

IMPLEMENTING GUIDELINES OF THE UNIVERSITY OF THE PHILIPPINES MERIT SELECTION PLAN

The following guidelines are hereby prescribed for consistent application of the University of the Philippines Merit Selection Plan

I. Scope and Coverage

The University of the Philippines Merit Selection Plan (UPMSP) shall be consistently applied in the comparative evaluation of qualification of candidates for promotions, transfers and other personnel actions of administrative staff that require performance rating, training and experience as basis for qualifications. Its criteria are not applicable in the assessment of qualifications of candidate for employment who do not have any formal work experience.

II. Policy Framework:

1. The University of the Philippines System adopts a system-wide Merit Selection Plan as basis for objective selection of candidates for promotion and other personnel actions.
2. It provides a system that insures fair opportunities for all qualified candidates to apply for vacant positions in the University.
3. It provides a common instrument for the assessment of the relative qualification of candidates to guarantee that merit and fitness principle is observed at its best in the selection process
4. It provides a framework for individual career planning and development within the context of fair opportunities for advancement for all.
5. It institutionalizes human resource planning and development as the cornerstone of a dynamically growing institution

III. Definition of Terms:

The following definition of terms shall be used as basis for consistent application of the UP Merit Selection Plan:

1. **Merit Selection System** – refers to the interactive policies and procedures to be observed in the objective selection of candidates for appointment, promotion and development.

2. **Merit Selection** – a systematic method of selecting candidates for appointment and advancement on the basis of their qualifications, fitness and abilities to perform the duties and assume the responsibilities of the position to be filled.
3. **Promotion** – 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.
4. **Career Service** – positions in the civil service characterized by (a) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (b) opportunity for advancement to higher positions; and (c) security of tenure.
5. **Deep Selection** – the process of selecting a candidate for appointment who is not next in rank but who possesses superior qualifications and competence compared to other candidates.
6. **First Level Positions** – shall include clerical, trades and crafts, and custodial service positions which involve non-professional or sub-professional work in a non-supervisory and supervisory capacity requiring less than four years of collegiate studies.
7. **Job Requirements** – 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.
8. **Next-in-Rank Position** – refers to a position which by reason of the hierarchical 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)
9. **Selection Line-up** – is a listing of qualified and competent applicants for consideration to a vacancy which includes but not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential.
10. **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.
11. **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 (a) entrance on the bases other than those of the usual tests of merit and fitness utilized for the career service; and (b) tenure which is limited to the duration of a particular project for which purpose employment was made.
12. **Personnel 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.
13. **Psycho-social Attributes** – refer to the characteristics or traits of a person which involve 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.

- 14. Qualification Standards** – is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility and physical characteristics and personality traits required in the performance of the job.
- 15. Qualified Next-in-Rank** – refers to an employee appointed on a permanent status to a position previously determined to be next-in-rank to the vacancy as reflected in the System of Ranking Positions (SRP) approved by the head of agency and who meets the requirements for appointment to the next higher position.
- 16. Second Level Position** – shall involve professional, technical and scientific work in a non-supervisory capacity up to Division Chief level or its equivalent.
- 17. 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.
- 18. 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) geographic location
- 19. Candidates** – applicants found to be qualified for the position
- 20. Third Level Position** – generally require 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
- 21. 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 responsibilities.
- 22. Occupational Grouping of Positions** – the grouping of the classes of positions that are in a service group and which belong to the same occupation or occupational area e.g. Class of clerical positions in the Administrative Service Group.
- 23. College** – is a degree-granting unit performing research and extension services and offering programs both in the graduate and undergraduate levels
- 24. U.P. System** – shall be composed of the Constituent Universities (CU) such as U.P. Diliman, U.P. Manila, U.P. Los Baños, U.P. Visayas, U.P. Mindanao, U.P. Open University, U.P. Baguio and others that may be established in the future.

25. Constituent University - refers to an autonomous set of colleges, service units such as PGH, health services, etc. and other units such as HRDO, Accounting Office, Budget Office, etc. granted decentralized powers to perform academic research, extension and administrative service functions within the University of the Philippines System.

IV. Operating Policies

The University of the Philippines hereby institutionalizes merit and fitness in the appointment and career progression of its administrative staff by adhering to the following Policies, Rules and Procedures.

