



OTHER POLICY STATEMENTS AGAINST DISCRIMINATION

In addition to the Equal Opportunity Policy, MMSU guards against discrimination in the workplace through the implementation of policies such as:

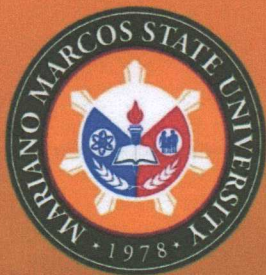
1. The Merit Recruitment and Selection Plans (MSP) for Faculty and Non-Teaching Personnel have explicit statements against discrimination in the workplace (Chapter 1, p. 1 of Faculty MSP and Sec. 6.4, p. 12 of MSP for Non-Teaching).
2. The MMSU Personnel Scholarship Guidelines and Policies also adhere to the equal opportunity principle (Sec. 2, p.1).

Supporting Documents:

- 1) Merit Recruitment and Selection Plans for Faculty and Non-Teaching Personnel
- 2) Personnel Scholarship Guidelines and Policies

Link:

<https://bit.ly/MMSUvsDiscrimination>



MARIANO MARCOS
STATE UNIVERSITY

MERIT SELECTION PLAN FOR FACULTY MEMBERS

REVISED 2020



Merit Selection Plan for Faculty Members

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 faculty members. 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 Faculty Members 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 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 Faculty Members

TABLE OF CONTENTS

CHAPTER 1 - OBJECTIVES.....	1
CHAPTER 2 – SCOPE	2
CHAPTER 3 - DEFINITION OF TERMS.....	2
CHAPTER 4 – PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS.....	3
4.1. Basic Rule.....	3
4.2. Qualification Standards.....	4
4.3. RECRUITMENT, SELECTION AND APPOINTMENT	6
4.3.1. RECRUITMENT AND APPOINTMENT	6
4.3.1.1. General Policy.....	6
4.3.1.2. Specific Policies	6
4.3.1.3. Procedures.....	7
4.3.2. PROMOTION	8
4.3.2.1. Policies	8
4.3.2.2. Procedures.....	9
4.3.3. COMPOSITION OF THE UNIVERSITY FACULTY MERIT PROMOTION AND SELECTION BOARD	10
4.4. CAREER AND PERSONNEL DEVELOPMENT	10
4.4.1. General Policy	10
4.4.2. HUMAN RESOURCE DEVELOPMENT INTERVENTIONS	10
4.4.2.1. Policies.....	10
4.4.3. FACULTY LEARNING AND DEVELOPMENT COMMITTEE.....	11
4.5. PERFORMANCE MANAGEMENT SYSTEM	12
4.5.1. General Policy	12
4.5.2. Specific Policies.....	12
4.6. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)	13
4.6.1. General Policy	13
4.7. PERSONNEL RELATIONS AND WELFARE SERVICES.....	13
4.7.1. General Policy	13
4.7.2. Specific Policies	13

Merit Selection Plan for Faculty Members

CHAPTER 5 – WORKING HOURS.....	13
5.1. General Policy.....	13
5.2. Specific Policies	14
CHAPTER 6 – LEAVE BENEFITS.....	14
6.1. General Policy.....	14
CHAPTER 7 – COMPLAINTS AND GRIEVANCE MACHINERY	15
7.1. General Policy.....	15
7.2. Specific Policies	15
7.3. Procedures.....	16
CHAPTER 8 – PUBLIC SECTOR UNIONISM	16
8.1. General Policy.....	16
8.2. Specific Policies	17
CHAPTER 9 – DISCIPLINE.....	17
9.1. General Policy.....	17
9.2. Specific Policies	17
CHAPTER 10 – OTHER HUMAN RESOURCE ACTIONS	17
10.1. Classification of Human Resource Actions.	17
CHAPTER 11 – RETIREMENT.....	18
11.1. General Policy.....	18
11.2. Specific Policies	18
CHAPTER 12 – TRANSITORY PROVISIONS	19
CHAPTER 13 – RESPONSIBILITY	19
CHAPTER 14 – EFFECTIVITY.....	19
COMMITMENT.....	19
Annex A.....	20

Merit Selection Plan for Faculty Members

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018 or the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised July 2018, and in consonance with CHED Circulars, DBM Circulars and the University Charter, this Merit Selection Plan for Faculty members of the Mariano Marcos State University is hereby established for the guidance of all concerned.

The Governing Board of the University shall approve the Merit Selection Plan, which shall be submitted to the Civil Service Commission. The approved Merit Selection Plan shall be used as one of the bases for the expeditious approval or attestation of appointments, and accreditation to take final action on appointments.

CHAPTER 1 - OBJECTIVES

The Mariano Marcos State University shall strictly adhere to the principles of merit and fitness and equality. The selection of faculty shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of faculty on account of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property in accordance with the Equal Employment Opportunity Policy (EEOP).

The objectives of this Merit Selection Plan are the following:

- 1.1. To establish a sound procedure for recruitment, selection and appointment of faculty so that only those who are fit and most qualified shall serve the public;
- 1.2. To create and provide equal opportunities for career development so that those who dedicate themselves to public service may develop their potentials to the maximum;
- 1.3. To develop highly educated and motivated professional staff;
- 1.4. To provide a procedure for speedy and fair resolution of complaints and grievances;
- 1.5. To provide a framework for personnel discipline to assure the public of integrity of their servants; and
- 1.6. Provide equal opportunities to all applicants and faculty by observing and implementing the EEOP.

