

MARIANO MARCOS
STATE UNIVERSITY

MERIT SELECTION PLAN FOR NON-TEACHING PERSONNEL

REVISED 2020



Merit Selection Plan for Non-Teaching Personnel

FOREWORD

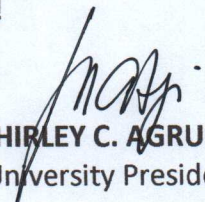
The success of the University lies in its people. Its personnel are its most valuable resources; hence, their continual development is of paramount importance.

As an integral component of the 7-Point Agenda to ACHIEVE and pursuant of the University's Core Values, MMSU adheres to the principles of meritocracy and fairness in the selection and promotion of its employees. Recruitment, selection and promotion processes are done in accordance with laws, rules and policies and guidelines to ensure that only the most qualified are recruited, and that deserving employees are given due recognition for their meritorious performance. Reforms and revisions in our Merit System are made from time to time to align these processes to evolving needs, values and practices.



This Merit Selection Plan for Non-Teaching Personnel prescribes the rules, guidelines and procedures in the recruitment, selection and promotion of members of our non-teaching staff. One key feature of the revised plan is its emphasis on equal opportunity, and the adoption of systematic metrics for rating our personnel. With this Merit Selection and Promotion Plan, the recruitment, selection and promotion system is made more competitive and transparent. Through this, MMSU shall indeed be a "University for All," employing the best and the brightest, realizing our goal to establish its prominence as a genesis of high-quality leaders.

Together, we move Onward to a New and Excellent (ONE) MMSU!


DR. SHIRLEY C. AGRUPIS
University President

Merit Selection Plan for Non-Teaching Personnel

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SECTION I. DECLARATION OF GENERAL POLICY

Pursuant and in accordance to Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018 known as the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) Revised July 2018 and CSC MC No. 03, s. 2001, this revised Merit Selection Plan for Non-Teaching Personnel (MSP-NTP) referred to here as Plan of the Mariano Marcos State University (MMSU) is hereby promulgated and adopted for the guidance of all concerned.

To this end, it is the policy of the University to adhere to the merit principle of selecting and promoting employees founded on Equal Employment Opportunity Principle (EEOP) for all applicants which shall be free from any form of bias and discrimination as defined in Section 4.5 of this document.

SECTION II. SCOPE

This Plan shall cover the filling of all positions in the University classified under the first and second levels of the career service including original appointments. Moreover, this Plan may include the non-career positions available in the operation of the University in general except those previously determined as highly confidential in nature.

SECTION III. OBJECTIVES

This Plan aims to:

- 3.1. Establish an equality and merit mechanism to select from among applicants and promote employees for appointment to all positions in the career and non career service; and
- 3.2. Create equal employment opportunities to all qualified applicants to enter the government service and for career advancement in the University.

SECTION IV. DEFINITION OF TERMS

The following terms as defined in applicable issuances are used in this Plan:

- 4.1. **Candidates** refer to applicants found to be qualified for the vacant position applied for.
- 4.2. **Career Service** refers to positions in the civil service characterized by: a) entrance based on merit and fitness to be determined as far as practicable by competitive

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examinations or based on highly technical qualifications; b) opportunity for advancement to higher career positions; and c) security of tenure.

- 4.3. Comparatively at Par** refers to a predetermined reasonable difference or gap between point scores of candidates for appointment established by the University Human Resource Merit Promotion and Selection Board (UHRMPSB).
- 4.4. Deep Selection** refers to the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualification and competence.
- 4.5. Discrimination** refers to a situation wherein a candidate is not included in the selection line-up on account of age, sex, sexual orientation and gender identity, civil status, disability, pregnancy, religion, ethnicity or political affiliation, and other discriminatory factors as defined by law.
- 4.6. Executive/Managerial Positions** refer to professional, technical and scientific positions, the functions of which are: a) managerial in character, exercising management over people, resource and/or policy; and b) 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.
- 4.7. First Level Positions (FLP)** refer to positions involved in structured work in support of office operations such as clerical, trades crafts, or custodial services which involve sub-professional work in a non-supervisory and supervisory capacity.
- 4.8. Human Resource Action (HRA)** refers to any official action denoting the movement or progress of human resource in the University such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion, and separation.
- 4.9. Human Resource Management Office (HRMO)** refers to the administrative unit of the University which is in-charge of staffing (selection, hiring, promotion, termination, and training), motivating, and maintaining/administrating the human resource, both non-teaching and teaching personnel.
- 4.10. Next-in-rank (NIR) position** refers to a position which, by reason of the hierarchical arrangement of positions in the University, is determined to be in the nearest degree of relationship to a higher position as contained in the System of Ranking Positions (SRP) appended herein as Annexes A.1 & A.2.

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- 4.11. Non-career service (NCS) positions** refer to those expressly declared by law to be in the non-career service or those which entrance requirements in the service are characterized by: a) the conduct 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 of employment is made.
- 4.12. Non-Teaching Personnel (NTP)** refers to a group of employees of the University or a member thereof whose position-item is on general administration services, research, extension, and business. The appointment is not a faculty position.
- 4.13. Occupational Grouping of Positions (OGP)** refers to a series of classes of positions in the same occupation or occupation area arranged by level of difficulty and complexity of work from the lowest to the highest.
- 4.14. Open Positions** refer to entry level positions or those that do not have any next-in-rank or residual positions of each level which may be filled by lateral/vertical entry.
- 4.15. 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 his/her duly approved Position Description Form (PDF). The duration of the probationary period is generally six months or depending on the duration of the probationary period as required by the position.
- 4.16. Promotion** refers to the advancement of a career employee from one position to another with an increase in duties, responsibilities and usually, salary, as authorized by law.
- 4.17. Promotional Line-up (PLU)** refers to a listing of incumbents of positions next-in-rank to a vacancy as well as those who, although not next-in-rank, are deemed qualified and competent to be appointed to the vacant position; the list contains key information about each candidate.
- 4.18. Psycho-Social Attributes** refer to the psychological and social traits of an applicant/candidate. Psychological includes the way the applicant perceives things, expresses ideas and beliefs, and actions to relate these things to others in particular social situations.
- 4.19. Qualification Standards** refer to the minimum and basic requirements for positions in the government in terms of education, training, experience, civil service eligibility, physical fitness, and other qualities required for the successful performance of the duties of the position.

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- 4.20. Qualified Next-in-Rank (QNIR)** refers to an employee appointed on a permanent status to a position next-in-rank to a vacancy as reflected in the System of Ranking Positions (SRP) and who meets the requirements for appointment to the next higher position.
- 4.21. Second Level Positions (SLP)** refer to positions that involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.
- 4.22. Selection** refers to the systematic method of determining the merit and fitness of an applicant on the basis of qualifications to be able to perform the duties and responsibilities of the position.
- 4.23. Selection Line-up** refers to the listing of qualified and competent applicants for consideration to a vacancy showing 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.
- 4.24. Superior Qualifications** refer to the outstanding relevant work accomplishments/experiences, educational attainment, and training appropriate for the position. It shall include demonstration of exceptional job mastery or mastery and potential in major areas of responsibility as well as possession of required PRC license or TESDA accreditation, where applicable.
- 4.25. System of Ranking Positions (SRP)** refers to the hierarchical arrangement of positions from highest to lowest, which serves as 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.
- 4.26. University** refers to the Mariano Marcos State University or MMSU.
- 4.27. University Human Resource Merit Promotion and Selection Board (UHRMPSB) referred in the ORAOHRA as Human Resource Merit Promotion and Selection Board (HRMPSB).** Refers to the duly constituted body named as such in the University which is responsible for the formulation and adoption of a formal screening procedure and criteria for the evaluation of candidates for selection or promotion of non-teaching personnel.
- 4.28 Unsatisfactory conduct or behavior** refers to the failure of the 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; include cases of neglect of duty,

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misconduct, insubordination, habitual tardiness and absenteeism, among others.

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

SECTION V. RESPONSIBLE OFFICES, FUNCTIONS, AND RESPONSIBILITIES

5.1 HRMO. As provided in Rule XII of CSC MC 14, s. 2018, the Human Resource Management Officer shall:

- 5.1.1 Submit to the CSC Field Office concerned within the first quarter of the year agency's updated Personal Services Itemization/Plantilla of Personnel.
- 5.1.2 Review thoroughly and check the veracity, authenticity and completeness of all the requirements and supporting papers in connection with all cases of appointments before submitting the same to the Commission.
- 5.1.3 Sign the following certifications at the back of the appointment:
 - a. Certification as to completeness and authenticity of requirements; and
 - b. Certification that the vacant position to be filled has been published and posted in CSC Bulletin of Vacant Positions in accordance with RA No. 7041, and deliberation was done by the HRMPSB ten (10) days after publication.
- 5.1.4. Ensure that the Chairperson of the HRMPSB has signed the certification at the back of the appointment, whenever applicable. The Human Resource Management Officer or the duly authorized employee directly responsible for recruitment, selection and placement shall be a regular member of the HRMPSB.
- 5.1.5. Ensure that the Personal Data Sheet (CS Form No. 212, Revised 2017) of the appointee is updated and accomplished properly and completely. To monitor any change in PDS shall be updated on an annual basis.
- 5.1.6. Request authentication from the CSC or authorized agencies of the original copy of certificate of eligibility/licenses of selected candidate/s prior to issuance of original appointment, transfer, reappointment (renewal) or reemployment unless previous authentication has been issued for the same eligibility/license.
- 5.1.7. Furnish the appointee with a copy of his/her appointment (appointee's copy), ensuring that the appointee signs on the acknowledgment portion of the appointment.
- 5.1.8. Submit RAI (CS Form No. 2, Revised 2018), original copy of appointments (CSC copy) with supporting documents on or before the 30th day of the succeeding month.