1. Appointment to all vacant positions in the University, either permanent or non-permanent shall be on the basis of merit and fitness. As such, best efforts shall be exerted to reach out all candidates both from within the University and outside, by way of publications, announcements or other accessible media.
2. Whenever a career position in the first, second or third levels becomes vacant, applicants for employment who are competent, qualified and possess all qualification requirements of the position, shall be considered for permanent appointment to the vacancy.
3. Whenever a position in the first level becomes vacant, the employees in the department, college or office who occupy the positions deemed to be next-in-rank to the vacancy, shall be considered for promotion. In the second and third levels, those who are career employees in the University System, occupying next-in-rank positions, shall be considered for promotion to the vacancy.
4. The comparative degree of competence and qualification of employees shall be determined on the basis of the following criteria. (Refer to Annex "A" for details.)
 - a) **Performance.** The last two performance ratings of the employee shall be used, valued 40% & 60%, respectively taken in chronological order. However, no employee shall be considered for promotion unless the last two performance ratings are at least both Very Satisfactory.
 - b) **Education and Training** – these shall include educational background and the successful completion of training courses, scholarships, seminars and others in excess of the minimum requirements of the position to be filled. Such education and training must be relevant to the position to be filled. Moreover, only training courses or seminars attended during the last five years may be credited for this purpose.
 - c) **Experience and Outstanding Accomplishments** - these shall include occupational work history and experience in excess of the minimum requirements of the position, and accomplishments worthy of special commendation. A maximum of five (5) years of relevant experience may be credited.

Next-in-rank candidates shall be entitled to 100% of creditable experience while other candidates are entitled to 90% of creditable experience.

- d) **Physical Characteristics and Personality Traits** – refer to the physical, social and psychological attributes such as, physical fitness, attitudes and personality traits of

the individual which must have a bearing on the successful performance of the functions of the position to be filled.

- e) **Potential** – this takes into account the employee's capability not only to perform the duties and responsibilities of the position to be filled but also of the higher and more responsible positions.
5. In cases where qualifications of candidates to vacant positions are comparatively at par preference shall be given to the next-in-rank employee or to one who belongs to the organizational unit or constituent university, where the vacancy exists in that order.
 6. No other civil service eligibility shall be required for promotion to higher position in the same level and in the same functionally related grouping of positions. In no case, however, shall a position in the first level be considered next-in-rank to a position in the second level.
 7. In the event of changes in the organizational structure or occupational grouping, the line of promotion shall be determined on the basis of the new organization or occupational grouping.
 8. For consistent observance of merit and fitness principle, the appointing authority may promote an employee who is not next-in-rank, but possesses superior qualifications and competence compared to a next-in-rank employee who merely meets the minimum requirements for the position.
 9. Employees who are incumbents of next in rank positions who meet the qualification requirements for the position to be filled and who are on maternity leave or on scholarship grants either here or abroad, or on sick leave for not more than six (6) months special detail and on secondment without pay, may be considered for promotion.
 - 9.1 For purposes of promotion, the performance rating of the employee for the last two rating periods prior to the maternity leave, scholarship grant, sick leave for not more than six (6) months, special detail and secondment without pay, shall be used as the basis for the promotion. Such performance ratings should at least be both Very Satisfactory.
 - 9.2 If this should take place, the effectivity of such promotion shall not be earlier than the official report for duty of subject employee
 10. An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except, in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the system of ranking positions (SRP) approved by the President of the University of the Philippines, or the lone or entry level position indicated in the University's staffing pattern, or in cases of deep selection.
 11. The Personnel Committee shall use the same standards and methods of evaluating the competence and qualifications of all candidates competing for a particular position as prescribed in this U.P. Merit Selection Plan. Such standards must suit the requirements of the position and shall be used fairly and consistently.

12. Promotion within six (6) month prior to compulsory retirement shall not be allowed except as otherwise provided by law (MC # 3.01)

V. Procedure

It is then necessary to insulate the objectives of this Merit Selection Plan from undue exercise of discretion by laying out the logical sequence of steps to be observed in its implementation, namely:

1. Preparation for filling up the vacant position:
 - a.) Unfreezing or seeking authority to fill up the position. Authority to fill up the position lapses after six (6) months.
 - b.) Budget Clearance
2. Publication of vacant positions marked for filling up, posting published vacant administrative positions in at least three (3) conspicuous places in the University for at least ten (10) calendar days. Vacant positions not filled up within six (6) month after publication have to be re-published.
3. Notification of all next-in-rank employees in the University.
4. Screening and assessment of applicants by the Human Resource Development Office (HRDO).
5. Feedback to all applicants on the status of their applications.
6. Preparation of list and profile of qualified candidates for referral to the unit, college, or office concerned.
7. Evaluation of the qualification of candidates and selection by the Unit, College, or Office Personnel Committee which is chaired by the head of the unit college or office.
8. Preparation of recommendation and corresponding justification for the chosen candidate.
9. Forwarding the recommendation papers including supporting documents to the Vice-chancellor for Administration or its equivalent, as Chair of the Administrative Personnel Committee (APC) through HRDO.
10. Preparation of agenda for the APC meeting, by HRDO.
11. Approval/Indorsement by the Administrative Personnel Committee, (APC) and notifying other applicants of the action on their respective applications.
12. Preparation of appointment papers and all supporting documents by HRDO.
13. Approval of appointment by authorized University Official.
14. Distribution of copies of appointment.

15. Announcement of duly approved appointments through Bulletin Boards and other media for at least 15 days after issuance.