Merit Selection Plan for Faculty Members

CHAPTER 2 – SCOPE

This Merit Selection Plan shall apply to the closed career positions of the University. These are positions or ranks in the faculty such as follows:

FACULTY RANK	SUB-RANKS
University Professor	
Professor	I-VI
Associate Professor	I-V
Assistant Professor	I-IV
Instructor	I-III

CHAPTER 3 - DEFINITION OF TERMS. As used in this Merit Selection Plan, the following terms shall mean:

- 3.1. **Appointing Authority** – refers to the University President, as authorized by the Board of Regents;
- 3.2. **Closed Career Position** – refers to any position in the faculty of the University;
- 3.3. **Faculty** - a group of employees of the University appointed to a faculty rank and who is directly engaged in teaching, research or extension services.
- 3.4. **Faculty Rank** – refers to the classification of faculty into University Professor, Professor, Associate Professor, Assistant Professor and Instructor and further classified into sub-ranks pursuant to applicable laws, rules and regulations;
- 3.5. **UFMPSB** – refers to the University Faculty Merit Promotion and Selection Board. This body shall assist the University President in selecting applicants or candidates for appointment to faculty positions;
- 3.6. **UPDP** – refers to the body responsible for selecting and recommending faculty members who should attend specific training and scholarship programs conducted by the University or by government agencies or duly accredited non-governmental organizations, local or foreign;
- 3.7. **Full Time** – refers to regular faculty members occupying permanent plantilla positions and rendering an equivalent of forty hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, research, extension and production services), except for courses covered by specific CMO which provides the minimum number of hours per week;
- 3.8. **Full Load** – refers to the number of hours spent in teaching or academic units plus quasi-teaching administrative duties, the total of which is 40 hours of work a week;
- 3.9. **Governing Board** – refers to the Board of Regents, the highest policy-making body of the University.
- 3.10. **Insiders** – refers to the non-teaching employees of the University who are interested in joining the faculty or members of the faculty who are aspiring for promotion;

Merit Selection Plan for Faculty Members

- 3.11. **Merit Selection Plan**- refers to the set of guidelines in the selection, utilization, training, retention and other faculty actions in the University;
- 3.12. **Outsiders**- refers to applicants who are not yet employed by the University;
- 3.13. **Part Timer** – refers to a teaching staff member who is either a) an outsider from MMSU who is requested to handle subjects/courses by virtue of his/her expertise in the discipline b) a non-teaching personnel who is requested to handle courses/subjects by virtue of his/her expertise in the discipline;
- 3.14. **Contractual faculty** – refers to a faculty member hired to (without plantilla position) undertake instructional function for a limited period but not to exceed one (1) year;
- 3.15. **PMS** – refers to the Performance Management System for faculty ranks and sub-ranks organized to present a standardized system of evaluating individual performance of faculty members for organizational effectiveness;
- 3.16. **Human Resource Action** – refers to any action denoting the movement or progress of personnel in the civil service;
- 3.17. **Philippine Association of State Universities and Colleges (PASUC)** – refers to CHED – recognized organization of all chartered State Universities and Colleges (SUCs);
- 3.18. **Qualification Standard** – refers to the of minimum qualifications for a position, which shall include education, experience, training and personality traits, required for the performance of the job or set of duties. The civil service eligibility can be dispensed with for appointment to faculty ranks; however, RA 1080 shall be required if the subjects to be taught are covered by bar/board laws;
- 3.19. **Rank** – refers to the academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency.
- 3.20. **Recruitment**- refers to the process of searching for and attracting potential applicants through announcements, assessments and other related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty;
- 3.21. **Reclassification** – refers to the change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a reevaluation of a position without a significant change in its duties and responsibilities;
- 3.22. **Selection** – refers to the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials; and
- 3.23. **University** - refers to Mariano Marcos State University.

Merit Selection Plan for Faculty Members

CHAPTER 4 – PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS

4.1. **Basic Rule.** In the appointment of faculty of the University, no religious test or political tests shall be required, nor shall their religious or political opinion or affiliations be a matter of inquiry or examination.

4.2. Qualification Standards

4.2.1. **General Policy.** The qualification standards for appointment and other personnel actions for faculty shall be those provided under CSC MC No. 1, s. 1997 and such other issuances that may henceforth be issued.

4.2.2. **Minimum Qualification Standards.** Hereunder are the minimum qualification standards for appointment to faculty positions/ranks provided for under CSC MC 10 s. 2012 and CSC MC No. 17, s. 2013:

Instructor I to II

Education : Master's degree in the area of specialization or its allied/related fields
Experience : None required
Training : None required
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Instructor III

Education : Master's degree in the area of specialization or its allied/related fields
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Assistant Professor I-III

Education : Master's degree in the area of specialization or its allied/related fields
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Assistant Professor IV

Education : Master's degree in the area of specialization or its allied/related fields
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Merit Selection Plan for Faculty Members

Associate Professor I to III

Education : Master's degree in the area of specialization or its allied/related fields
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Associate Professor IV to V

Education : Relevant Master's degree
Experience : 2 years of relevant experience
Training : 16 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Professor I

Education : Relevant Master's degree
Experience : 4 years of relevant experience
Training : 24 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Professor II to III

Education : Relevant Master's degree
Experience : 4 years of relevant experience
Training : 32 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Professor IV to VI

Education : Relevant doctorate degree
Experience : 5 years of relevant experience
Training : 32 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

University Professor

Education : Relevant doctorate degree
Experience : 5 years of relevant experience
Training : 32 hours of relevant training
Eligibility : None required
RA 1080 (for courses requiring BAR or Board eligibility)

Merit Selection Plan for Faculty Members

- 4.2.3. The National Budget Circular pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in SUCs.

4.3. RECRUITMENT, SELECTION AND APPOINTMENT

4.3.1. RECRUITMENT AND APPOINTMENT

- 4.3.1.1. **General Policy.** The University, through its governing board, establishes these internal policies, procedures and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the CSC for approval. The established policies and procedures shall be in accordance with the following Civil Service policies and procedures.

4.3.1.2. Specific Policies

- 4.3.1.2.1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.

- 4.3.1.2.2. Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the university.