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- 5.2.1.1 Implements the process in the selection or promotion of applicants and candidates for appointment in the University as stipulated in this Plan.
- 5.2.1.2 Formulates and adopts a formal screening procedure and formulates criteria for the evaluation of candidates for appointment in accordance with existing rules, policies and guidelines of the CSC.
- 5.2.1.3 Disseminates screening criteria and procedure for selection to all concerned.
- 5.2.1.4 Prepares a systematic assessment of the competence and qualifications of candidates for appointment, maintaining fairness and impartiality in the assessment process. Towards this end, the UHRMPSB may employ the assistance of external or independent resource person(s) such as the respective immediate supervisor of the candidates and may also initiate innovative schemes in determining the best and most qualified candidate.
- 5.2.1.5 Evaluates and deliberates *en banc* the qualifications of those listed in the selection line-up. As such, screens all candidates for appointments to first and second level positions except on the following:
 - 5.2.1.5.1 Substitute appointment due to its short duration and emergency nature;
 - 5.2.1.5.2 Re-appointment 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 his/her performance rating is at least Very Satisfactory for two (2) rating periods; and
 - 5.2.1.5.3 Appointments to casual, contractual, co-terminous and other non-career positions.
- 5.2.1.6 Submits the list of candidates screened for appointment with the corresponding evaluation results from which the University President shall choose for appointment.
- 5.2.1.7 Refers to the approved University SRP in identifying the next-in-rank positions to be considered in filling a vacant position.

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- 5.1.9. Transmit to the appointee a copy of the RAI indicating the action of the CSC Field Office concerned on the appointment. Record the action of the CSC FO at the Notation portion of the Agency and Appointee's copy of appointment.
- 5.1.10. Submit to the Commission, through the CSC Field Office concerned within the prescribed period, the required reports (electronic and hard copy) such as DIBAR (CS Form No. 8, Revised 2017), summary list of employees' performance rating, and such other reports as may be required by the Commission.
- 5.1.11. Post in three (3) conspicuous places in the agency a notice announcing the appointment of an employee a day after the issuance of appointment for at least fifteen (15) calendar days.
- 5.1.12. Ensure the oath taking and conduct of orientation program to new employees and continuous human resource interventions for existing employees.
- 5.1.13. Submit to the CSCFO a copy of the Oath of Office (CS Form No. 32, Revised 2017) within 30 days from the date of assumption of the appointee.
- 5.1.14. Submit to the CSCFO a copy of the Certification of Assumption to Duty (CS form No. 4, series of 2017) within 30 days from the date of assumption of the appointee.
- 5.1.15. Ensure the conduct of orientation and workshop of the HRMPSB members including the alternate representatives on the agency selection/promotion process and CSC policies on appointments.
- 5.1.16. Provide copies of the CSC-approved MSP-NTP to all University Constituents and ensure the orientation of officials and employees on the recruitment, selection and placement process.
- 5.1.17. Ensure the establishment and maintenance of the agency Human Resource Management Database which will be the basis of all the reports to be submitted by his/her agency to the Commission.
- 5.1.18. Ensure the establishment, maintenance and disposal of agency's employees 201/120 files pursuant to the guidelines of CSC MC No. 8, s. 2007 and CSC MC No. 1, s. 2011.
- 5.1.19. Ensure renewal of the professional licenses of appointees to positions involving practice of profession regulated by bar/board law.
- 5.1.20. Perform all other functions as may be provided by law.

5.2 UHRMPSB-NTP

- 5.2.1 Assists the University President in the judicious and objective selection of candidates for appointment in the University in accordance with this Plan through the following actions.

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5.2.1.8 Records, files and maintains the minutes of all deliberations which, pursuant to applicable laws and policies, may be made accessible to interested parties upon written request and for inspection and audit by the CSC.

5.2.1.9 Orients concerned heads of offices on the policies relative to human resource actions including the gender and development dimensions of this MSP-NTP.

5.3 University President: The Appointing Authority

5.3.1 Creates a gender-balanced UHRMPSB and sees to it that all members including alternate representatives shall undergo orientation on the MSP-NTP and CSC policies on appointments.

5.3.2 Assesses the merits of the UHRMPSB's assessment of the candidates from which selects the appointee from among the top five candidates or less.

5.3.3 Issues appointments in accordance with the provisions of this Plan.

5.4 University Non-Teaching Personnel

All non-teaching personnel of the University covered by this Plan shall submit to HRMO a regularly updated Personal Data Sheet with supporting documents.

SECTION VI. RULES, GUIDELINES AND PROCEDURES

The selection and promotion of NTPs in the University shall be in accordance with the rules, guidelines and procedures provided below.

6.1 Creation and Composition of a University Human Resource Merit Promotion and Selection Board (UHRMPSB) for first and second level positions of non-teaching personnel.

6.1.1 There shall be a UHRMPSB for non-teaching personnel in the University.

6.1.2 The University President shall, as far as practicable, ensure equal opportunity for men and women to be represented in the UHRMPSB for both position levels.

6.1.3 The UHRMPSB of MMSU shall be constituted to compose of the following:

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6.1.3.1 Chairperson and Co-chairperson. The Chairperson shall be a Vice President and Co-chairperson of the Board shall be assigned the two Vice Presidents representing the two highest officials in-charge of non-teaching personnel who, at the discretion of the University President, including the designation of a substitute high ranking official to any of the two to designate who among them to be the Chairperson and Co-chairperson.

6.1.3.2 Members. The members of the Board shall be as follows:

6.1.3.2.1 Head of the organizational unit where the vacancy exists to serve as Ad Hoc member;

6.1.3.2.2 HRMO;

6.1.3.2.3 Two (2) regular and alternate representatives of the rank and file career employees for each of the first level and second level who shall be chosen by the officers of the duly accredited employees association of non-teaching personnel.

6.1.4 The membership of the UHRMPSB can be modified, provided it conforms to the composition prescribed by the CSC. Thus, the University may add a reasonable number of members but the prescribed composition shall not be reduced. The members shall be duly designated through a Special Order by the University President copy furnished the Administrative Council members and concerned Chiefs of office for posting in their bulletin boards.

6.1.5 The members including alternate representatives shall undergo orientation and workshop on the university's selection/promotion process and CSC policies on appointments.

6.2 Filling of Vacant Positions

The rules and procedures of filling all vacant non-teaching positions in the university shall be in the order as specified below.

6.2.1. Preparation which involves a) identification and preparation of the list of vacant positions to be filled (VPF), b) seeking authority to fill up the position, and c) obtaining budget clearance.

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- 6.2.2.** Publication and posting of the list of VPF at the following sites/location for at least 10 calendar days: a) CSC Ilocos Norte Field Office, b) three designated physical bulletins in the University, and c) MMSU website.
- 6.2.3.** Notification of all NIR employees in the University.
- 6.2.4.** Receipt and acknowledgement of all job applications.
- 6.2.5.** Evaluation of documentary qualifications of applicants based on the QS and specific job requirements of the position.
- 6.2.6.** Sending feedback to all applicants on the status of their applications.
- 6.2.7.** Preparation and submission to UHRMPSB of the selection line-up of candidates indicating therein their comparative qualifications.
- 6.2.8.** Setting the schedule of interview/examination or skills tests of candidates.
- 6.2.9.** Notification of the candidates on the dates of interview/ examination or skills tests.
- 6.2.10.** Screening of the candidates by the UHRMPSB.
 - 6.2.10.1.** Systematic assessment of candidates for appointment to the vacant position.
 - 6.2.10.2.** Evaluation and deliberation of candidates' qualifications, and of those listed candidates in the selection line up. In this case, there must be a majority of the members in attendance.
 - 6.2.10.3.** Preparation and signing of the summary of final evaluation and ranking
- 6.2.11.** Conduct a background investigation on the short-listed candidates.
- 6.2.12.** Preparation and submission of the background investigation report to UHRMPSB along with the summary of final evaluation.
- 6.2.13.** Submission to the University President the duly signed summary of evaluation of candidates.
- 6.2.14.** Assessment of the UHRMPSB-NT evaluation and action by the University President.

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- 6.2.15. Posting of the results of evaluation in the University bulletin board and notification of the appointee on the appointment requirements.
- 6.2.16. Accomplishment of appointment documents by the appointee such as a) Personal Data Sheet (PDS), b) Position Description Form (PDF), c) Notice of Assumption to Duty, and d) Oath of Office.
- 6.2.17. Issuance and announcement by the HRMO of the appointment and schedule of conduct of on-boarding program for new appointees to be held three to six months after the issuance of appointment.

6.3 Publication and Posting of List of Vacant Positions

- 6.3.1. All vacant positions in the University that are authorized to be filled including the corresponding qualification standards and plantilla numbers for each, shall be published and posted in three conspicuous places in the University for a period of at least 10 calendar days. The University shall also consider other modes of dissemination such as, but not limited to, its website www.mmsu.edu.ph, in its Newsletter, the MMSU Chronicle, and through the radio and/or television as shall be permissible.
- 6.3.2. An electronic and printed copies of the publication shall be submitted to the CSC Ilocos Norte Field Office which shall post the printed copy in its bulletin board and forward the electronic copy to the CSC Regional Office I.
- 6.3.3. The positions listed below are exempt from the publication and posting requirements.
 - 6.3.3.1. Primarily confidential
 - 6.3.3.2. Policy determining
 - 6.3.3.3. Highly technical positions
 - 6.3.3.4. Co-terminous with that of the term of the University President including other non-career positions such as contractual and casual.
 - 6.3.3.5. Re-appointment, which means change to permanent status of those appointed on temporary basis, *i.e.* change of status to permanent for Category II positions under CSC MC No. 11, s. 1996 as amended.

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6.3.3.6. Those to be filled by existing regular employees in the University in case of re-organization or rationalization.

6.3.4. All positions occupied by holders of temporary appointments, except positions under Category II as defined in CSC MC No. 11 s. 1996, as amended, shall be continuously posted in three conspicuous places in the University and published in the Ilocos Norte CSC Bulletin of Vacant Positions until filled by permanent appointees.

6.3.5. 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. Should no appointment be issued within the nine-month period, the University has to cause the re-publication and re-posting of the vacant position.

6.3.6. Anticipated vacancies may be published resulting from retirement, resignation or transfer which should be done not earlier than thirty (30) days prior to such eventuality.

6.4 Selection

6.4.1. Selection of employees for appointment in the University shall be open to all candidates applying the EEOP at all levels of position, provided they meet the qualification requirements for the position to be filled.

6.4.1.1. The basis for acceptance of application shall be the minimum qualification standards set by the CSC and other requirements set by the university and concerned unit/end-user.

6.4.1.2. Data on age, sex, civil status, ethnicity, religion, and information whether solo parent, person with disability (PWD) are part of information processing only as it is contained in the personal information of the applicant and are not part of the pre-evaluation of the application.