VI. Composition of Selection Committees and their Terms of Office

In order to institutionalize empowerment and insure transparency in the selection process, the Administrative Personnel Committees at the unit, college, office or university level shall be referred to as the Selection Committee under this plan. Such Selection Committees shall be constituted as follows:

1. Unit/Department/Division Administrative Personnel Committee. Where there are ten (10) or more personnel at the Unit/Department/Division level, the unit head sits as chair with the following as members: (a) one (1) representative of the first level employees nominated by the duly recognized negotiating union, if there is one, and (b) one (1) representative of the second level employees.
2. College/Office Administrative Personnel Committee. At the College/Office level, the head of the college/office sits as chair with the following members (a) two (2) representatives of the first level employees nominated by the duly recognized negotiating union, if there is one, and (b) two (2) representatives of the second level employees.

Where there are no employees belonging to the first level or second level positions in the Unit/Department/Division or Office, the Unit Head may appoint anyone among the employees to represent either level of employees.

3. University Administrative Personnel Committee. At the University level, the Vice-Chancellor for Administration sits as Chair with the following members: (a) the HRDO Head, (b) two (2) representatives of the first level employees nominated by the duly recognized negotiating union, if there is one, (c) two (2) representatives of the second level employees. The Chancellor of a Constituent University (CU) may appoint additional members of the Committee as may be provided by the existing policy of such Constituent University.
4. System Offices Administrative Personnel Committee. At the System Offices level, the Assistant Vice President for Administration sits as chair with the following members: (a) HRDO System Director, (b) one (1) representative of the first level employees nominated by the duly recognized negotiating union, if there is one, and (b) one (1) representative of the second level employees.
5. Third Level Constituent University Administrative Personnel Committee. At the Constituent University Administrative Personnel Committee, the Chancellor sits as Chair with HRDO head and the members of Chancellor's Executive Staff.
6. System-wide Administrative Personnel Committee. At the University of the Philippines System level, the Committee shall be constituted by the University

President, with the Vice-President for Administration as Chair, and the following as members: (a) HRDO System Director, (b) one representative of the first level employees nominated by the duly recognized negotiating union, if there is one, (c) one (1) representative of the second level employees.

7. Third Level System-wide Administrative Personnel Committee. At the University System level, the Third Level Personnel Committee shall be constituted by the U.P. President. The Vice President for Administration sits as chair with the following members: (a) HRDO System Director, (b) two (2) regularly appointed deans and (c) two (2) supervisory administrative staff with position allocation of not lower than salary grade 24.
8. Unless otherwise specifically provided, as in the case of representatives of the duly accredited union, it is understood that Membership of the Administrative Personnel Committees under Section VI (Composition of Selection Committees and their Terms of Office) of this Merit Selection Plan (MSP), shall consistently refer to representatives of the first and second level employees instead of rank and file and supervisory employees, respectively.
9. On the other hand, representatives of the accredited negotiating union may be drawn from the same unit or from other units irrespective of whether they are members or non-members of the nominating union.
10. In the case of third level personnel committees, nominees of the duly recognized negotiating union may be appointed as observer.
11. The members of the Selection Committees at all levels shall be appointed for a term of two years each. Provided, that for the first set of Selection Committee Membership under this Merit Selection Plan, one half of such membership shall have a term of one year and the other half shall have a term of two years each. Thereafter, normal replacements for membership of the Committee shall have a term of two years each.

Where replacements for committee membership have to take place on account of resignation, separation from the service and the like, the appointment of such replacement shall only be for the unexpired portion of the term of the person being replaced.
12. The term of the members of the Selection Committees under this Plan shall be synchronized to start July 1, 2003. Unless otherwise inconsistent with the provisions of these guidelines, the term of the existing Administrative Personnel Committees may, at the discretion of the Unit/Office Head, Chancellor, or duly authorized official of the University, be extended to a full term under this Plan for which corresponding appointment shall be issued.
13. No member of the Selection Committees shall be appointed for more than two (2) successive terms in one level.

14. Records of Selection Committee membership shall be kept and monitored by HRDO to serve as reference.

15. FINALLY, it is understood that the Administrative Personnel Committees, being officially referred to as Selection Committees under this plan, shall concurrently be the Performance Evaluation Review Committee (PERC) under the Performance Evaluation System for administrative personnel of the University.

VII. Protests/Grievance Procedure

Within fifteen (15) days from notice of issuance of an appointment, a next-in-rank employee who is competent and qualified, or a candidate with superior qualifications, who feels aggrieved by the promotion or appointment of another, may file his protest in the manner prescribed in the Grievance procedure in the University under the following conditions:

1. Non-compliance with the selection process
2. Discrimination on account of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation, and other personal attributes of the individual.
3. Disqualification of applicant to a career position for lack of confidence of the appointing authority.
4. Other violations of the Merit Selection Plan

VIII. Responsibility of U.P. HRDO

The Human Resource Development Office shall be responsible for the development and maintenance of a system of ranking positions and qualifications index. It shall also be responsible for the publication, continuous updating, and dissemination of information on this Merit Selection Plan.

This Merit Selection Plan shall take effect immediately.

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