- 4.3.1.2.3. Vacant positions in the University that are authorized to be filled, together with their corresponding qualification standards and plantilla numbers, shall be published and posted in three (3) conspicuous places for a period of at least ten (10) calendar days.

The University shall submit a list of vacant positions to be filled and their corresponding qualification standards and plantilla item numbers in electronic and printed copies to the CSC Ilocos Norte (IN) Field Office. The printed copy shall be posted by the CSC IN Field Office in its bulletin board. The electronic copy shall be forwarded to the CSC Regional Office I which shall publish the same in the CSC Bulletin of Vacant Positions in the government in the CSC website.

These shall also be published using other modes such as the University website.

Filling of vacant positions shall be made after ten (10) calendar days from their publication.

- 4.3.1.2.4. If a faculty member is appointed as University President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.

- 4.3.1.2.5. The statuses of appointment for the members of the faculty are the following:

Merit Selection Plan for Faculty Members

- 4.3.1.2.5.1. Permanent appointment shall be issued to a person who meets all the qualification requirements established for the faculty rank and who shall have completed the probationary period of one (1) year.
- 4.3.1.2.5.2. Temporary appointment shall be issued to a person who meets all the requirements of the position except the education but only in the absence of applicants who possess the minimum educational qualification.

The renewal of temporary appointment shall be limited to five times only.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence; not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligibles or even by non-eligibles.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.
- 4.3.1.2.5.3. Contractual appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year.
- 4.3.1.2.5.4. Part-time teaching covered by a contract of service or job order does not give rise to employer-employee relationship between the University and the person hired and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or job order is not entitled to benefits enjoyed by government employees.
- 4.3.1.2.5.5. Substitute appointment may be issued to an appointee when the regular incumbent of the position is temporarily unable to perform the duties of the position, as when he is on approved leave of absence or is under suspension or is on scholarship grant or on secondment. It shall be effective until the return of the incumbent.

4.3.1.3. Procedures

The University shall recruit and appoint its faculty in accordance with the following procedures:

- 4.3.1.3.1. Identification and preparation for filling up of positions involving a) seeking authority to fill up the position and b) budget clearance.
- 4.3.1.3.2. Publication of vacant positions marked for filling up at the CSC Field Office and post the same in three (3) designated and conspicuous bulletins in the University for at least ten (10) calendar days.

Merit Selection Plan for Faculty Members

- 4.3.1.3.3. Receipt of application either from within or outside the university. Job application received are acknowledged and included in the list of qualified applicants.
- 4.3.1.3.4. Preliminary evaluation of paper qualifications of applicants based on the Qualification Standards and specific job requirements of the position.
- 4.3.1.3.5. Sending feedback to all applicants on the status of their applications.
- 4.3.1.3.6. Preparation of the Selection Line-up of applicants and distributes to the UFMPSB members.
- 4.3.1.3.7. The UFMPSB convenes to conduct preliminary screening of applicants to evaluate and deliberate en banc the qualifications of those listed in the selection line up. The HRMO prepares short list of qualified applicants.
- 4.3.1.3.8. Applicants who passed the preliminary screening will be notified that they shall undergo further assessment such as interview, written/psychological test and teaching demonstration, skills test and others.
- 4.3.1.3.9. On the basis of the comparative assessment using the approved criteria, a summary of final evaluation and ranking for faculty showing the rank of each applicant shall be prepared and signed by the members of the UFMPSB.
- 4.3.1.3.10. Conduct of Background Investigation to the top 3 applicants.
- 4.3.1.3.11. Submission of the summary of evaluation of applicants from which the University President shall choose the applicant to be appointed.
- 4.3.1.3.12. Assessment of UFMPSB evaluation and approval of the University President of the applicant deemed best qualified for appointment.
- 4.3.1.3.13. Posting of the results of evaluation in three conspicuous places in the University and notification of the appointee on the appointment requirements.
- 4.3.1.3.14. Preparation of appointment together with the required documents. The issuance of appointment is in accordance with the provisions of the MMSU Merit Selection Plan for Faculty Members.
- 4.3.1.3.15. Posting of notice announcing the appointment of an employee in three conspicuous places in the university a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.
- 4.3.1.3.16. Conduct semi-orientation/on-boarding program for new appointees within 3 to 6 months after the issuance of appointment.

4.3.2. PROMOTION

4.3.2.1. Policies

- 4.3.2.1.1. A faculty may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training and scholarship grants) of the position, including performance rating of at least Very Satisfactory during the last rating period.

Merit Selection Plan for Faculty Members

- 4.3.2.1.2. In cases where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.
- 4.3.2.1.3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
- 4.3.2.1.4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- 4.3.2.1.5. Positions belonging to the closed career system are exempted from the three -salary grade limitation on promotion.
- 4.3.2.1.6. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.
- 4.3.2.1.7. For this purpose, the performance ratings to be considered shall be the latest rating immediately prior to the scholarship or training grant or maternity leave or secondment
- 4.3.2.1.8. If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.
- 4.3.2.1.9. 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.