6.4.1.3. Applicants with disability who signify their intention to apply in any of the available vacant position in the university shall be considered. Qualified PWDs shall be provided equal opportunity in the selection process based on qualification standards prescribed for the position. No PWD shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subjected to the same terms and conditions of employment and the

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same compensation, privileges, benefits, incentives or allowances as an employed able-bodied person.

6.4.1.4. Special assistance to applicants or candidates with disabilities shall be provided as may be needed. While some examples are listed below, the HRM office should be contacted for additional information and assistance in determining when an assistance must be made.

6.4.1.4.1 The screening process shall be done in an easily accessible venue with ambulatory ramps, railings and/or, if available, elevator or escalator.

6.4.1.4.2 When needed, there shall be provision of supportive equipment such as wheelchair and other auxiliary devices/aids.

6.4.1.4.3 If accompanied, the Board shall allow the companion to assist the applicant during the duration of the screening process. If unaccompanied, a university personnel may be assigned to assist the applicant.

6.4.1.4.4 An applicant/candidate who is deaf or has a hearing impairment shall be afforded, if available, assistance of a sign language practitioner or provided hearing aid device/gadget.

6.4.1.4.5 For applicants/candidates who are blind or with poor eyesight, coordination and arrangement with the Department of Social Welfare and Development (DSWD) or other relevant offices/agencies may be made for auxiliary aids and assistive devices.

6.4.2 Selection and Promotion Criteria. The following criteria will be used in the selection and promotion of NTPs. The criteria and corresponding point is appended as Annexes B & C.

6.4.2.1. Administrative Non-teaching Positions

6.4.2.1.1. Interview

6.4.2.1.2. Written Exam and/or Trade Test

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6.4.2.1.3. Superior and Peer Assessment (use the Values and Attitude Tool)

6.4.2.1.4. Work performance for the period (Current Rating)

6.4.2.1.5. Experience and Outstanding Accomplishments

6.4.2.1.6. Education and Training

6.4.2.2. Research Positions

6.4.2.2.1. Written Examination and/or Demonstration and Interview/
Superior and Peer Assessment

6.4.2.2.2. Performance and Outstanding Accomplishments

6.4.2.2.3. Work Experience

6.4.2.2.3. Education and Training

6.4.3. The MSP-NTP shall cover positions in the first and second levels to include original appointments.

6.4.4. When a position in the first or second level becomes vacant, applicants with the required qualifications shall be considered for permanent appointment. Applicants for second level executive/managerial positions must possess supervisory and managerial competence.

6.4.5. The University President shall be guided by the report of the UHRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five 5 candidates or less (depending on the number of candidates) the most qualified for appointment to the vacant position.

6.4.6. The process flow chart in the selection process is appended as Annex D.

6.5 Promotion

6.5.1. For vacancies in the first and second level positions, all qualified NIR rank and file employees shall be automatically considered for the promotion line up to the next higher position.

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6.5.2. The University President may appoint an applicant who is ranked higher than the NIR candidates to the vacant position based on the assessment of qualifications/competence evidenced by the comparative ranking.

6.5.3. The comparative ranking of candidates for appointment shall be determined on the basis of the following criteria.

6.5.3.1. Performance

6.5.3.1.1. As provided in Sec. 95 of the ORAOHRA, an employee should have obtained at least Very Satisfactory performance in the last rating period prior to the assessment or screening for promotion or transfer. The performance rating of at least Very Satisfactory in the last rating period shall not be required for promotion from first to second level entry positions. The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassification for the purposes of promotion.

6.5.3.2. Education and Training – include educational background, successful completion of training courses accredited by the Civil Service Commission, scholarships, training grants and others which must be relevant to the duties of the position to be filled.

6.5.3.3. Experience and Outstanding Accomplishments – include occupational history, relevant work experience acquired either from the government or private sector, and accomplishments worthy of special commendation.

6.5.3.4. Psycho-Social Attributes and Personality Traits – refer to the characteristics or traits of a person which involve both psychological and social aspects. Psychological includes the way the person perceives things, ideas, beliefs and understanding and how he/she acts and relates these things to others and in social situations.

6.5.3.5. Potential - refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of higher or more responsible positions.

Merit Selection Plan for Non-Teaching Personnel

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

6.5.4.1. The position occupied by the employee is NIR to the vacant position as identified in the MSP-NTP and the SRP of the University.

6.5.4.2. The vacant position is a lone or entrance position as indicated in the University staffing pattern.

6.5.4.3. The vacant position is hard to fill, unique, and/or highly specialized such as Accountant, Medical Officer/Specialist, Attorney, Information Technology Officer/Computer Programmer positions and other highly specialized fields where there is a dearth of specialists or requiring special qualifications such as but not limited to, Professional Engineers, Licensed Chemist, etc.

6.5.4.4. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to: educational achievements, highly specialized trainings, relevant work experience, and consistent high-performance rating/ranking.

6.5.4.5 The vacant position belongs to the closed career system and other meritorious cases, such as:

6.5.4.5.1 When the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process;

6.5.4.5.2 When the qualified NIR employees waived their right over the vacant position in writing;

6.5.4.5.3 When the NIR position as identified in the agency SRP is vacant;

6.5.4.5.4 When the NIR employee(s) is(are) not qualified;

6.5.4.5.5 When the qualified NIR employees did not apply.

6.5.5 The three (3) salary grade limitation shall apply only to promotion within the University. This prohibition shall not apply to the following human resource actions which involve the issuance of an appointment:

Merit Selection Plan for Non-Teaching Personnel

6.5.5.1 Transfer incidental to promotion provided that the appointee was subjected to deep selection;

6.5.5.2 Re-appointment involving promotion from non-career to career provided the appointee was subjected to deep selection;

6.5.5.3 Re-appointment from career to non-career position;

6.5.5.4 Re-employment; and

6.5.5.5 Reclassification of position.

6.5.6 An employee who is on scholarship, fellowship, training grant or on maternity leave may be considered for promotion. For this purpose, performance rating to be considered shall be the rating immediately prior the scholarship, fellowship, training grant or maternity leave. If promoted, the effectivity date of the promotional appointment shall be on the date of assumption to duty which should not be earlier than the date of issuance of the appointment.

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

6.5.8 A notice announcing the appointment of an employee, whether original or promotion, shall be posted in three conspicuous places in the University a day after the issuance of appointment for at least fifteen (15) calendar days.

6.5.9 The approved agency MSP-NTP shall be used as one of the bases for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.

SECTION VII. PROBATIONARY PERIOD

7.1. Original appointees on permanent status of appointment shall undergo probationary period for a thorough assessment of his/her performance and character except, those appointees to positions exempted from the probationary period as may be provided by law. The duration of probationary period is generally six (6) months or depending on the duration of the probationary period as required by the position.

7.2. The probationary period shall cover the following University personnel:

7.2.1. Those who are issued original appointments under permanent status in the career service;

7.2.2. Non-career service employees who are reappointed/ reemployed to a career position under permanent status;

Merit Selection Plan for Non-Teaching Personnel

- 7.2.3.** Temporary appointees who after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change of status to permanent);
 - 7.2.4.** Those who are reemployed under permanent status;
 - 7.2.5.** 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
 - 7.2.6.** Other appointees whose positions require probationary period as may be provided by law.
- 7.3.** A notation that an appointee is under probation for a specified period shall be indicated in the appointment.
- 7.4.** To facilitate the review and monitoring of probationer's performance, within five days upon assumption to duty, the performance targets and work output standards shall be set, agreed upon and duly signed by the probationer, the immediate supervisor (rater) and the University President or authorized representative.
- Performance during the probationary period shall be reviewed as follows:
- 7.4.1.** The immediate supervisor as rater shall regularly gather feedback on the appointee's performance and conduct feedback sessions to determine appropriate interventions for improvement;
 - 7.4.2.** 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;
 - 7.4.3.** The performance review shall be conducted within 10 days before the end of every rating period during the probationary period;
 - 7.4.4.** The critical factors to be reviewed shall be based on the performance dimensions indicated in the University 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;
 - 7.4.5.** The performance evaluation report shall be reviewed and certified by the University Performance Management Team (PMT), or any duly constituted review committee; and

Merit Selection Plan for Non-Teaching Personnel

7.4.6. 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 recommendations for the continuity of their permanent appointment. Corresponding copy of the reports shall be included in the CSC Form 201 file of the concerned appointee.

7.5. 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.

7.5.1. The appointee shall be issued a notice of termination of service by the University President within 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 depending on the duration of the probationary period. Such notice shall state, among others, the reasons for the termination of service and shall be supported by at least of the following:

7.5.1.1. Performance Evaluation Report;

7.5.1.2. Report of the immediate supervisor (rater) on job-related critical and unusual incidents and on unsatisfactory conduct or behavior of the appointee; or

7.5.1.3. Other valid documents that may support the notice of termination of service.

7.5.2. The notice of termination of service shall be executory after fifteen (15) days from receipt of the employee concerned. The same may be appealed to the CSC Regional Office I, fifteen (15) days from receipt of notice but shall be executory pending appeal. A copy of the notice of termination of service shall be included in the CSC Form 201 file of the appointee and furnished to the CSC Ilocos Norte Field Office for recording in the employee's Service Card.

7.5.3. If no notice of termination of office is given by the University President to the employee before the expiration of the six-month or depending on the duration of the probationary period, the probationer becomes a regular employee of the University.

SECTION VIII. REPEALING CLAUSE

This Plan supersedes the MMSU Merit Promotion Plan approved by the CSC in 05 February 1991. All other University policies, rules, guidelines, orders and regulations or parts thereof inconsistent with this Plan are likewise modified accordingly.

Merit Selection Plan for Non-Teaching Personnel

SECTION IX. AMENDMENTS

Amendments on parts of this Plan or a revision thereof may be made as shall be officially initiated by the University President. Any amendments or revisions shall be approved or confirmed by the CSC as the case may be upon endorsement of the University BOR.

SECTION X. SEPARATION CLAUSE

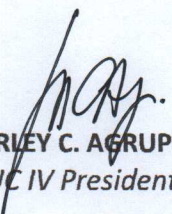
If for any reason or cause that any part of this Plan is declared invalid or illegal by existing laws, rules, regulations and policies, the rest of the provisions unaffected thereby shall remain applicable and effective.

SECTION XI. EFFECTIVITY

This Plan shall take effect upon its approval by the CSC after upon endorsement by the MMSU BOR. Any subsequent change(s) or amendment(s) thereto shall take effect upon the date of approval by the CSC.

