



IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGA CITY
Tel. Nos. (054) 299-6504*Telefax (054) 299-5709

IRIGA CITY WATER DISTRICT MERIT SELECTION PLAN (ICWD MSP)

I. INTRODUCTION/OBJECTIVE

The **IRIGA CITY WATER DISTRICT** aims to achieve Level 2 (Integrated HRM) in the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) by 2020. To achieve this end, this MSP seeks to provide all employees information on the policies, flow and processes involved in recruitment, selection and placement of talents.

Iriga City Water District recognizes that Equal Employment Opportunity is a matter of employment obligation, social justice and legal responsibility. It also recognizes that prohibiting discriminatory policies and procedures is sound management practice.

Iriga City Water District is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment.

Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others.

Employment decisions relating to appointment, promotion and career development will be determined according to individual merit and competence.

II. COVERAGE

The **Iriga City Water District** MSP shall cover all positions in the first and second level including executive/managerial positions.

There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

III. DEFINITION OF TERMS

The following terms and phrases, as used in this MSP, are hereby defined, described and qualified, for better understanding and appreciation. Some of these terms are already mentioned or used in



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existing Civil Service Commission (CSC) policies and shall remain as defined or described.

1. **Accredited Agency (Level II)** – refers to the accreditation status of an agency whose core HR systems, practices and HRMO competencies are confirmed by the Commission to be at the Maturity Level 2 (Process-Define HRM). The agency demonstrated readiness in exercising delegated HR functions. It can be given Level II accreditation status and enjoy certain privileges, e.g. the authority to take final action on appointments. This shall include revalidated and accredited agencies under the PRIME version 1.
2. **Agency**-refers to the Iriga City Water District.
3. **Career Service**-positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
4. **Closed Career Positions** – refers to positions that are scientific, or highly technical in nature; these include the faculty and academic staff of state colleges and universities, and scientific and technical positions in scientific or research institution which shall establish and maintain their own merit systems.
5. **Comparatively at Par**- pre-determined reasonable difference or gap between point scores of candidates for appointment established by the HRMPSB.
6. **Deep Selection**-the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.
7. **Developmental interventions**-refers to HRD interventions such as coaching, mentoring, cross posting program, job rotation, temporary assignment, secondment, team building, knowledge sharing and learning session, shadowing and counseling.



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8. **Downgrading**– is a form of reclassification involving a downward change in salary grade allocation with or without change in position title.
9. **Discrimination**-is a situation wherein a qualified applicant is not included in the selection line-up on account of gender, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.
10. **District**-refers to the Iriga City Water District
11. **Executive Managerial** – 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.
12. **First Level Positions**-shall include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory capacity.
13. **Gender Identity** – refers to the personal sense of identity as characterized, among, others, by manners of clothing, inclinations, and behaviour in relation to masculine or feminine conventions. A person may have a male or female identity with the physiological characteristics of the opposite sex. (Senate Bill 1022 – An Act Prohibiting Discrimination on the Basis of Sexual Orientation and Gender Identity and Providing Penalties Therefor)
14. **Geographical Location** – refers to the area within the jurisdiction of an agency, in the case of NGAs/SUCs/GOCCs, where an employee may be reassigned from the Central Office/Main Campus to Regional/Field Office/Campus provided that the



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office of the reassignment is existing in the organizational structure of the agency.

- 15. Hard to fill vacancies-** refer to vacancies for which agencies found difficulties in recruitment for reason such as, lack of skills of applicants, inadequate experience, applicants' expectation of high salary, lack of professional license, competition with private sectors and overseas jobs. (Occupation shortages and surpluses, 2013-2014 Integrated Survey on Labor and Employment, Philippine Statistics Authority, LABSTAT Updates, March 2016)
- 16. Highly Specialized Positions** – refers to positions with highly specialized and unique duties requiring specialized education, training or skills which may not be acquired through formal education, training programs, or experience gained from service-wide positions.
- 17. Hiring Quota**-is the pre-determined ratio of applicants for appointment to ensure that one gender does not fall short of the desired percentage of the selection rate for the other gender in equivalent positions at every level, provided they meet the minimum requirement of the position.
- 18. Illegally separated employee - refers to a person who has been previously appointed to a position in the career service and who has, through no delinquency or misconduct, been separated therefrom.**
- 19. Job Requirements**-requisite not limited to the qualification standards of the position, but may include skills, competences, potential, physical and psycho-social attributes necessary for the successful performance of the duties required of the position.
- 20. Next-in-Rank Position** -refers to a position which by reason of the technical arrangement of positions in the agency or in the government is determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking Positions (SRP).