4.3.2.2. Procedures

- 4.3.2.2.1 The HRMO upon approval of the University President shall cause the publication and posting of all vacant positions or ranks to be filled.
- 4.3.2.2.2. The UFMPSB shall deliberate en banc to determine qualified candidates for promotion to specific positions and submit a comprehensive evaluation report of candidates screened for promotion to the President, after which the HRMO informs the candidates of the results of the evaluation.
- 4.3.2.2.3. All promotional appointments, including the upgrading/reclassifications of positions/ranks shall be posted in conspicuous places in the university to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification

Merit Selection Plan for Faculty Members

4.3.3. COMPOSITION OF THE UNIVERSITY FACULTY MERIT PROMOTION AND SELECTION BOARD

There shall be a University Faculty Merit Promotion and Selection Board referred to as the UFMPSB which shall assist the University President in selecting candidates for recommendation to the Board of Regents, who shall confirm the appointment of faculty members to ranks/positions. The members of the UFMPSB of the University are the following:

- 4.3.3.1. The Vice President for Academic Affairs as Chair, or his/her authorized representative;
- 4.3.3.2. The following officials who will serve as members:
 - 4.3.3.2.1. The head of the college where the vacancy exists, or his/her designated representative
 - 4.3.3.2.2. The Human Resource Management Officer or his/her designated representative
 - 4.3.3.2.3. The president of the Faculty Association/ Union or his/her designated alternate.
 - 4.3.3.2.4. The University Registrar who shall determine the faculty workload.
 - 4.3.3.2.5. The Chairperson of the University Faculty Evaluation Committee as in-charge of faculty evaluation.
 - 4.3.3.2.6. A ranking faculty or with the same or related field of specialization as that being recruited or a senior faculty or as deemed necessary by the President.

4.4. CAREER AND PERSONNEL DEVELOPMENT

4.4.1. **General Policy.** The University shall develop a career and personnel development plan through the University Personnel Development Program (UPDP) which shall include provisions on training, including foreign and local scholarships and training grants, counseling, mentoring and other human resource development interventions. The career and personnel development program shall form part of the MMSU Merit Selection Plan.

4.4.2. **HUMAN RESOURCE DEVELOPMENT INTERVENTIONS.** To achieve the main objective of the University personnel development program in bringing about highly educated and professional faculty members, the following policies are promulgated:

4.4.2.1. Policies

- 4.4.2.1.1. The University shall develop and implement a continuing program of training and development for its faculty members.

Merit Selection Plan for Faculty Members

- 4.4.2.1.2. The University shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conference, workshops or related human resource development courses.
- 4.4.2.1.3. Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
- 4.4.2.1.4. Preference shall be given to faculty with permanent appointment.
- 4.4.2.1.5. The University may adopt other human resource development interventions such as:
 - 4.4.2.1.5.1. Coaching – entails a one-on-one personal interaction between a faculty member and a supervisor to jointly look into problems besetting him/her, which affect his/her performance and relationship with others and used generally as a corrective approach in helping a faculty member overcome his/her problem, which may be either be personal or work-related.
 - 4.4.2.1.5.2. Mentoring – guides a faculty to the network of the University which may assist him/her in career advancement toward being a highly motivated faculty member, provides an objective assessment of one's strengths and weaknesses, ensures opportunities to address them, allows the faculty member to clarify ambiguous expectations of the University, and facilitates career growth

4.4.3. FACULTY LEARNING AND DEVELOPMENT COMMITTEE

- 4.4.3.1. The University shall create a "Faculty Learning and Development Committee" (FLDC). Its main function shall be that of selecting and recommending those who should attend specific training programs conducted by the University or by other agencies or duly accredited non-governmental organizations, local or foreign.
- 4.4.3.2. Each dean/department head shall determine the training needs of his/her faculty members through training needs analysis in accordance with organizational priorities. He/She shall submit annually to the President, through the FLDC, his/her plan embodying the kind of training programs and the names of those who shall attend such program.
- 4.4.3.3. The FLDC, through the UPDP, shall inform all faculty members concerned about the study grants and scheduled seminars/conferences or workshops and invite qualified faculty members to avail of such program.
- 4.4.3.4. The participant or recipient of a training grant/scholarship agreement, in accordance with existing rules and regulations, shall submit a report and certificate of completion copy furnished the HRMO for his/her 201 file. The participant shall also be given the opportunity to share his/her learning in the training attended.

Merit Selection Plan for Faculty Members

4.4.3.5. The University has an established University Personnel Development Program Policy Guidelines.

4.5. PERFORMANCE MANAGEMENT SYSTEM

4.5.1. General Policy. The University shall develop its own Performance Management System (PMS) through the implementation of the Strategic Performance Management System (SPMS) for faculty ranks and sub-ranks, to be administered to continuously foster the improvement and efficiency of the faculty members as well as effectiveness of the organization. It shall be an organized, methodical, and standardized system of evaluation for faculty members. The said system shall be administered, in accordance with the rules and regulations and standards, as established by the Civil Service Commission. The CSC may assist the University in establishing its PMS. The CSC approved SPMS shall form part of the Merit Selection Plan for Faculty Members.

4.5.2. Specific Policies

4.5.2.1. The performance rating of a faculty member shall be used as basis for promotion or giving of incentives and rewards.

4.5.2.2. The PMS may provide for at least five adjectival ratings:

4.5.2.2.1. Outstanding

4.5.2.2.2. Very Satisfactory

4.5.2.2.3. Satisfactory

4.5.2.2.4. Unsatisfactory

4.5.2.2.5. Poor

4.5.2.3. No faculty member shall be considered for promotion without a record of at least two (2) successive performance ratings of at least Very Satisfactory immediately preceding the assessment of candidates for advancement to higher ranks or positions.

4.5.2.4. The University shall develop its own SPMS, in accordance with the CSC policies, to be approved by the CSC Regional Office concerned.

4.5.2.5. Performance Management Team (PMT) is composed of the following:

4.5.2.5.1. Vice President for Administration and Finance, as Chair, with the rest as members

4.5.2.5.2. Vice President for Academic Affairs

4.5.2.5.3. Vice President for Research, Extension and Business

4.5.2.5.4. Vice President for Planning & External Affairs

4.5.2.5.5. Director for Administrative Services

4.5.2.5.6. Director for Human Resource Management

4.5.2.5.7. Director for Planning

4.5.2.5.8. Director for University Manpower Development Program

4.5.2.5.9. Director for Finance

4.5.2.5.10. President of the MMSU Faculty Association

Merit Selection Plan for Faculty Members

4.5.2.5.11. President of the Association of Non-Teaching and Administrative Personnel

4.6. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

- 4.6.1. General Policy. There is an established suggestions and incentive awards system in the University which encourages creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and faculty members individually or in group for their suggestions, inventions, superior accomplishment and other personnel efforts which contribute to the efficiency, economy or other improvement in government or for other extraordinary acts or services in the public service. The existing PRAISE and any subsequent amendment thereto is deemed incorporated in this Merit Selection Plan.

4.7. PERSONNEL RELATIONS AND WELFARE SERVICES

- 4.7.1. General Policy. The University shall continuously endeavor to create an atmosphere conducive to sound management-faculty relations, which shall improve faculty morale and make provisions for the health, welfare, counseling, recreation and related services.
- 4.7.2. Specific Policies. To sustain a high level of productivity and morale among the faculty, the University shall:
- 4.7.2.1. Make arrangements for annual medical and dental services and take proper action on the recommendation resulting from such physical examinations;
 - 4.7.2.2. Provide a system of informing the faculty members of their rights and privileges as well as the rules governing their obligations and conduct;
 - 4.7.2.3. Facilitate the dissemination of information and the discussion of ideas among the department heads and faculty members. It shall encourage their participation in the development of policies, procedures, and other matters affecting them and their work.
 - 4.7.2.4. Encourage voluntary activities, whether athletic, social, recreational or financial, provided these are conducive to faculty members' well-being and consistent with the objectives of personnel welfare.
 - 4.7.2.5. Encourage faculty members to form, join or assist employee organizations of their own choosing for the furtherance and protection of their interest. They can also establish work councils and other forms of worker participation schemes.

CHAPTER 5 – WORKING HOURS

- 5.1. General Policy. Faculty members, except those covered by special laws, shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours

Merit Selection Plan for Faculty Members

a week, exclusive of time for lunch. The forty hours a week may include time for instruction, research, extension, production and other instruction-related activities such as class advising or student consultation, preparation of lessons, checking of papers, and all other activities which shall be approved by the governing board of the University.

5.2. Specific Policies

- 5.2.1. The University shall prescribe its own rules and regulations governing working hours and attendance of its faculty members.
- 5.2.2. It shall be the duty of the dean/department head in the university to require all faculty members under him/her to strictly observe the prescribed office hours, which may be apportioned to teaching hours per week, class advising or student consultation per week, preparation of lessons per week, research, extension and production activities per week.
- 5.2.3. Each dean or department head in the university shall require a daily time record of attendance of all the faculty members under him/her to be kept on the proper form and, whenever possible, registered in the biometric machine or other verifiable recording system. The University President has the prerogative to decide on the proper form of monitoring the daily time records of attendance of all faculty members.
- 5.2.4. When the interest of public services so requires, the daily hours of work of faculty members may be extended by the President, which extension shall be fixed in accordance with the nature of the work: Provided, that work in excess of eight (8) hours must be properly compensated.
- 5.2.5. To maintain the quality of education in teaching areas, the University may hire teaching staff on a part-time basis provided that they meet the requirements of the position.
- 5.2.6. Part-time faculty may be allowed to render an accumulated twenty hours (24) per week or more provided it is approved by the Board of Regents.
- 5.2.7. Part-time faculty may or may not register their attendance in the biometric machine, however they shall be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.

CHAPTER 6 – LEAVE BENEFITS

- 6.1. General Policy. Leave benefits of faculty members of the University shall be at the discretion of the Board of Regents pursuant to Section 4 (h) of the Higher Education Modernization Act of 1997 (RA 8292). However, in the absence of such specific provisions, the general leave law of the Omnibus Rules on Leave shall be applicable. Hence, the University should promulgate their own implementing rules relative thereto. Said implementing rule should be submitted to the Civil Service Commission for recording.

Merit Selection Plan for Faculty Members

CHAPTER 7 – COMPLAINTS AND GRIEVANCE MACHINERY

7.1. General Policy. There shall be an established Grievance Machinery (GM) in the University to promote harmony in the workplace, and foster the productivity of each faculty member.

7.2. Specific Policies

7.2.1. A grievance shall be resolved expeditiously at all times at the lowest level possible in the University. However, if not settled at the lowest level possible, an aggrieved party shall present his/her grievance step by step following the hierarchy of positions.

7.2.2. The University shall establish a grievance machinery that is the best way to address grievance between or among faculty members.

7.2.3. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.

7.2.4. Legal rules and technicalities shall not bind grievance proceedings. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.

7.2.5. The aggrieved party shall present a grievance verbally or in writing in the first instance to his/her immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action.

If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.

7.2.6. Grievance refers to the work-related issues giving rise to faculty members' dissatisfaction. The following cases shall be acted upon through the grievance machinery:

7.2.6.1. Non-implementation of policies, practices and procedures which affect faculty members from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and related issues that affects them;

7.2.6.2. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits and related terms and conditions;

7.2.6.3. Physical working conditions;

7.2.6.4. Interpersonal relationships and linkages;

7.2.6.5. Protest on appointments; and

7.2.6.6. All other matters giving rise to faculty dissatisfaction and discontentment outside of those cases enumerated herein.

Merit Selection Plan for Faculty Members

- 7.2.7. The following cases shall not be acted upon through the grievance machinery:
 - 7.2.7.1. Disciplinary cases which shall be resolved pursuant to the 2017 RACCS;
 - 7.2.7.2. Sexual harassment cases as provided for in RA 7877 and its implementing rules; and
 - 7.2.7.3. Union-related issues and concerns.
- 7.2.8. Only permanent officials and faculty members whenever applicable shall be appointed or elected as members of the Grievance Committee.
- 7.2.9. The University shall constitute a "Complaints Grievance Committee" to receive, hear, and resolve complaints and grievances. This committee shall be composed of the following:
 - 7.2.9.1. Vice President for Academic Affairs as Chairperson
 - 7.2.9.2. Administrative Officer;
 - 7.2.9.3. HRM Officer as the Secretary;
 - 7.2.9.4. Administrative Officer;
 - 7.2.9.5. President of the University Faculty Club/ Association; and
 - 7.2.9.6. Head of the Unit or Department where the faculty belongs
- 7.2.10. The Grievance Committee shall establish its own internal procedures and strategies. Membership in the Grievance Committee shall be considered part of the member's regular duties.