SECTION XII. COMMITMENT

I hereby commit to implement and abide by the provision of this MSP-NTP. It is understood that this document shall be the basis for the objective and expeditious processing and approval of appointments in MMSU whether original, change of appointment status, or promotion as well as other human resource actions.


SHIRLEY C. AGRUPIS
SUC IV President

APPROVED:

HEDY JOSE B. LARDIZABAL
Director IV
CSC Regional Office No. 1

(Date)

ANNEXES

Merit Selection Plan for Non-Teaching Personnel

ANNEX A.1
SYSTEM OF RANKING POSITIONS
FIRST LEVEL POSITIONS

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
GENERAL ADMINISTRATIVE SERVICES					
Clerical/Secretarial/Stenographic					
1	Senior Administrative Assistant III (Private Secretary II)	15	OP	Open	
2	Administrative Assistant III (Secretary II)	9	OP / VP	Administrative Assistant II (Clerk IV) Administrative Aide I (Secretary I)	8 7
4	Administrative Assistant II (Clerk IV)	8	Various offices	Administrative Aide VI (Clerk III) Administrative Assistant I (Secretary I)	6 7
1	Administrative Assistant I (Secretary I)	7	VPs	Open	
18	Administrative Aide VI (Clerk III)	6	Various offices	Administrative Aide IV (Clerk II)	4

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
16	Administrative Aide IV (Clerk II)	4	various offices	Administrative Aide III (Clerk I)	3
7	Administrative Aide III (Clerk I)	3	various offices	Open	
2	Administrative Aide II (Messenger)	2	Legal / Records	Open	
	Human Resource Management				
2	Administrative Assistant II (Human Resource Management Assistant)	8	HRM Office	Administrative Aide IV (Human Resource Management Aide)	4
1	Administrative Aide IV (Human Resource Management Aide)	4	HRM Office	Open	

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
1	Supply Management Administrative Assistant III (Buyer III)	9	Supply Office	Administrative Aide VI (Storekeeper II)	6
				Administrative Aide VI (Buyer II)	6
2	Administrative Aide VI (Storekeeper II)	6	Supply Office	Open	4
1	Administrative Aide VI (Buyer II)	6	Supply Office	Administrative Aide IV (Buyer I)	4
1	Administrative Aide IV (Buyer I)	4	Supply Office	Open	
FINANCIAL SERVICE					
4	Accounting Administrative Assistant III (Senior Bookkeeper)	9	Accounting Office	Administrative Assistant II (Management and Audit Assistant II)	8
				Administrative Assistant II (Disbursing Officer II)	8
				Administrative Assistant II (Budgeting Assistant)	8
				Administrative Assistant II (Accounting Clerk III)	8

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
1	Administrative Assistant II (Accounting Clerk III)	8	Accounting Office	Administrative Aide VI (Accounting Clerk II) Administrative Aide VI (Disbursing Officer I) Administrative Aide VI (Cash Clerk II)	6 6 6
4	Administrative Aide VI (Accounting Clerk II)	6	Internal Audit	Administrative Aide IV (Accounting Clerk I) Administrative Aide IV (Cash Clerk I)	4 4
1	Administrative Aide IV (Accounting Clerk I)	4	Accounting Office	Open	
	Budgeting				
1	Administrative Assistant II (Budgeting Assistant)	8	Budget Office	Administrative Aide VI (Disbursing Officer I) Administrative Aide VI (Cash Clerk II) Administrative Aide VI (Accounting Clerk II)	6 6 6

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
	Cashiering				
4	Administrative Assistant II (Disbursing Officer II)	8	Cashier's Office	Administrative Aide VI (Disbursing Officer I) Administrative Aide VI (Cash Clerk II) Administrative Aide VI (Accounting Clerk II)	6 6 6
2	Administrative Aide VI (Disbursing Officer I)	6	Cashier's Office	Administrative Aide IV (Accounting Clerk I) Administrative Aide IV (Cash Clerk I)	4 4
3	Administrative Aide VI (Cash Clerk II)	6	Cashier's Office	Administrative Aide IV (Accounting Clerk I) Administrative Aide IV (Cash Clerk I)	4 4
3	Administrative Aide IV (Cash Clerk I)	4	Cashier's Office	Open	
	Management Service				
2	Administrative Assistant II (Management and Audit Assistant)	8	Internal Audit	Administrative Aide VI (Disbursing Officer I) Administrative Aide VI (Cash Clerk II) Administrative Aide VI (Accounting Clerk II)	6 6 6

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
PLANNING SERVICE					
Information Technology					
1	Administrative Assistant I (Computer Operator I)	7	ITC	Open	
1	Administrative Aide VI (Data Entry Machine Oprtr. I)	6	ITC	Open	
Statistics					
1	Assistant Statistician	9	Research	Open	
ARCHITECTURE AND ENGINEERING SERVICES					
Drafting					
2	Draftsman II	8	Extension	Draftsman I	
1	Draftsman I	6	PPGSD	Open	

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
TRANSPORTATION, COMMUNICATION AND PUBLIC UTILITIES SERVICE					
	Automotive Equipment Operation				
1	Administrative Aide VI (Motorpool Dispatcher)	6	Motorpool	Open	
1	Administrative Aide V (Chauffeur I)	5	Motorpool	Administrative Aide IV (Driver II)	4
5	Administrative Aide IV (Driver II)	4	Motorpool	Administrative Aide III (Driver I)	3
9	Administrative Aide III (Driver I)	3	Motorpool	Open	
2	Heavy Equipment Operator I	4	Extension	Open	
1	Light Equipment Operator I	2	GASS	Open	
CRAFTS, TRADES AND RELATED SERVICE					
	Bench Working				
1	Handicraft Worker I	3	Extension	Open	

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
	Buildings, Grounds and Highways Construction and Maintenance				
1	Construction and Maintenance Foreman	8	Extension	Open	
1	Administrative Aide VI (Electrician II)	6	Motorpool	Administrative Aide IV (Electrician I)	4
1	Administrative Aide V (Plumber II)	5	PPGSD	Administrative Aide III (Plumber I)	3
1	Administrative Aide V (Carpenter II)	5	PPGSD	Administrative Aide III (Carpenter I)	3
2	Administrative Aide IV (Electrician I)	4	PPGSD	Open	
1	Administrative Aide III (Plumber I)	3	PPGSD	Open	
2	Administrative Aide III (Carpenter I)	3	PPGSD	Open	
	General Services				
1	Administrative Aide VI (Utility Foreman)	6	GASS	Administrative Aide V (Plumber II)	5
				Administrative Aide V (Carpenter II)	5
				Administrative aide III (Utility Worker II)	3
12	Administrative Aide III (Utility Worker II)	3	GASS, Research and	Administrative Aide I (Utility Worker I)	1

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
18	Administrative Aide I (Utility Worker I)	1	Extension GASS, Auxiliary, Research & Extension	Open	
15	Administrative Aide I (Laborer I) Laboratory Services	1	GASS, Research and Extension	Open	
4	Laboratory Aide II Machine Operation and Repair	4	Various units	Open	
1	Administrative Assistant V (Mechanical Shop Foreman)	11	Motorpool	Administrative Aide VI (Mechanical Plant Operator II) Administrative Aide VI (Mechanic II) Administrative Aide VI (Motorpool Dispatcher)	6 6 6
2	Administrative Aide VI (Mechanical Plant Operator II)	6	Motorpool	Administrative Aide V (Chauffeur I) Administrative Aide IV (Mechanic I) Heavy Equipment Operator I Administrative Aide IV (Driver II)	5 4 4 4
3	Administrative Aide VI (Mechanic II)	6	Motorpool	Administrative Aide IV (Mechanic I)	4

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
2	Administrative Aide IV (Mechanic I)	4	Motorpool	Open	
	Paper Working				
1	Paper Cutting Machine Operator II	5	GASS	Administrative Aide IV (Reproduction Machine Operator II) Administrative Aide IV (Bookbinder II) Administrative Aide II (Messenger)	4 4 2
3	Administrative Aide IV (Reproduction Machine Operator II)	4	GASS & Research	Administrative Aide II (Reproduction Machine Operator I) Administrative Aide II (Messenger) Administrative Aide II (Bookbinder I) Light Equipment Operator I	2 2 2 2
1	Administrative Aide IV (Bookbinder II)	4	GASS	Administrative Aide II (Reproduction Machine Operator I)	2
2	Administrative Aide II (Reproduction Machine Operator I)	2	GASS	Administrative Aide II (Bookbinder I) Open	2 Open
1	Administrative Aide II (Bookbinder I)	2	GASS	Open	Open

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
1	Machine Operation and Repair Marine Engineman	4	GASS	Open	
INFORMATION, ART AND RECREATION SERVICE					
	Audio-Visual Equipment Operation and Repair				3
2	Audio Visual Aids Technician I	6	Extension	Audio Visual Equipment Operator I	
2	Audio Visual Equipment Operator I	3	Extension	Open	
	Illustrating				
1	Artist-Illustrator III	11	Extension	Open	
MEDICINE AND HEALTH SERVICE					
	Dentistry				
2	Dental Aide	4	Clinic	Open	

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
EDUCATION, LIBRARY, MUSEUM AND ARCHIVAL SERVICE					
Educational Research, Planning and Supervision					
7	Education Research Assistant II	10	Research	Education Research Assistant I Science Research Assistant	9 9
2	Education Research Assistant I	9	Research	Open	
AGRARIAN, AGRICULTURAL AND ENVIRONMENT RESOURCES SERVICE					
Agricultural Development					
1	Agricultural Technician II	8	Research	Agricultural Technician I	6
1	Agricultural Technician I	6	Research	Open	
10	Farm Worker II	4	Aux., Research & Extension	Farm Worker I	2
9	Farm Worker I	2	Research & Extension	Open	

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
Aquacultural Development					
1	Master Fisherman I	5	GASS	Fisherman	3
1	Fisherman	3	Auxiliary	Marine Engineman	4
MATHEMATICS, PHYSICAL AND BIOLOGICAL SCIENCES SERVICE					
Science Development					
19	Science Research Assistant	9	Research	Science Aide	4
2	Science Aide	4	Research	Open	
DEFENSE AND SECURITY SERVICE					
Civil Security Services					
1	Security Guard III	8	SMS	Security Guard II	5
7	Security Guard II	5	SMS	Security Guard I	3
10	Security Guard I	3	SMS	Open	

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
MISCELLANEOUS SERVICE					
	Food Service				
2	Cook II	5	Auxiliary	Cook I	3
4	Cook I	3	Auxiliary	Open	
	Lodging Service				
1	Houseparent I	4	Auxiliary	Open	

Merit Selection Plan for Non-Teaching Personnel

ANNEX A.2
SYSTEM OF RANKING POSITIONS
SECOND LEVEL POSITIONS

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
GENERAL ADMINISTRATIVE SERVICE					
1	Administrative Chief Administrative Officer (Administrative Officer V)	24	Administrative Office	Attorney IV Supervising Administrative Officer (Supply Officer IV) Supervising Administrative Officer (Human Resource Management Officer IV)	23 22 22
1	Administrative Officer V (Administrative Officer III)	18	Administrative Office	Administrative Officer IV (Administrative Officer II) Administrative Officer III (Supply Officer II) Administrative Officer III (Records Officer II)	15 14 14
1	Administrative Officer IV (Administrative Officer II)	15	Administrative Office	Administrative Officer III (Supply Officer II) Administrative Officer III (Records Officer II)	14 14

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
1	Board Secretaries				
	Board Secretary V	24	Board Secretary Office	Open	
	Executive Assistance				
1	Executive Assistant IV	22	Office of the President	Open	
1	Executive Assistant II	17	Office of the President	Open	
1	Human Resource Management				
	Supervising Administrative Officer (Human Resource Management Officer IV)	22	HRM Office	Administrative Officer V (Human Resource Management Officer III)	18
				Administrative Officer V (Records Officer III)	18
1	Administrative Officer V (Human Resource Management Officer III)	18	HRM Office	Administrative Officer V (Administrative Officer III)	18
				Administrative Officer II (Human Resource Management Officer I)	11
				Administrative Officer IV (Administrative Officer II)	15
				Administrative Officer III (Supply Officer II)	14
				Administrative Officer III (Records Officer II)	14

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
2	Administrative Officer II (Human Resource Management Officer I)	11	HRM Office	Open	
	Records Management				
1	Administrative Officer V (Records Officer III)	18	Records Office	Administrative Officer IV (Administrative Officer II) Administrative Officer III (Supply Officer II) Administrative Officer III (Records Officer II)	15 14 14
1	Administrative Officer III (Records Officer II)	14	Records Office	Administrative Officer I (Records Officer I) Administrative Officer I (Supply Officer I) Administrative Officer II (Human Resource Management Officer I)	10 10 11
1	Administrative Officer I (Records Officer I)	10	Records Office	Open	

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
1	Supply Management	22	Supply Office	Administrative Officer V (Human Resource Management Officer III)	18
				Administrative Officer V (Records Officer III)	18
				Administrative Officer V (Admin. Officer III)	18
				Administrative Officer III (Supply Officer II)	14
3	Administrative Officer III (Supply Officer II)	14	Supply Office	Administrative Officer I (Supply Officer I)	10
2	Administrative Officer I (Supply Officer I)	10	Supply	Administrative Officer I (Records Officer I)	10
				Administrative Officer II (Human Resource Management Officer I)	11
FINANCIAL SERVICE					
1	Accounting	22	Accounting	Administrative Officer V (Cashier III)	18
				Administrative Officer V (Budget Officer III)	18
				Administrative Officer V (Management and Audit Analyst III)	18
2	Accountant II	16	Accounting Office	Accountant II	16
				Accountant I	12

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
2	Accountant I	12	Accounting Office	Open	
	Budgeting				
1	Supervising Administrative Officer (Budget Officer IV)	22	Budget Office	Administrative Officer V (Cashier III) Administrative Officer V (Budget Officer III) Administrative Officer V (Management and Audit Analyst III)	18 18 18
1	Administrative Officer V (Budget Officer III)	18	Budget Office	Accountant II Administrative Officer III (Cashier II)	16 14
1	Administrative Officer II (Budget Officer I)	11	Budget Office	Open	
	Cashiering				
1	Supervising Administrative Officer (Cashier IV)	22	Cashier's Office	Administrative Officer V (Cashier III) Administrative Officer V (Budget Officer III)	18 18

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
1	Administrative Officer V (Cashier III)	18	Cashier's Office	Administrative Officer V (Management and Audit Analyst III)	18
				Accountant II	16
				Administrative Officer III (Cashier II)	14
1	Administrative Officer III (Cashier II)	14	Cashier's Office	Administrative Officer I (Cashier I)	10
				Accountant I	12
				Administrative Officer II (Management and Audit Analyst I)	11
				Administrative Officer II (Budget Officer I)	11
2	Administrative Officer I (Cashier I)	10	Cashier's Office	Open	
1	Management Service Chief Administrative Officer (Financial Management Officer II)	24	Finance	Accountant IV	22
				Supervising Administrative Officer (Financial Management Officer I)	22
				Supervising Administrative Officer (Cashier IV)	22
				Supervising Administrative Officer (Budget Officer IV)	22

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
1	Supervising Administrative Officer (Financial Management Officer I)	22	Finance	Administrative Officer V (Cashier III) Administrative Officer V (Budget Officer III) Administrative Officer V (Management and Audit Analyst III)	18 18 18
1	Administrative Officer V (Management and Audit Analyst III)	18	Internal Audit Unit	Accountant II Administrative Officer III (Cashier II)	16 14
1	Administrative Officer II (Management and Audit Analyst I)	11	Internal Audit Unit	Open	
PLANNING SERVICE					
Information Technology					
1	Information Technology Officer I	19	ITC	Computer Programmer I Information Systems Researcher Computer Maintenance Technologist I	11 10 11
1	Computer Programmer I	11	ITC	Open	

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
1	Computer Maintenance Technologist I	11	Research	Open	
1	Information Systems Researcher I	10	ITC	Open	
	Statistics				
1	Statistician II	15	Research	Education Program Specialist I Science Research Specialist I University Research Associate II Assistant Statistician II	12 13 14 9
ARCHITECTURE AND ENGINEERING SERVICES					
	Architecture				
1	Architect IV	22	PPGSD	Open	
	Engineering				
1	Engineer IV	22	PPGSD	Open	

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
INFORMATION, ART AND RECREATION SERVICE					
	Information Dissemination				
1	Administrative Officer V (Information Officer III)	18	Extension	Information Officer I	11
1	Information Officer I	11	Extension	Open	
MEDICINE AND HEALTH SERVICE					
	Medical				
1	Medical Officer IV	23	Clinic	Medical Officer III	21
1	Medical Officer III	21	Clinic	Open	
	Dentistry				
1	Dentist III	20	Clinic	Dentist II	17
1	Dentist II	17	Clinic	Open	

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
1	Nursing				
	Nurse III	17	Clinic	Nurse II	15
5	Nurse II	15	Clinic	Open	
EDUCATION, LIBRARY, MUSEUM AND ARCHIVAL SERVICE					
2	Educational Research, Planning and Supervision	22	Research	University Researcher III	20
				Senior Science Research Specialist	19
1	Education Program Specialist II	16	Research	Education Program Specialist II	16
				Science Research Specialist II	16
				University Research Associate II	14
				Education Program Specialist I	12
				Science Research Specialist I	13

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
2	Education Program Specialist I	12	Research	Education Research Assistant II Science Research Analyst Training Specialist I School Farm Demonstrator	10 11 11 10
1	School Farm Demonstrator	10	Research	Open	8
1	School Credits Evaluator	11	Registrar	Open	
1	Vocational Placement Coordinator I	13	Guidance	Guidance Counselor II	12
	Library Services				
1	College Librarian IV	22	Library	College Librarian III	18
1	College Librarian III	18	Library	College Librarian II	15
9	College Librarian II	15	Library	College Librarian I	13

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
2	College Librarian I	13	Library	Open	
EDUCATION, LIBRARY, MUSEUM AND ARCHIVAL SERVICE					
1	School, College, University and Training Center Administration College Business Manager II	19	Auxiliary	Administrative Officer V (Cashier III) Administrative Officer V (Budget Officer III) Administrative Officer V (Management and Audit Analyst III) Accountant II	18 18 18 16
1	Registrar IV	22	Registrar	Registrar III	18
1	Registrar III	18	Registrar	Registrar II	15
1	Registrar II	15	Registrar	Registrar I School Credits Evaluator	11 11
3	Registrar I	11	Registrar	OPEN	

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
1	SUC President IV	30	Office of the President		
2	SUC Vice President IV	28	Office of the VP's		
School, College, and University Teaching					
1	Guidance Coordinator III	16	Guidance	Vocational Placement Coordinator I Guidance Counselor II	13 12
1	Guidance Counselor II	12	Guidance	Guidance Counselor I	11
1	Guidance Counselor I	11	Guidance	Open	
	Instructor I	12			
	Instructor II	13			
	Instructor III	14			

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
	Assistant Professor I	15			
	Assistant Professor II	16			
	Assistant Professor III	17			
	Assistant Professor IV	18			
	Associate Professor I	19			
	Associate Professor II	20			
	Associate Professor III	21			
	Associate Professor IV	22			
	Associate Professor V	23			
	Professor I	24			
	Professor II	25			
	Professor III	26			
	Professor IV	27			

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
1	Professor V	28	Research	Open	
	Professor VI	29			
	University Professor	30			
	Specialized Training				
1	Training Specialist I	11	Research		
	University Research Services				
	University Researcher III	20			
5	University Researcher I	16	Research	Senior Science Research Specialist	19
				Education Program Specialist II	16
				Science Research Specialist II	16
				University Researcher I	16
				University Research Associate II	14
				Education Program Specialist I	12
				Science Research Specialist I	13

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
2	University Research Associate II	14	Research	Education Program Specialist I Science Research Specialist I Science Research Analyst University Research Associate I	12 13 11 12
2	University Research Associate I	12	Research	Education Research Assistant II Science Research Analyst School Farm Demonstrator	10 11 10
MATHEMATICS, PHYSICAL AND BIOLOGICAL SCIENCES SERVICE					
1	Science Development Senior Science Research Specialist	19	Research	Education Program Specialist II Science Research Specialist II University Researcher I	16 16 16
1	Science Research Specialist II	16	Research	University Research Associate II Science Research Specialist I Education Program Specialist I	14 13 12

Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
2	Science Research Specialist I	13	Research	Science Research Analyst	11
8	Science Research Analyst	11	Research	Science Research Assistant Education Research Assistant II School Farm Demonstrator	9 10 10
DEFENSE AND SECURITY SERVICE					
Civil Security Services					
1	Security Officer I	11	SMS	Open	
LEGAL AND JUDICIAL SERVICE					
Attorneys					
1	Attorney IV	23	Legal Office	Open	
MISCELLANEOUS SERVICE					
Food Service					
1	Food Service Supervisor I	9	Cafeteria	Open	


Merit Selection Plan for Non-Teaching Personnel

Number	Position/s to be filled	Salary Grade	Location	Position/s Next-In-Rank	Salary Grade
1	Lodging Service Dormitory Manager II	11	Coeds Dorm	Dormitory Manager I	9

Merit Selection Plan for Non-Teaching Personnel

ANNEX B

CRITERIA FOR SELECTION/PROMOTION OF NON-TEACHING PERSONNEL (ADMINISTRATIVE)

	MARIANO MARCOS STATE UNIVERSITY Human Resources Management Office	Document Code	HRM-FRM-016	
	CRITERIA FOR SELECTION/PROMOTION OF NON-TEACHING PERSONNEL (PROMOTION) (Laborer, Driver, Mechanic, Carpenter, Security Guard, Administrative Personnel)	Revision No.	1	Page 1 of 2
		Effectivity Date	September 02, 2019	

Name: _____ Position to be Filled: _____
Date: _____
Course: _____
Latest Position: _____ Salary: _____

	Ideal Points	Points Earned
1. Interview	5 pts.	_____
2. Written Exam/ Skills Test	5 pts.	_____
2. Superior and Peer Assesment (use the Values and Attitude Tool)	10 pts.	_____
3. Work performance for the period (Current Rating) _____	20 pts.	_____
4. Experience and Outstanding Accomplishments	35 pts.	_____
A. Work Experience	20 pts.	_____
A.1. Relevant to the position & job description. (1pt. for every year of experience relevant to the position and job description)		
A.2. Related to the position & job description. (75% of full credit in MMSU) (25% of full credit outside MMSU)		_____
B. Awards/ Recognition	7 pts.	_____
(If applicant receives two or more awards in different levels Only the maximum points can be allowed) Local Level1 pts. Regional Level2 pts. Institutional Level4 pts. National Level6 pts. International Level7 pts.		
C. Innovations/Creative accomplishments	5 pts.	_____
(A certificate is needed for accomplishment noted for its relevance and significance especially with respect to the position applied for. It may just be justified by the acclaim of the office/s served by the applicant/who know of the innovations/creative accomplishments) National Application.....5 pts. Institutional Application...3 pts.		
D. Honors	5 pts.	_____
Summa Cum Laude/1 st -5 th place in Board Exam....5 pts. Magna Cum Laude/6 th -10 th place in Board exam....4 pts. Cum Laude/11 th -20 th place in Board Exam.....3 pts.		
E. Civil Service eligibility/PRC Licensure Board Exam.....	2.50 pts.	_____
PRC License.....2.5 pts. Career Service Professional.....2 pts. Career Service Sub Professional.....1.5pts.		

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Merit Selection Plan for Non-Teaching Personnel

F. Designation/Committee Membership 3 pts. _____

(Special work assignment signed by the University President without honorarium such as but not limited to teaching assignments and accreditation work is to included in this criteria. One (1) point will be credited for every year of special work assignment but not to exceed 3 points.)

- a. Designation as Chief of Division/section
(1 pt. for every year but not to exceed 3 pts.)
- b. Committee Membership
-as Chair 2 pts.
- as Member 1 pt.
- c. Teaching Assignment/Accreditation Work
(1 pt. for every year but not to exceed 3 pts.)

5. Education and Training 25 pts. _____

a. Education 20 pts. _____

Elementary	3.00
High School	5.00
Vocational Short-Term Courses	6.00
1 st year College	7.00
2 nd year college	7.50
3 rd year college	8.00
4 th year college	8.50
Bachelor's degree (non-relevant)	9.00
Bachelor's degree (relevant)	10.00
3-15 unit's Masteral	11.00
16-36 unit's Masteral	11.50
Completed Academic Requirements	12.00
Master's Degree	
Without thesis	14.00
With thesis	15.00
3-18 units Doctoral	17.00
19-36 Doctoral	17.50
Completed Academic Requirements	18.00
Doctoral	20.00

b. Training/Seminar/Conference Attended 5 pts. _____

(relevant to the position)

a. Relevant – 5 pts.

Type	No. of Days	
Local 2.00	1 day -	0.20
Regional 4.00	2 days -	0.40
National 6.00	3 days -	0.60
International 8.00	4 days -	0.80
	5 days & above -	1.00

TOTAL Points _____

SUMMARY OF PROMOTION POINTS EARNED

Name of Applicant: _____

Position applied for: _____

Evaluator/s: _____

CRITERIA	IDEAL POINTS	POINTS EARNED
I. INTERVIEW/WRITTEN/SKILLS	10POINTS	
II. SUPERIOR/PEER ASSESSMENT	10 POINTS	
III. WORK PERFORMANCE RATING	20 POINTS	
IV. WORK EXPERIENCE AND OUTSTANDING ACCOMPLISHMENTS	35 POINTS	
V. EDUCATION AND TRAININGS	25 POINTS	
TOTAL	100 POINTS	


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Signature over printed name evaluator _____

Merit Selection Plan for Non-Teaching Personnel

ANNEX C

CRITERIA FOR THE PROMOTION OF NON-TEACHING PERSONNEL (RESEARCH POSITIONS)

	MARIANO MARCOS STATE UNIVERSITY Human Resources Management Office		Document Code	HRM-FRM-012	
	CRITERIA FOR THE PROMOTION OF NON-TEACHING PERSONNEL (Research Positions)		Revision No.	1	Page 1 of 5
			Effectivity Date	November 28, 2019	

CRITERIA	PROPOSED POINTS
I. WRITTEN EXAMINATION AND /OR DEMONSTRATION AND INTERVIEW/SUPERIOR AND PEER ASSESSMENT (10 pts.) (Use values and attitude tool as a guide) 1.1 Written Exam/Demonstration - 5 1.2 Interview - 3 1.3 Superior Assessment - 2 1.4 Peer Assessment - 1 Written examination and interview and/or demonstration will be conducted in recruiting applicants to a position. Only interview will be conducted for applicants for promotion and can be supplemented with hands-on demonstration (if necessary).	10
II. PERFORMANCE AND OUTSTANDING ACCOMPLISHMENTS (50 pts.) 2.1 PERFORMANCE (10 pts.) Performance Rating – average rating obtained prior to promotion 2.2 OUTSTANDING ACCOMPLISHMENTS (40 pts.) (From entry to the university) 2.2.1 Publication (NO ceiling points) 2.2.1.1 Inventions/Discoveries/Patent/Plant Variety Registration 2.2.1.1.1 Invention/Discoveries/Patents 2.2.1.1.1a Main inventor - 4.0 pts. 2.2.1.1.1b Co-Maker - 2.0 pts. 2.2.1.1.2 Utility Model 2.2.1.1.2a Main inventor - 3.0 pts. 2.2.1.1.2b Co-maker - 1.5 pts. 2.2.1.1.3 Plant variety/Animal breed registration 2.2.1.1.3a Main Developer/Breeder - 3.0 pts. 2.2.1.1.3b Co-developer/breeder - 1.5 pts.	50
2.2.1.2 Publication in refereed journal (for every research / monograph / education technical article published in refereed technical /scientific / professional journal or as a book chapter. Main author receives full credit (100%); co-author receives 75% of full credit; other author/s receive 50% of full credit).	

Merit Selection Plan for Non-Teaching Personnel

2.2.1.2a International	- 3.0 pts.	
2.2.1.2b National	- 2.0 pts.	
2.2.1.2c Regional	- 1.0 pt.	
2.2.1.2d Local/Institutional	- 0.5 pt.	
2.2.1.3 Publication in non-refereed journal (as defined in the preceding section).		
2.2.1.3a International	- 3.0 pts.	
2.2.1.3b National	- 2.0 pts.	
2.2.1.3c Regional	- 1.0 pt.	
2.2.1.3d Local/Institutional	- 0.5 pt.	
2.2.1.4 For every published book/journal/catalogue (original, edited, or compiled, copyrighted/published within the last 10 years)		
2.2.1.4a Main Author	- 5.0 pts.	
2.2.1.4b Co-author	- 3.0 pts.	
2.2.1.4c Reviewer	- 2.0 pts.	
2.2.1.4d Translator	- 2.0 pts.	
2.2.1.4e Content Editor	- 2.0 pts.	
2.2.1.4f Compiler	- 1.0 pt.	
2.2.1.4g Layout artist/Proofreader/ Indexer	- 0.5 pt.	
2.2.1.5 Involvement other than author/writer in the publication of journal (for every refereed publication, they will receive full credit , 50% of the full credit for non-refereed publication) Unless not yet published during the evaluation period, 50% of the full credit will be given. Remaining 50% will be credited upon publication.		
2.2.1.5a Editor	- 3.0 pts.	
2.2.1.5b Managing Editor	- 3.0 pts.	
2.2.1.5c Translator	- 1.5 pts.	
2.2.1.5d Compiler	- 1.0 pt.	
2.2.1.5e Desktop Publisher Encoder	- 1.5 pts.	
2.2.1.5f Layout artist	- 0.5 pts.	
2.2.1.6 For every instructional manual/audio-visual material developed and approved for research use and/or extension dissemination		
2.2.1.6a Single author or maker	- 2.0 pts.	
2.2.1.6b Co-author or co-maker	- 1.0 pt.	
2.2.1.6c Other authors or maker	- 0.5 pt.	
2.2.1.7 For every technology commercialized/adopted		
2.2.1.7a National	- 3.0 pts.	
2.2.1.7b Regional	- 2.0 pts.	
2.2.1.7c Local/Institutional	- 1.0 pt.	

Merit Selection Plan for Non-Teaching Personnel

2.2.2 Awards/Honors/Recognitions/Scholarship/Fellowship (max of 10 points)		
2.2.2.1 Awards Competitive		
2.2.2.1a International	- 2.0 pts.	
2.2.2.1b National	- 1.5 pts.	
2.2.2.1c Regional	- 1.0 pt.	
2.2.2.1d Local/Institutional	- 0.5 pt.	
2.2.2.2 Awards Non-competitive		
2.2.2.2a International	- 1.0 pt.	
2.2.2.2b National	- 0.75 pt.	
2.2.2.2c Regional	- 0.50 pt.	
2.2.2.2d Local/Institutional	- 0.25 pt.	
2.2.2.3 Scholarship/Fellowship		
2.2.2.3a Competitive	- 1.0 pt.	
2.2.2.3b Non-Competitive	- 0.5 pt.	
2.2.3 Research and Development activities		
2.2.3.1 For every research and/or development fund sourced out from other agencies		
2.2.3.1a Php > 1M	- 3.0 pts.	
2.2.3.1b Php 0.5 - 1.0 M	- 2.0 pts.	
2.2.3.1c Php <0.5 M	- 1.0 pt.	
2.2.3.2 Involvement in training activities with consent of the university (max. of 3 pts.)		
2.2.3.2a Trainer/Resource Speaker	- 3.0 pts.	
2.2.3.2b Training Coordinator	- 2.0 pts.	
2.2.3.2c Facilitator	- 1.0 pt.	
2.2.3.3 Completed research activities		
2.2.3.3a Program Leader	- 6.0 pts.	
2.2.3.3b Project Leader	- 4.0 pts.	
2.2.3.3c Study Leader	- 2.0 pts.	
2.2.3.3d Project staff	- 1.0 pt.	
2.2.3.4 Consultancy/Expert Services. (Assisted in technical services in the farm and home visits; member in Technical Working Group. Proof: Accomplished request form for technical services and certificate of appearance from client, designation as technical expert) For every year of consultancy work is credited 1 point (max of 5 points)		
2.2.3.5 Professional Services (Include services as resource person / trainer / lecturer / reviewer (Max. of 5 points)		
2.2.3.5a National /Regional/Local	- 2.0 pts.	

Merit Selection Plan for Non-Teaching Personnel

<p>2.2.3.6 Paper and/or poster presented in conference/symposia etc. Main author receives full credit (100%), co-author receives 75% of full credit, other author/s receive 50% of full credit.</p> <p>2.2.3.6a International - 3.0 pts.</p> <p>2.2.3.6b National - 2.0 pts.</p> <p>2.2.3.6c Regional - 1.0 pt.</p> <p>2.2.3.6d Local - 0.5 pt.</p>	
<p>2.2.3.7 Attendance in conference/symposium (Max of 5 points) For actual presenter/participant only</p> <p>2.2.3.7.1 As Paper Presenter</p> <p>2.2.3.7.1a International - 1.0 pt</p> <p>2.2.3.7.1b National - 0.75 pt.</p> <p>2.2.3.7.1c Regional - 0.50 pt.</p> <p>2.2.3.7.1c Local - 0.25 pt.</p> <p>2.2.3.7.2 As Poster Presenter</p> <p>2.2.3.7.2a International - 0.75 pt.</p> <p>2.2.3.7.2b National - 0.50 pt.</p> <p>2.2.3.7.2c Regional - 0.25 pt.</p> <p>2.2.3.7.3 As participant</p> <p>2.2.3.7.3a International - 0.5 pt.</p> <p>2.2.3.7.3b National - 0.3 pt.</p> <p>2.2.3.7.3c Regional - 0.2 pt.</p> <p>2.2.3.7.3d Local - 0.1 pt.</p>	
<p>III. WORK EXPERIENCE (20 pts.)</p> <p>The services/experiences of a researcher who is designated to an administrative position like Dean, Director, Center Chief, Chief of Office, Section Chief, shall be credited only once whichever is highest, within the period of designation.</p> <p>3.1 Relevant research work experience (max. of 15 points)</p> <p>Every year of service is given 1 point excluding sick and vacation leave for 1 month or more (Full length of service at MMSU since permanency)</p>	20
<p>3.2 Other research related work experience (max. of 3 points)</p> <p>For every year of research-related work experience is given 0.70 point excluding sick and vacation leave for 1 month or more, but should not exceed 10 points.</p> <p>3.3 Designation/Committee Membership (Max of 2 points)</p> <p>3.3.1 Designation as Affiliate Faculty (Max of 2 points)</p> <p>For every year of service as affiliate faculty with a minimum load of 3 units will be credited as 1.0 point.</p> <p>3.3.2 Membership in relevant professional organization (Max of 2 points)</p> <p>3.3.2a International - 0.5 pt.</p> <p>3.3.2b National - 0.4 pt.</p> <p>3.3.2c Regional - 0.3 pt.</p> <p>3.3.2d Local - 0.2 pt.</p>	

Merit Selection Plan for Non-Teaching Personnel

3.3.3 Committee assignment			
3.3.3a Accreditation related	- 3.0/year		
3.3.3b University wide activities	- 0.5/year		
3.3.3c Office level	- 0.1/year		
IV. EDUCATION & TRAINING (20 pts.)			20
4.1 Education (15 pts.)			
	with thesis	non thesis	
BS/AB	10	10	
Masters Graduate	15	13	
CAR	12		
Doctorate Graduate	20	18	
CAR	17		
For every 3 units earned at the graduate level, 0.5 points will be credited {Max. of 2 points}			
4.2 Training (5pts.)			
For every training relevant to the position applied for with a duration of at least 1 month will be credited 1 point. Pro-rated for less than 1 month.			
TOTAL			


SUMMARY OF POINTS EARNED	Points
I. WRITTEN EXAMINATION / DEMO/ INTERVIEW AND SUPERIOR / PEER ASSESSMENT	10
II. PERFORMANCE AND OUTSTANDING ACCOMPLISHMENTS	50
III. WORK EXPERIENCE	20
IV. EDUCATION AND TRAINING	20
TOTAL	

Note: Points accumulated thru the years, starting from entry/permanency in the University.

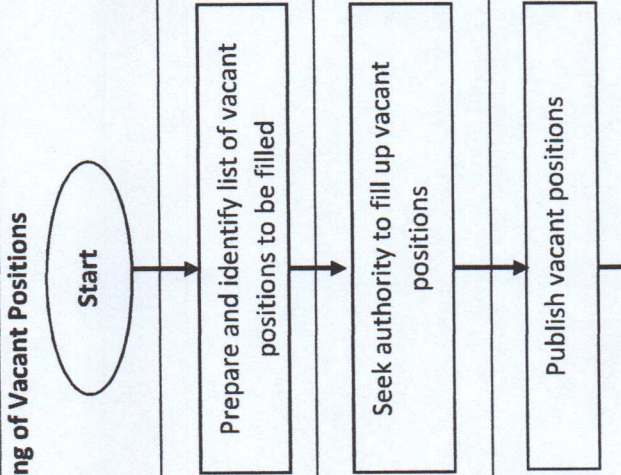
(Signature over printed name of evaluator)

Merit Selection Plan for Non-Teaching Personnel

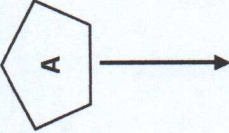
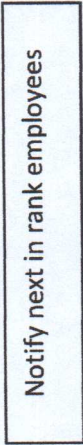
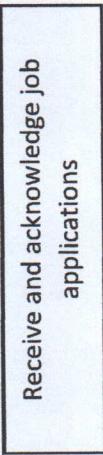
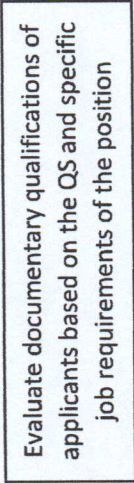
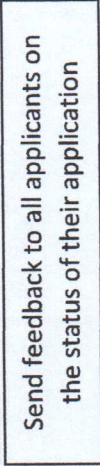
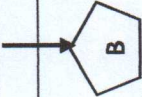
ANNEX D
FLOW CHART
RECRUITMENT, SELECTION AND APPOINTMENT PREPARATION

	MARIANO MARCOS STATE UNIVERSITY Human Resources Management Office		Document Code	HRMO-PFC-002	
	PROCESS AND CONTROLS TABLE/ SIPOC		Revision No.	1	Page 1 of 5
			Effectivity Date	October 08, 2020	

Process Name : RECRUITMENT, SELECTION AND APPOINTMENT PREPARATION
Process Owner : HUMAN RESOURCES MANAGEMENT OFFICE

INPUTS/CONTROL	ACTIVITY	ACTIVITY CONTROL	OUTPUTS/CONTROL	RESPONSIBILITIES
	<p>Filling of Vacant Positions</p> 			
List of vacant positions		<ul style="list-style-type: none">Budget clearance	List of vacant positions	HRMO / USPB-NT
			Approved request to fill up vacant positions by the University President	HRMO / USPB-NT
Approved request to fill up vacant positions by the University President		<ul style="list-style-type: none">Set deadline for submission of application letters	Publication of vacant positions <ul style="list-style-type: none">Signed by the HRMO Director	HRMO

Merit Selection Plan for Non-Teaching Personnel

		<ul style="list-style-type: none"> In accordance with Publication Law (RA 7041) 	<ul style="list-style-type: none"> posted in CSC bulletin, conspicuous places in the University and website/internet postings 	
Publication of vacant positions		<ul style="list-style-type: none"> notify NIR employees 	Notification letter to next in rank employees <ul style="list-style-type: none"> received and signed by the NIR employee 	HRM Staff
Notification letter to next in rank employees		<ul style="list-style-type: none"> application letter signed by the NIR employees 	Application letter <ul style="list-style-type: none"> received by the HRMO staff 	HRM Staff
Application letter		<ul style="list-style-type: none"> must meet the minimum requirement of the vacant position set forth by the QS complete support documents 	List of applicants	HRM Staff
List of applicants		<ul style="list-style-type: none"> notify applicants thru text/call or email 	Notification letter to all applicants	HRM Staff
				


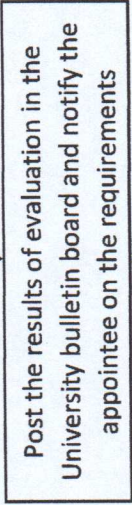
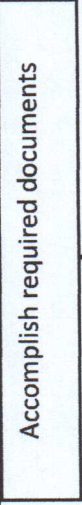
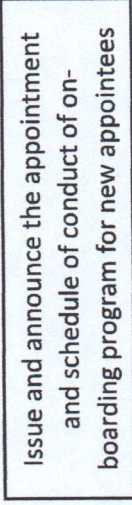
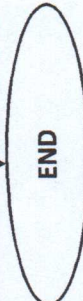
Merit Selection Plan for Non-Teaching Personnel

					<ul style="list-style-type: none"> received and acknowledged by the applicants 	
Notification letter to all applicants				Selection Line-up of qualified applicants		
Selection Line-up of qualified applicants			<ul style="list-style-type: none"> ensure availability of all members of the USBP-NTD availability of venue 	Date of interview/examination is set	USBP-NTP Chair	
Date of interview/examination is set			<ul style="list-style-type: none"> notice to applicants through text, call, email or letter 	Notification letter to all candidates <ul style="list-style-type: none"> received and acknowledged by the applicants 	HRMO staff	
Selection Line-up of qualified applicants			<ul style="list-style-type: none"> Interview tool Rated and signed by the USBP-NTP 	Selection Line-up of qualified applicants Interview sheet <ul style="list-style-type: none"> Signed by the members of the USBP NTP 	USBP-NTP	

Merit Selection Plan for Non-Teaching Personnel


Interview sheet	<div> <div>C</div> <div>Prepare and sign the summary of final evaluation and ranking</div> </div>	<ul style="list-style-type: none"> Result of evaluation will be deliberated by the USBP-NTP 	Summary evaluation	
Summary evaluation	<div> <div>Conduct background investigation, if necessary</div> </div>	<ul style="list-style-type: none"> Call or write a letter to former supervisor of the applicants 	Result of background investigation	HRM Staff
Result of background investigation	<div> <div>Prepare and submit background investigation report to USBP-NT along with the summary of final evaluation</div> </div>	Result of the background investigation will be deliberated by the USBP-NTP	Summary evaluation <ul style="list-style-type: none"> Signed by the USBP-NTP 	USBP-NTP HRM staff
Summary evaluation	<div> <div>Submit to the University President the duly signed summary of evaluation of candidates</div> </div>			HRM staff
Summary evaluation	<div> <div>Assess and act the USBP-NT evaluation</div> <div>D</div> </div>		Summary evaluation of applicants <ul style="list-style-type: none"> Signed and approved by the University President 	University President

Merit Selection Plan for Non-Teaching Personnel

				
Approved summary evaluation		<ul style="list-style-type: none"> • Date of posting is indicated • Notice to applicants thru text/call/email is acknowledged 	Approved summary evaluation <ul style="list-style-type: none"> • Posted in the bulletin board Notified the qualified applicants of the result of evaluation and requirements	HRMO staff
Approved summary evaluation		<ul style="list-style-type: none"> • Set deadline when to submit documents 	Complete requirements <ul style="list-style-type: none"> • In accordance with ORAOHRA • Duly accomplished • Signed all documents 	HRMO staff
Complete requirements		Appointment <ul style="list-style-type: none"> • Received by the appointee 	Onboarding program is conducted	HRMO
				

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ANNEX E
VALUES / ATTITUDE TOOL (NON-TEACHING)

	MARIANO MARCOS STATE UNIVERSITY Human Resources Management Office	Document Code	HRM-FRM-012	
	VALUES / ATTITUDE TOOL (NON TEACHING)	Revision No.	1	Page 1 of 1
		Effectivity Date	November 28, 2019	

Applicant: _____

Current Employer: _____ Department: _____

Position: _____ Education: _____

Brief description of duties and responsibilities: _____

Service period: _____

Number of personnel supervised if any: _____

FACTORS	INDICATORS	RATINGS	AVERAGE	COMMENTS
1. INITIATIVE / DRIVE	a) Creativity			
	b) Persistence			
	c) Innovativeness			
	d) Able to identify problems and solutions			
2. ATTITUDE / DEPENDABILITY	a) Respects authority/supervision			
	b) Able to follow instructions			
	c) Willingly accepts responsibility			
	d) Does not need constant reminder			
3. INTEGRITY / WORK ETHIC	a) Exhibits integrity/transparency			
	b) Exhibits love for work			
	c) Willing to work extra hours			
	d) Recognize talents/skills of others			
4. ADAPTABILITY / FLEXIBILITY	a) Exhibits willingness to learn/adjust			
	b) Capable of multi-tasking			
	c) Socializes within unit			
	d) Socializes outside of the unit			
5. COOPERATION & TEAM WORK	a) Willing to share skill/talent			
	b) Able to work with anyone			
	c) Supportive of co-workers efforts			
	d) Receptive to other/new ideas			

RATINGS: NOT ACCEPTABLE-0 POOR-1 FAIR-2 GOOD-3 VERY GOOD-4 OUTSTANDING-5

Rater:

Signature Over Printed Name


Date

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ANNEX F

INTERVIEW GUIDE – ASSESSMENT OF EMPLOYEE POTENTIAL (NT)

	MARIANO MARCOS STATE UNIVERSITY	Document	HRM-FRM-013	
	Human Resources Management Office	Code		
	INTERVIEW GUIDE – ASSESSMENT OF EMPLOYEE POTENTIAL (NT)	Revision No.	1	Page 1 of 1
		Effectivity Date	November 28, 2019	

NAME: _____
POSITION APPLIED FOR: _____

Instructions:

Please rate the applicant/candidate concerning human relations, leadership and personal attributes which would indicate the potential of an individual to perform not only the duties of the position to be filled but also those of higher and more responsible positions: Base your rating on the following levels of standards with their corresponding point score.

I. HUMAN RELATIONS (2 pts.)

1. Ability to adapt/adjust to the Organization

- 2.1 Is he able to adjust to the variety of personalities, rank, and informal groups present in the Organization?
- 2.2 Does he internalize work changes with ease and vigor?

2. Ability to relate to superiors

- 2.1 How well does he respond to your requests, demands and expectations?
- 2.2 Does he apprise you of the significant problems in his work, their causes and appropriate steps to be taken to correct them?
- 2.3 In the face of differences in behavior between him and you, can he maintain his individual point of view?

3. Ability to interface with peers

- 3.1 Does he have the respect and acceptance of his peers?
- 3.2 Does he try to help his peers in clarifying points they are trying to resolve?

4. Ability to deal with clientele/public

- 4.1 Is he always cordial and respectful in dealing or transacting with the public?
- 4.2 Does he show enthusiasm in providing the clients/public the necessary advice and assistance they seek for?

II. LEADERSHIP (1.5 pts)

- 1. Is he able to encourage his peers and subordinates to contribute and participate in problem solving and decision-making?
- 2. Can he influence your thinking attitude and behavior and that of his peers?
- 3. When assigned with ad hoc external groups, does he lead the members to do willingly the assigned tasks/projects?
- 4. When assigned to be a leader/chairman of the working group does he assume responsibility for the work of the other members?

III. PERSONAL QUALIFICATIONS AND ATTRIBUTES (1.5 pts)

1. Ingenuity and innovativeness

- 1.1 Is he intellectually critical of existing standards, systems and policies?
- 1.2 Does he take the initiative to organize or develop programs, systems and procedures and standards that will benefit the organization?

2. Stress Tolerance

- 2.1 Does he have a high degree of tolerance for tension resulting from increasing volume of work, organization change, environmental conflict, etc.?
- 2.2 Is he able to control and handle his anger and negative emotions?
- 2.3 Does he accept criticism objectively whether from his subordinates, peers or superiors?

3. Decisiveness

- 3.1 When you seek help from him in solving problems, does he submit considered analysis of alternatives and recommend suggestions for solutions?
- 3.2 When his need to make a decision is immediate, is he able to act quickly and make the best decision possible?

TOTAL POINTS FOR POTENTIAL


Name and signature of rater

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ANNEX G

INTERVIEW GUIDE – PERSONALITY TRAITS AND CHARACTERISTICS (NT)

	MARIANO MARCOS STATE UNIVERSITY Human Resources Management Office	Document Code	HRM-FRM-014	
	INTERVIEW GUIDE – PERSONALITY TRAITS AND CHARACTERISTICS (NT)	Revision No.	1	Page 1 of 1
		Effectivity Date	November 28, 2019	

NAME: _____
POSITION APPLIED FOR: _____

Candidates for selection and promotion shall be evaluated on the basis of certain traits and characteristics which may be observed in a face-to-face interview. The following are the traits, the maximum number of points for each trait, as well as guide descriptive statements with suggested point ratings to help the rater.

TRAITS

VOICE AND SPEECH	(.5 pts)	_____
Irritating or indistinctive		
Understandable but rather unpleasant		
Neither conspicuously pleasant or unpleasant		
Definitely pleasant and distinct		
Exceptionally clear and pleasing		
APPEARANCE	(.5 pts)	_____
Unprepossessing or unsuitable		
Creates rather unfavorable impression		
Suitable and acceptable		
Creates distinctly favorable impression		
Impressive; commands admiration		
ALERTNESS	(1 pt.)	_____
Slow in grasping obvious questions;		
Often misunderstands meaning of questions		
Slow to understand subtle points		
Nearly grasps intent of interview questions		
Rather quick in grasping questions and new ideas		
Exceptionally keen and quick to understand		
ABILITY TO PRESENT IDEAS	(1 pt)	_____
Confused and illogical		
Tends to scatter and become involved		
Usually gets his ideas across well		
Show superior ability to express himself		
Unusually logical, clear and convincing		
JUDGMENT	(1 pt)	_____
Notably lacking in balance and restraint		
Shows tendency to react impulsively and without restraint		
Acts judiciously on ordinary circumstances might be hasty		
Gives reassuring evidence of considered judgment		
Inspires unusual confidence in probable soundness of judgment		
EMOTIONAL STABILITY	(.5 pts)	_____
Oversensitive, easily disconcerted		
Occasionally impatient, irritated		
Well poised most of the time		
Superior self-command		
Exceptionally poise, calm and has good humor under stress		
SELF-CONFIDENCE	(.5 pts)	_____
Timid, hesitant, easily influenced		
Appears to be over self-conscious		
Moderately confident of himself		
Wholesomely self-confident		
Shows superior self-assurance		
Total Points for Personality Traits and Characteristics		_____

Name and signature of rater

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Merit Selection Plan for Non-Teaching Personnel

ACKNOWLEDGEMENT

Merit Selection Plan (MSP) for Non-Teaching Personnel Committee

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Dr. Carmelo J. Esteban

Co-Chair

Prof. Andres Y. Tungpalan

Members

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Mr. Gerard S. Ragudo

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University Human Resource Merit Promotion and Selection Board

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