employee shall have the right to appeal initially to the DOE Secretary, then to the CSC Regional Office, and then to the CSC Proper.

3. Protest may be filed within fifteen (15) days from the announcement and/or posting of appointments subject of protest. For this purpose, all appointments or promotions shall be duly announced and/or posted in bulletin boards or at conspicuous places in the DOE.

SECTION 15
REPEALING CLAUSE

All other DOE issuances, Department Orders, Special Orders, and memoranda inconsistent with this MSP are hereby revoked, repealed or amended accordingly.

SECTION 16
EFFECTIVITY CLAUSE

This DOE MSP and any subsequent amendments thereto shall take effect immediately, after approval by the CSC Regional Office concerned.

Issued at the Energy Center, Bonifacio Global City (BGC), Taguig.

SHARON S. GARIN
Secretary

Date: 23 MAR 2026