7.3. Procedures

- 7.3.1. Any faculty member with a complaint or grievance may air his/her complaint in grievance orally to his/her immediate superior who shall resolve the complaint at his level by holding a dialogue with the persons involved. If the complainant is not satisfied with the result, he/she may request his immediate supervisor to endorse in writing his/her complaint to the committee through channels. In case the complaint or grievance is against the immediate supervisor, it may be aired directly to the next higher supervisor.
- 7.3.2. The Committee shall resolve any complaint within five (5) days.
- 7.3.3. In case any dispute remains unresolved after exhausting all the available remedies under existing laws and procedures, the grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submission of a Certification on the Final Action on the Grievance (CFAG) issued by the grievance committee. The CFAG shall contain among other things, the following information history and final action taken by the agency on the grievance.

CHAPTER 8 – PUBLIC SECTOR UNIONISM

- 8.1. General Policy. Faculty members may form or join a faculty association of their choice for the protection of their interests. They may also form, in conjunction with appropriate government authorities, labor-management committees, work councils, and other forms

Merit Selection Plan for Faculty Members

of workers-protection schemes to achieve the same objectives. In no case shall membership in an association consist of both teaching and non-teaching personnel of the University.

8.2. Specific Policies

- 8.2.1. High-level faculty members whose duties are normally considered policy making or managerial or highly confidential shall not be eligible to join the faculty association.
- 8.2.2. The faculty association, which has been extended due recognition by the University BOR, shall register with the Department of Labor and Employment and Civil Service Commission.
- 8.2.3. Representatives of the accredited faculty association shall sit as members of the different committees, such as Training and Development Committee, Faculty Selection Board, Grievance Committee, PRAISE Committee, Performance Management System, among others.
- 8.2.4. The University shall be governed by the rules and policies on Public Sector Unionism.

CHAPTER 9 – DISCIPLINE

9.1. General Policy. No faculty member shall be removed or suspended, except for cause as provided by law and after due process.

9.2. Specific Policies

- 9.2.1. The provisions of the 2017 Rules on Administrative Cases in the Civil Service (CSC Resolution No. 1701077) promulgated on July 3, 2017 shall apply in proceedings against members of the faculty.
- 9.2.2. The University has an established rules and regulations on sexual harassment including the list of members of the Committee on Decorum and Investigation (CODI).

CHAPTER 10 – OTHER HUMAN RESOURCE ACTIONS

10.1. Classification of Human Resource Actions. The University may formulate its own internal rules on the following personnel actions subject to CS rules and regulations on the matter:

- 10.1.1. Transfer – the movement of a faculty member from one SUC to another or from one college to another or from one position in the administrative department to a faculty position in the academic department within the

Merit Selection Plan for Faculty Members

University without break in the service. It involves issuance of an appointment.

- 10.1.2. Reassignment – movement of a faculty member across the organizational structure within the University, which does not involve a reduction in rank, status or salary, and does not require issuance of an appointment but an office order by duly authorized official.
- 10.1.3. Detail – temporary movement of a faculty member from one department or agency to another, which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by duly authorized official.
 - 10.1.3.1. The faculty member who is detailed receives his/her salary only from his/her mother agency.
 - 10.1.3.2. Detail shall be allowed only for a maximum of one year.
 - 10.1.3.3. If the faculty member believes that there is no justification for the detail, he/she may appeal his/her case to the CSC. Pending appeal, the detail shall be executory, unless otherwise ordered by the Commission.
- 10.1.4. Secondment – movement of a faculty member from one department or institution to another which is temporary and which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation. Secondment shall be governed by the policies on the matter.
- 10.1.5. Designation – issued to faculty to perform other functions as determined by the University President.

CHAPTER 11 – RETIREMENT

- 11.1. General Policy. Unless appropriate authorities extend the service, retirement shall be compulsory at sixty-five (65) years of age.
- 11.2. Specific Policies
 - 11.2.1. Extension of service may be requested by the President or the appropriate authority to complete the fifteen-year service requirement. A faculty may be allowed to continue in the service in accordance with Civil Service rules and regulations.
 - 11.2.2. Services of the President of the SUC whose performance has been unanimously rated as Outstanding and unanimously recommended by the Search Committee concerned, may be extended by the governing board beyond the compulsory age of retirement but not later than the age of seventy (70).

Merit Selection Plan for Faculty Members

CHAPTER 12 – TRANSITORY PROVISIONS

Except as otherwise provided in this MMSU Merit Selection Plan for Faculty Members, rights vested or acquired under established system prior to the effectivity of this Plan shall be respected.

CHAPTER 13 – RESPONSIBILITY

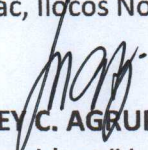
The University President, Vice Presidents, Deans, Directors, Principals, Heads of Departments/Units, Administrative Officer, and the Human Resource Management Officer shall be responsible for the implementation and maintenance of this Merit Selection Plan.

CHAPTER 14 – EFFECTIVITY

This Merit Selection Plan shall take effect upon approval of the Board of Regents and the Civil Service Commission.

COMMITMENT

I hereby commit to implement and abide by the provisions of this Merit Selection Plan for Faculty Members of the Mariano Marcos State University, City of Batac, Ilocos Norte.


SHIRLEY C. AGRUPIS
SUC President IV

CIVIL SERVICE COMMISSION ACTION

I have evaluated the herein Merit Selection Plan for Faculty Members of the Mariano Marcos State University and found it to be in accordance with the provisions of the 2017 Omnibus Rules on Appointment and Other Human Resource Action as amended and may now be implemented.

APPROVED:

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

(Date)

Merit Selection Plan for Faculty Members

Annex A

MERIT PROMOTION PLAN FOR FACULTY

Legal Bases

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018 or the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised July 2018, and in consonance with CHED Circulars, DBM Circulars and the University Charter, this Merit Selection Plan for Faculty Members of the Mariano Marcos State University is hereby established for the guidance of all concerned.

1.0. General Provisions

1.1. Title. This Merit Selection Plan shall be known as the Mariano Marcos State University Merit Selection Plan for Faculty Members (MMSU-MSP).

1.2. Objectives

The Mariano Marcos State University shall strictly adhere to the principles of merit and fitness and equality. The selection of faculty shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of faculty on account of age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property in accordance with the Equal Employment Opportunity Policy (EEOP).

Consistent with the goals of the University and with the general purpose of the Civil Service System of establishing and promoting professionalism and efficiency in public service, this Merit Selection Plan has the following objectives:

- 1.2.1. Establish a sound procedure of recruitment, selection and appointment of faculty so that only those who are fit and most qualified shall serve the public;
- 1.2.2. Create and provide equal opportunities for advancement so that those who dedicate themselves to public service may develop their potentials to the maximum;
- 1.2.3. Develop a highly educated and motivated professional staff;
- 1.2.4. Provide a procedure for speedy and fair resolution of complaints and grievances;

Merit Selection Plan for Faculty Members

1.2.5. Provide a framework for personnel discipline to assure the public of integrity of their servants; and

1.2.6. Provide equal opportunities to all applicants and faculty by observing and implementing the Equal Employment Opportunity Policy.

1.3. Liberal Construction. Except when otherwise indicated, in case of doubt, the provisions of this Merit Selection Plan shall be liberally construed and interpreted in order to attain its objectives mentioned in the immediately preceding sections.

1.4. Separability Clause. Any provision of the Merit Selection Plan which is or may later be found to be inconsistent with any law or Civil Service Rules and Regulations shall be null and void but shall not invalidate other provisions not affected hereby.

2.0. COVERAGE AND EXEMPTIONS

These guidelines shall apply to all faculty members of the MMSU occupying plantilla positions on permanent status. For this purpose, promotion within **six (6) months** prior to compulsory retirement shall not be allowed except as otherwise provided by law.

- 2.1. Only faculty members who have served the university for **at least 3 years** shall be considered for promotion. Outputs generated while serving at MMSU shall be of prime consideration.
- 2.2. Evaluation period as well as the steps to be followed in the application process shall be determined by the University Faculty Merit Promotion and Selection Board (UFMPSB) subject to the approval of the University President and/or approval and confirmation of the BOR.

3.0. EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEOP)

The University shall strictly adhere to the Equal Employment Opportunity Policy in the recruitment, selection and placement of faculty. All applicants will be treated fairly and nobody shall be discriminated with regard to age, sex, sexual orientation, gender identity, gender expression, sex characteristics, pregnancy, family or carer's responsibility, social origin, ethnicity or cultural heritage, ability, religious affiliation or religious beliefs, civil status, education, socio-economic status, geographical origin, political opinion, language or property in accordance with the Equal Employment Opportunity Policy (EEOP).

Merit Selection Plan for Faculty Members

4.0. DEFINITION OF TERMS

- 4.1. Complaint – refers to a written or spoken dissatisfaction related to work conditions, superior-subordinate relation or interpersonal relations among faculty.
- 4.2. Education – refers to the educational background and the highest educational attainment earned by the faculty.
- 4.3. Experience – refers to the occupational history, relevant work experience acquired either from the government or private sector and accomplishment worthy of special commendation.
- 4.4. Faculty – refers to a group of employees of the University or a member thereof who is appointed to a faculty rank and who is directly engaged in teaching, research or extension services as defined by the NBC 461.
- 4.5. Faculty Rank – refers to the classification of faculty into Professor, Associate Professor, Assistant Professor and Instructor and further classified into sub-ranks as indicated in NBC 461.
- 4.6. Fellow – refers to one who goes on a study not wholly at the expense of the University but receives assistance from other sponsoring agencies.
- 4.7. Full-Time Scholar – refers to a member of the faculty who is sent to study at the expense of the University, Government or foreign institution and relieved of all his teaching or other functions but receiving his regular salary.
- 4.8. Grievance – refers to a complaint that has, in the first instance, been ignored, overridden or dropped without due consideration.
- 4.9. Human Resource Action – refers to any action denoting the movement or progress of personnel in the University. Such action includes promotion, transfer, reinstatement, reemployment, detail, re-assignment, demotion and separation.
- 4.10. Insiders – refer to the non-teaching employees of the University who are interested in joining the faculty or members of the faculty who are aspiring for promotion.
- 4.11. Merit Selection Plan For Faculty Members– refers to the Mariano Marcos State University Merit Selection Plan for Faculty Members
- 4.12. Outsiders – refer to applicants who are not regularly employed by the University in any capacity.
- 4.13. Part-Time Scholar – refers to one who enrolls six (6) units per semester/summer while carrying a regular teaching load for those enrolled in MMSU or with reduced teaching load of nine (9) units for those enrolled outside of Ilocos Norte.
- 4.14. Performance Rating – refers to the average performance rating of the faculty for the faculty for the last school year or the last two (2) semesters as evaluated by the students, Department Chairperson, Dean and by the faculty himself.
- 4.15. Potential – refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of the higher or more responsible position.
- 4.16. Promotion – refers to the advancement to a higher faculty rank or sub-rank which is usually accompanied by an increase in salary.
- 4.17. Psycho-Social Attributes and Personality Traits – refer to the characteristics or traits of a person which include both psychological and social aspects.

Merit Selection Plan for Faculty Members

- 4.18. Qualification Standard – refers to the minimum qualifications which an applicant to a faculty or academic position must possess in order to be considered for the recruitment process.
- 4.19. Recruitment – refers to the process of searching for and attracting applicants through announcement, assessments and other related procedures to select the most competent and qualified applicant for appointment to an appropriate position in the faculty.
- 4.20. Reemployment – refers to the reappointment of a person who has been appointed permanently to a position in the career service but who has been separated as a result of reduction in force and/or reorganization to a faculty position in the University.
- 4.21. Reinstatement – refers to reappointment of a person who was previously separated from the service through no delinquency or misconduct on his part to which he was previously permanently appointed to a faculty position.
- 4.22. Renewal – refers to the reappointment of a faculty who has been appointed contractual, casual or temporary based on the need of the University.
- 4.23. Selection – refers to the process of screening members of the faculty for promotion.
- 4.24. Training – refers to the successful completion of a training course accredited by the CSC, scholarships, and training grants participated in by the faculty which must be relevant to the duties of the position to be filled.

GENERAL GUIDELINES

- 1. Faculty members can only be given promotion once a year.
- 2. Only faculty members with at least a relevant educational degree shall be included in the merit promotion.
- 3. Promotion to full professor (Professors I-VI, College and University Professor) is further subject to pertinent rules, guidelines and policies established for such purpose.
- 4. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.
For this purpose, the performance ratings to be considered shall be the latest rating immediately prior to the scholarship or training grant or maternity leave or secondment. However, upon completion of the degree within the prescribed period shall be promoted to the next rank /sub-rank subject to the availability vacant plantilla positions and satisfying the general guidelines for merit promotion.
If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.
- 5. 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

Merit Selection Plan for Faculty Members

position shall be considered as performance rating in the reclassification for the purposes of promotion.

7. Faculty members shall only be promoted up to a maximum of four (4) salary grade under merit promotion.
8. The following are basic requirements for promotions to higher rank within the prescribed period:

a. Instructor to Assistant Professor must have:

- developed or published at least a module or laboratory manual or textbook

b. Assistant Professor to Associate Professor:

- developed or published at least two modules or laboratory manual or textbook
- implemented at least one research and extension project

c. Associate Professor to Professor I must have:

- developed or published at least three modules or laboratory manual or textbook
- Implemented at least one GIA research and extension project
- completed research, published output in Scopus, Thompson Reuters or ISI Index Journals
- passed the evaluation of the Internal Accreditation Committee organized by the University President duly approved by the Board of Regents.
- Earned a relevant doctorate degree

d. Professor II to Professor VI must have:

- developed or published module or laboratory manual or textbook
- implemented at least one GIA research and extension project as lead implementer
- completed research, published output in Scopus, Thompson Reuters or ISI Index Journals
- Active regional/ national/ international linkages and partnership
- Crafted policy/guideline adapted by stakeholders (local, regional, national)
- passed the evaluation of the Internal Accreditation Committee organized by the University President duly approved by the Board of Regents.
- Earned a relevant doctorate degree

e. Professor to University Professor must have:

- Active international linkages and partnership
- Crafted policy/guideline adapted by stakeholders (local, regional, national)
- Passed the accreditation process in the national level
- Established a functional center

Functional center is defined as an establishment put up by the faculty along his/her line of specialization duly recognized by appropriate bodies with complement staff and consistent funding support by concerned agencies and the government.

Merit Selection Plan for Faculty Members

9. The faculty members considered for promotion shall be ranked using the evaluation tool developed for such purpose. The following factors and their corresponding points shall be used in the evaluation of faculty members:

Criteria	Points	Remarks
I. Professional Achievement (50%)		
A. Publications		Must not have been published in predatory journals
A.1. Articles in indexed journals		
A.1.1. International	5	50 % Principal Author 50 % equally divided among the other authors
A.1.2. National	3	50 % Principal Author 50 % equally divided among the other authors
A.2. Articles in non-indexed		
A.2.1. International	3	50 % Principal Author 50 % equally divided among the other authors
A.2.2. National	2	50 % Principal Author 50 % equally divided among the other authors
A.2.3. Local	1	50 % Principal Author 50 % equally divided among the other authors
A.3. (a) Short communications, (b) research notes, (c) taxonomic note, (d) translation of scholarly work, (e) reviews in indexed, (f) peer-reviewed journals/peer-reviewed conference proceedings		(a) Short Communications are short papers that present original and significant material for rapid dissemination. For example, a Short Communication may focus on a particular aspect of a problem or a new finding that is expected to have a significant impact. Short articles include, but are not limited to: discovery or development of new materials, cutting-edge experiments and theory, novelty in simulation and modeling, elucidation of mechanisms. As Short Communications are expected to have higher than average impact on the field
(a) Short Communications		
1. International	3	
2. National	2	
3. Local	1	

Merit Selection Plan for Faculty Members

		rather than report on incremental research, they will receive prioritized and rapid publication. Short Communications are limited to 3000 words and are not subdivided. The paper should contain an abstract, main body and references, and contain no more than 6 figures or tables, combined. The abstract is limited to 100 words.
(b) Research notes		(b) Research notes are not full academic papers but are discussion notes, seeking to advance a new idea, theoretical perspective, research program, or methodological approach in organization studies. As opposed to full research papers, research notes may follow a less strict paper outline but still needs to make a valuable contribution to the study of organization. Research notes are preferable between 3,000 and 4,000 words (but up to 5,000 may be accepted under certain conditions) and are otherwise adhering to the research paper instructions regarding e.g., referencing and bibliographic information.
1. International	3	
2. National	2	
3. Local	1	
(c) Taxonomic notes		(c) