

CRITERIA FOR MERIT SELECTION

The Merit Promotion Plan of the University of the Philippines System was approved by the Civil Service Commission in 1993 as one of the requirements for the accreditation of the University. Since then, the Constituent Universities have invariably referred to the official document as basis for the selection of qualified candidates for appointment to various non-teaching positions. The practice varied from one Constituent University to another as there are no officially adopted criteria for the purpose. For this reason, the following Criteria, together with their corresponding weights are being proposed to provide uniform instrument in the assessment of the qualification of candidates for promotion or where applicable to other personnel actions.

Opposite each criterion below are the maximum point allocations for each level of position, namely; first level, second level and division chief level, etc., taken in the same order.

CRITERIA*	FIRST LEVEL	SECOND LEVEL	DIVISION CHIEF and Higher
A. Performance Rating	50	45	45
B. Education	15	10	5
Training	10	10	10
C. Experience	10	10	10
Accomplishm	5	10	10
ent			
D. Phy. Char & Pers. Traits	5	5	10
E. Potentials	5	10	10
Total	100	100	100

NOTE: **Performance Rating** – For candidates from other government agencies, private sector, etc., using Adjectival Ratings, the Average Numerical Equivalent of such ratings shall be used.

- A. **Performance Rating – 50/45/45 points.** Refers to the weighted average of the numerical equivalent of the last two performance ratings, valued 40% of the first and 60% of the more recent performance rating or at the ratio of 1 is to 1.5. This is to give higher premium to the more recent performance rating.

Example A	Example B
1 st rating is "O" equivalent to 4.71	1 st Rating is "VS" Equiv. to 3.51
2 nd rating is "VS" Equiv. to 3.51	2 nd Rating is "O" Equiv. to 4.71

To find the weighted average:

For Example A.

$$40\% \text{ of } 4.71 + 60\% \text{ of } 3.51 = 3.99^*$$

-or-

$$1 \times 4.71 + 1.5 \times 3.51 = 9.975$$

For Example B.

$$40\% \text{ of } 3.51 + 60\% \text{ of } 4.71 = 4.23$$

-or-

$$1 \times 3.51 + 1.5 \times 4.71 = 10.575$$

$$W.A. = 9.975/2.5 \text{ or } 3.99$$

$$W.A. = 10.575/2.5 = 4.23$$

**Equivalent Points for: 3.99
4.23**

Equivalent Points for:

Ratio and Proportion

$$50:5 = x:3.99$$

$$5x = 50 \times 3.99 \text{ or } 199.5$$

$$X = 199.5/5; X = 39.9 \text{ pts.}$$

$$50:5 = x : 4.23$$

$$5x = 50 \times 4.23 \text{ or } 211.5$$

$$X = 211.5/5; X = 42.3$$

Where: 50 is the maximum point allocated for the First Level which corresponds to the weighted average performance rating 5.0

X = is the no. of points for the weighted average numerical rating 3.99/4.23.

B. Education is the formal studies completed in excess of the minimum educational requirement of the position.

Given graduation from high school as the minimum educational requirement for the lowest position in the University, below are the maximum points creditable for education:

First Level: Maximum of 15 points.

10 points for completion of a B.S. degree

5 points for completion of master's degree

Second Level: Maximum of 10 points.

5 points for completion of master's degree

5 points for completion of Ph. D.

Div. Chief and Higher: Maximum of 5 points.

5 points for completion of Ph. D.

Ex. Total points for education that may be credited to a candidate for first level position if he has completed 150 units of a 5 year course, if the position requires completion of at least 72 units towards a B.S. degree.

Total points for completion of B.S. degree = 10 points

Assume 5 year course ----- = 240 points

Creditable no. of units for candidate $150 - 72 = 78$ units

X = represents the equivalent points for 78 units.

Ratio and Proportion:

10 points for 240 units as X (pts) for 78 units

= $240(X)$ equals $10(78)$

= $X = 780/240$ equals 3.25 points.

B.1. Training – 10/10/10 points – refers to the relevant training/seminars attended within the last five years for each level, in excess of the minimum requirement of the position, allocated as follows:

- 50 training hours for the first level
- 75 training hours for the second level
- 100 training hours for division heads and equivalent or higher positions.

Ex. A candidate for a second level position which requires 16 training hours has a total of 48 training hours to his credit.

Total points creditable to the candidate are computed as follows:

X = total creditable point
Creditable training hours = 48 – 16 = 32 hours
10 points = maximum allowable point for 75 training hours.

Ratio and proportion:

10 points is to 75 hours as X(points) is to 32 hours

$75x = 32(10)$; $X = 320.75$; $X = 4.267$ points.

C. Experience – 10/10/10 points – this shall include the candidate’s relevant work experience for a maximum of five years.

Qualified Next-In-Rank candidates shall be entitled to 100% of their creditable experiences while other candidates shall be entitled to 90% of their creditable experiences.

C.1 Accomplishment – 5/10/10 points

C.1.1. Awards/Citation ----- 5 points

Only award/citation/recognition which has not been credited for promotional purposes shall be considered.

- Unit level : 1.0 points
- University Level : 3.0 points
- National/CSC Level : 5.0 points

C.1.2. Innovations/Systems Improvements for generation of savings or enhancement of effectiveness -----3 points

C.1.3. Critical Incidents ----- 2 points

Critical Incidents refers to effective accomplishments beyond the normal requirements of one’s job.

D. Physical Characteristics and Personality Traits ----- 5/5/10 points
(Assessment Form No. 1)

These refer to physical fitness, attitudes and personality traits of the candidates which have bearing on the nature of position to be filled.

The applicant shall be rated by the unit head/immediate supervisor and his co-workers. A checklist shall be provided as a tool for them to objectively assess the employee.

Supervisor's evaluation	:	60%
Co-Worker's evaluation	:	40%

The Physical Characteristics and Personality Traits shall be rated through the use of the following factors:

D.1. Attitude -----2/2/4 points

- professional in dealing with clients and co-workers
 - emotionally mature (cooperative, patient and discreet)
 - courteous, enthusiastic, and with sense of humor
-

D.2. Commitment -----2/2/4 points

- responsible
 - adhering to the code of moral values
 - willing to render overtime service even without pay
-

D.3. Appearance -----1/1/2 points

- In prescribed dress code
 - well-groomed (neat and clean)
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**Potential -----5/10/10 points
(Assessment Form No. 2)**

The potential criterion shall be measured through the Employee's Attributes and score/rating from the Written/Skills Examination.

E.1. Employees Attributes ----- 5 points each level

Employee's attributes shall mean the candidate's capacity to assume higher duties and responsibilities. His exerted effort to prepare for greater tasks must be given considerable weight. This shall be based on assessment/evaluation of the applicant's supervisor and the Requisitioning Officer/Unit.

E.1.1 Leadership -----2 points each level

This means the ability to lead a group in order to attain the goals/objectives of the organization

through

- Sound judgment
- Analytical mind
- Being a motivating factor
- Being a unifying factor
- Having vision/foresight

E.1.2. Resourcefulness ----- 2 points each level

This means the ability to meet difficult situations and devise ways and means to resolve issues and concerns.

E.1.3. Creativity/Ingenuity ----- 1 point each level

This means being creative and imaginative.

E.2. Written / Skills Examination ----- 0/5/5 points

The written/skills examination shall be used to assess deeply the applicant's intellectual and physical ability to perform the duties and responsibilities of the position to be filled.