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- 21. Non-Career Service**-positions expressly declared by law to be in the non-career service or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.
- 22. Officer-in-Charge** – is considered merely as a caretaker of the office while the regular incumbent is on leave of absence. An OIC does not possess the power to appoint, and if he does, such as is null and void ab initio. An Officer-in-Charge does not exercise powers involving discretion of the regular incumbent. The rights and privileges of the latter do not normally descend upon the former unless specifically indicated or stated in the designation.¹
- 23. Personal Actions**-any action denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer, reinstatement, reemployment, detail, reassignment, secondment and demotion.
- 24. Promotion**-is the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary.
- 25. Psycho-Social Attributes**-refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way he/she perceives things, ideas, beliefs and understanding and how he/she acts and relates these things to others and in social situations.
- 26. Qualifications Standards**-is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required in the performance of the job.



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- 27. Qualified Next-in-Rank**-refers to an employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the SRP by the head of the agency and who meets the requirements for appointment to the next higher position.
- 28. Recategorization** – is a form of reclassification involving a change in the level/category of the government entity which will bear on the level of key positions, e.g. President and Vice-President positions in state universities and colleges (SUCs) and General Manager, Assistant General Manager, and other Managerial positions in Local Water Districts.
- 29. Regular Appointments** – refer to appoints issued in government agencies based on the authorized positions found in the Plantilla of Personnel or Lump Sum appropriation under Personnel Services, or those occupying the positions in the DBM-approved contractual staffing pattern of the agencies concerned, all of which are submitted to the CSCFO for attestation.
- 30. Second Level Positions**-involve professional, technical and scientific work in a non- supervisory capacity up to Division Chief Level or its equivalent.
- 31. Selection**-is the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of the position.
- 32. Selection Line-Up**-is a listing of qualified and competent applicant for consideration to a vacancy which includes, but not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating, performance rating (if applicable), relevant work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential.
- 33. Superior Qualifications**-shall mean outstanding relevant work accomplishments, educational attainment and training appropriate for the position to be filled. It shall include demonstration



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of exceptional job mastery and potential in major areas of responsibility.

34. System of Ranking Positions-is the hierarchical arrangement of positions from highest to lowest which shall be a guide in determining which position is next-in-rank, taking into consideration the following:

- a. Organizational structure;
- b. Salary grade allocation;
- c. Classification and functional relationship of positions; and
- d. Geographical locations

35. Term – refers to the time during which the officer may claim to hold office as of right, and fixes the interval after which the several incumbents shall succeed one another².

36. Tenure – refers to the term during which the incumbent actually holds the office. The term of office is not affected by the hold-over. The tenure may be shorter than the term for reasons within or beyond the power of the incumbent³.

37. Third Level Position -generally requires either Career Service Executive Eligibility (CSEE) or Career Executive Service Eligibility (CES). This includes Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Chief of Department Services and other officers of equivalent rank.

IV. POLICIES AND PROCEDURES

The Iriga City Water District Recruitment, Selection and Placement Process Flow

There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.



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1. On Publication of Vacancies

- a) The HR Unit/Division/Office/Department shall comply with the provisions of RA No. 7041 also known as the Publication Law, and other existing policies on publication of vacancies. All positions, except those which are co-terminous to the appointing official, shall be published in the Bulletin of Vacant Positions or newspaper of general circulation using CS Form No. 9, series of 2017 (Request for Publication of Vacant Positions).
- b) Dissemination of vacancies may also be made through the Bulletin Boards in all Departments; Agency website; PhilJobNet; flag raising ceremony announcements; and, other modes deemed appropriate and responsive.
- c) Announcements for job openings shall contain the statement *"We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law."*
- d) **Iriga City Water District** encourages applicants to report to the management through the HR Office/Department any apparent discrimination in the selection process.

2. On Receipt and Evaluation of Applications/Candidates

- a) Once a position becomes vacant and upon publication thereof, all interested applicants (external or internal) shall signify their interest in writing to the HR Unit/Division/Department/Office, for inclusion in the assessment.
- b) For vacancies in the first and second level positions, all qualified-next-in-rank employees shall be automatically considered candidates for promotion.
- c) The qualified next-in-rank and other internal or external applicants who expressed interest to the position in writing shall be considered in the assessment phase. *"Annex A"*.
- d) Applicants with pending administrative cases shall not be disqualified from applying for a vacant position during the pendency of the case.



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- e) An employee may apply for a higher position only after having performed the duties and responsibilities of the position he/she currently holds for at least a year provided he/she got a performance rating of at least Very Satisfactory (VS) in the last two rating periods prior to application.
- f) Employees who have retired, resigned or transferred to other government offices shall undergo the regular process of assessment to be considered for reemployment in the office. This is to ensure that these employees are assessed based on the competencies required of the position.
- g) Applicants who are on scholarship, study grant, training (either local or foreign) on bar or board review, on approved leave of absence (to include but not limited to maternity leave, prolonged sick leave or vacation leave), may file their applications and undergo assessment should they be found qualified.
- h) The HR Unit/Division/Department/Office shall inform applicants of the evaluation results of their applications within three (3) working days from the evaluation. “Annex B, B1”.

3. On Performance Ratings

- a) Applicants for promotion and transfer should have a performance rating of at least Very Satisfactory (VS) for the last two rating periods preceding the assessment.
- b) Applicants who are on scholarship, study grant, training (either local or foreign) on bar or board review, on approved leave of absence (to include but not limited to maternity leave, prolonged sick leave or vacation leave), shall use the performance ratings of the last rating periods before the grant or leave of absence.

4. On Assessment Tools and Methods

- a) Assessment forms, tools and procedures for the different positions shall assess competencies, motivational and organizational fitness to ensure a standard measure across applicants and offices.
- b) The HR Unit/Division/Department/Office shall ensure that assessment tools, methods and procedures are complied with, in accordance with these guidelines.



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- c) The HR Unit/Division/Department/Office may involve heads of offices in developing assessment tools and establishing databank of test items.
- d) The HR Unit/Division/Department/Office shall administer competency-based written examination to the applicants. The Ethics Oriented Personality Test (EOPT) shall also be required for each applicant in coordination with the Civil Service Commission Regional Office or from a reputable testing agency/office as prescribed in CSC MC No. 6, s. 2017. "Annex C".
- e) Only those applicants who gathered a rating of 3 in the written exam, using the following rating guide: 1- Much Development Needed; 2- Minimal Development Needed; 3-Proficient; 4-Very Proficient; and, 5- Shows Strength, shall proceed to the next phase of assessment which is the conduct of Behavioral Event Interview (BEI). "Annexes D, D1".
- f) For skills and trades and crafts positions, work sample test shall be administered to applicants before the written examinations.
- g) The HRMPSB shall conduct the BEI to the shortlisted applicants using the BEI Guide developed for the purpose. After the BEI, the HRMPSB shall have a consensus rating for each applicant.
- h) The HR Unit/Division/Department/Office shall conduct the Background Investigation (BI) on the top three (3) assessed candidates, if applicable. This is to elicit additional information and facts from their supervisors, subordinates, peers at work, either through conduct of interviews or responses to a prepared questionnaire or feedback form. For applicants with no work experience yet, the BI shall be done on school officials and references provided by the candidates.
- i) The appointing authority shall assess the merits of the HRMPSB's assessment and recommendation and appoint the applicant deemed best qualified for the position.
- j) The first choice of the appointing authority shall be required to undergo medical assessment prior to the issuance of appointment in cases of original appointment, transfer and reemployment. Should the medical assessment results show that the applicant is unfit to work, the appointing authority shall select a second choice who shall be required to undergo medical



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assessment and offered the position if found fit to work as certified by a government physician using CS Form No, 211, Revised 2017.

5. On Participation of the Heads of Offices/Departments/Division/Unit with Vacancies

The Head of Office/Department/Unit where the vacant position exists shall:

- a) Participate in the development of assessment tools and suggest or offer examination questions or test items that may be specific to the office vacancy; and
- b) Participate in assessment activities i.e. HRMPSB deliberations for all positions.

6. On Assessment Forms

The HR Unit/Division/Department/Office shall prepare the following forms to guide the appointing authority in the judicious selection of applicants. These forms are attached for reference:

- a. A Profile which contains basic information as follows: education, computation of relevant supervisory training and experienced as required, and eligibility; results of the Ethics Oriented Personality Tests and other essential information placed under the REMARKS column. "*Annex E*".
- b. The Background Investigation Form which focuses on additional information gathered on the applicant's work history (positions held, past and present employer/s, leave, performance and disciplinary records, achievements, etc.) competencies and functional areas, personal and work values, interpersonal relationships, medical history and other information that may affect or forecast performance. The BEI shall be used to gather these data. "*Annex F, F1*".
- c. Comparative Assessment Results which summarize all information about the applicants including the ratings in the various competencies, the ranks and other relevant information about the applicants. "*Annex G*".



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V. Selection Criteria

1. Pre-Qualifying Criteria

The EETE and the performance ratings are the basic criteria that will determine whether an applicant will proceed to the actual assessment.

- a. EETE stands for Education, Experience, Training and Eligibility which the applicant must initially meet. Below are the elements to be considered in the evaluation of the EETE:

	Elements
Education	1. Achievement
	2. Relevance
Experience	1. Number of Years
	2. Relevance a. For Non-Supervisory: Functional Area b. For Supervisory and Executive/Managerial i. Supervisory and Management ii. Functional Area
Training	1. Relevance
	2. Number of Hours
	3. Recency
Eligibility	Licenses/Certifications

- a.1. Education refers to the formal or non-formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form of the position to be filled.

On Education, achievement refers to the minimum level of education that is required for the successful performance of the position. Relevance refers to the appropriate or specific education requirement for the position.

- a.2 Experience refers to previous jobs in either the government or private sector, whether full-time or part-time, as certified by the HRMO or authorized officials of the previous employer, which are functionally-related to the duties in the PDF of the position to be filled.



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- a.3 Training refers to formal or non-formal training courses & HRD interventions that are part of the employee's Individual Development Plan/Career Development Plan.

On Training, the number of hours of training programs attended that are relevant to the duties and responsibility of the position is considered. The relevance refers to the specific training programs that are functionally related to the duties and responsibilities of the position. The recency refers to the length of time from the date the relevant training program, was attended to the present, to keep abreast with the latest technology and trends.

- a.4 Eligibility refers to the result of passing a merit and fitness examination which may be determined as far as practicable by a competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the CSC or recognized as such by law, like the Professional Regulations Commission (PRC) – conducted board examinations, the Supreme Court (SC) – conducted bar examinations or the Technical Education and Skills Development Authority (TESDA)-conducted crafts and trades examinations.
- a.5 Performance refers to the numerical score/adjectival description of the applicant's accomplishment for the last two rating periods, which should be at least VS, prior the date of assessment and the date of issuance of appointment.

2. Assessment Criteria

The Assessment Criteria for all levels of positions, either supervisory, technical, administrative support and skills, trades and crafts are as follows:

Criteria	Weight Allocation	Assessment Strategies <i>(to include a combination of the following strategies)</i>
I. Competencies	70%	Written Exams which may include the following: <ul style="list-style-type: none">• Competency-Based Written Exam• Technical Knowledge and Skills Test Work Sample Test



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		Behavioral Event Interview Other Assessment strategies that may be deemed appropriate
II. Performance	30%	Performance Review
Total	100%	

Though not to be rated, the EOPT shall be administered to provide additional basis in determining job fitness of an applicant. Background investigation shall likewise be conducted to supplement or validate competency assessment and motivational fitness of an applicant.

3. Required Competencies

These policies provide the competencies of every position or group of positions based on the nature of work and functions to be performed. The groups of positions are:

- a. executive and managerial
- b. supervisory
- c. non-supervisory or technical
- d. administrative support
- e. skills, trades and crafts

The technical competencies consider the functions of the vacant position to be filled and are reflected in the Job Description Form and the Technical Competency Tables. The grouping of positions and the required competencies are shown below:

- a. **Executive and Managerial Positions** refer to those positions above Division Chiefs or comparable positions that are categorized under the supervisory group.
The Iriga City Water District Managerial Position include: General Manager

Applicants to executive and managerial positions need to meet the following leadership competencies for the bureaucracy under MC No. 12, s. 2016- "Annex H":

1. Thinking Strategically and Creatively
2. Leading Change
3. Building Collaborative, Inclusive Working Relationships
4. Managing Performance and Coaching for Results
5. Creating and Nurturing High Performing Organization.



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Competencies	Weight Allocation
Core	30%
Exemplifying Integrity	
Solving Problems and Decision Making	
Delivering Service Excellence	
Leadership	70%
Thinking Strategically and Creatively	
Leading Change	
Building Collaborative, Inclusive Working Relationships	
Managing Performance and Coaching for Results	
Creating and Nurturing High Performing Organization	
<i>Total</i>	100%

Technical competencies, though not rated, shall be considered in determining qualifications and fitness of an applicant to an executive and managerial position.

- b. **Supervisory Positions** refers to those positions which includes professional, technical and scientific functions and have the responsibility of overseeing the work of an organizational unit charged with major and specialized activity.

Competencies	Weight Allocation
<i>Core</i>	30%
Exemplifying Integrity	
Solving Problems & Decision making	
Delivering Service Excellence	
<i>Organizational</i>	15%
Championing and Applying Innovations	



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Planning & Delivering	
Demonstrating Personal Effectiveness	
Speaking Effectively	
Writing Effectively	
Managing Information	
<i>Leadership</i>	5%
Managing Performance	
Building commitment	
Developing People	
Thinking Strategically	

c. **Technical or Non-Supervisory Positions** refers to those positions which includes professional, technical and scientific functions performing work requiring the practice of profession or application of knowledge acquired through formal training in a particular field or the expertise of a natural, creative and artistic ability or talent in arts and letter. It includes positions involved in research and application of professional knowledge and methods to a variety of technological, economic, industrial and governmental functions.

Competencies	Weight Allocation
Core	30%
Exemplifying Integrity	
Solving Problems & Decision making	
Delivering Service Excellence	
Organizational	15%
Championing and Applying Innovations	
Planning & Delivering	
Demonstrating Personal Effectiveness	
Speaking Effectively	
Writing Effectively	



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Managing Information	
Leadership	5%
Managing Performance	
Building commitment	
Developing People	
Thinking Strategically	
Technical (As identified in the JD)	20%
TOTAL	70%

d. **Administrative Support Positions** include those positions in the administrative support services group.

Competencies	Weight Allocation
Core	30%
Exemplifying Integrity	
Solving Problems & Decision making	
Delivering Service Excellence	
Organizational	20%
Demonstrating Personal Effectiveness	
Speaking Effectively	
Championing and Applying Innovations	
Planning & Delivering	
Writing Effectively	
Managing Information	
<i>Technical</i>	20%
TOTAL	70%



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- e. **Skills, Trades and Crafts Positions** include those positions such as Administrative Aide, Administrative Assistant, with working titles as Driver, Carpenter, Painter, Aircon Technician, Gardener, Electrician and other comparable positions.

Competencies	Weight Allocation
Core	30%
Exemplifying Integrity	
Solving Problems & Decision making	
Delivering Service Excellence	
<i>Organizational</i>	15%
Demonstrating Personal Effectiveness	
Speaking Effectively	
Championing and Applying Innovations	
Planning & Delivering	
Managing Information	
<i>Technical (as identified in the JD)</i>	25%
Total	70%

VI. Selection Process

The competency based recruitment and promotion process is presented in a process flowchart. The phases or steps should be progressively undertaken and successfully passed by the applicants for them to advance or progress to the next phases or steps.

No deliberation by the Human Resource Merit Promotion and Selection Board (HRMPSB) shall be conducted during the 10/15-day publication period of the vacant position.

1. Evaluation of Applications/Candidates

Screening involves checking the qualifications of the applicants against the requirements of the position. The HR Unit/Division/Department/Office shall then review the applicant's Personal Data Sheet (PDS), performance ratings and other employment documents to support job applications. If found



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qualified, the profiles of applicants are prepared to include EETE and other relevant information.

Applicants shall be informed on the status of their application three days after evaluation thereof, as well as the instructions on the next steps. "Annex I"

2. Actual Assessment of Applicants

Assessment provides a measurement of specific knowledge, skills, abilities, traits, and competencies that have been clearly linked to job performance. The following assessment tools shall be used in evaluating the qualified applicants such as:

Written Exam - a tool, this can look into the technical capacities of the applicant skills on the job and specific knowledge needed to perform particular job duties. It may be:

Employment Test- attempts to assess the match between the applicant and the job requirements. E.g. typing, welding, driving tests

Aptitude Test- test of special abilities (such as clerical, linguistic, musical and artistic abilities) that are required in specific jobs

Intelligence Test- measure an individual's intelligence (IQ) (that is, ability to reason)

Personality Test- measure basic aspects of a person's personality or temperament (such as level of motivation, assertiveness, sociability etc.)

Behavioral Event Interview (BEI) - A form of structured interview used in the process of employee selection to identify and assess the competencies of candidates for a particular job on the premise that the person's past behavior is the best predictor of their future performance.

3. Selection of Appointees, Issuance of Appointments & Release of Assessment Results

The heads of offices where vacancy exists may recommend their preferred candidate/s from the Roster of applicants. The Appointing Authority shall judiciously decide on appointments based on competency profile and in accordance with existing CS Law and Rules.



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The appointing authority shall select the appointee from among the top three (3) ranking candidates who fully meet the competencies assessed, if applicable.

The HR Unit/Division/Department/Office shall disseminate information on all appointments issued and approved by the Appointing Authority by posting on the bulletin board, agency website/social media account such notice and announcements during flag ceremonies. All applicants shall be notified about the assessment results. “Annex K’.

The HR Unit/Division/Department/Office shall disseminate information on all appointments issued and approved by the head of the agency. This can be done by posting on the bulletin board, announcements during flag raising ceremonies and internal publication.

VII. HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

1. Legal Basis

Section 9 Rule VI Promotion, of the Rules Implementing Book V of EO 292 provides that *“To ensure objectivity in promotion, Selection/Promotion Board shall be established in every department or agency which shall be responsible for the adoption of a formal screening procedure and formulation of criteria for the evaluation of candidates for promotion.”*

With the issuance of the 2017 Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA), Personnel Selection Board or the Selection/Promotion Board has been renamed to Human Resource Merit Promotion and Selection Board (HRMPSB).

2. Composition

The following are the composition of the HRMPSB - “Annex L”.::

Chairperson - Highest Official in-charge of human resource management or his/her authorized representative.

Members:

- a. Head of the organizational unit where the vacancy exists or his/her authorized representative



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- b. Human Resource Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her authorized designated alternate
- c. Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association in the agency.

The highest official in-charge of the human resource management may not be the Human Resource Management Officer (HRMO), but, may be the official directly supervising the human resource management of the agency.

In case there is no accredited employee association in the agency, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.

The first level representative or alternate shall participate during the screening of candidates for vacancies in the first level; the second level representative or alternate shall participate in the screening of candidates for vacancies in the second level. Both rank-in-file representatives shall serve for a period of two (2) years.

The agency head shall issue an Office Order identifying the principal members of the HRMPSB and their designated alternates. The CSCRO and CSCFO should furnish with a copy of the Office Order.

The agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions.

The membership of the HRMPSB can be modified, provided it conforms to the prescribed composition. Agencies may add a reasonable number of members, but the prescribed composition may not be reduced. The HRMPSB members must be duly designated and their names posted in the agency bulletin board. Any change in the composition of the HRMPSB should be reported to the CSC Regional Office concerned.



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3. Functions

The HRMPSB shall serve as the recommending body for the appointment. However, final decision on whom to appoint shall be with the appointing officer/authority.

The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan and shall recommend to the appointing officer/authority the *top three (3)* ranking applicants deemed most qualified for appointment to the vacant position.

The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.

4. Term of Office

Designated Chairperson and Members of the HRMPSB including the employee representatives and alternates shall serve for a period of two (2) years.

VIII. REPEALING CLAUSE

These policies repeal all other existing issuances that are inconsistent herewith.

IX. EFFECTIVITY

The **Iriga City Water District** shall continually update or enhance whenever necessary, the provisions of these policies and changes thereof shall be disseminated to all unit/divisions/departments for immediate implementation. These enhanced guidelines shall take effect upon approval of the Civil Service Commission. The same shall be posted on the agency's bulletin board and an orientation be made to all its officials and employees.

X. ANNEXES

Annexes A – Q.



IRIGA CITY WATER DISTRICT

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ROMULO M. CORPORAL, JR.
General Manager

Date Signed: 22 February,
2018

Approved/Disapproved by:

CECILIA R. NIETO

Regional Director

CSC RO V

Date: _____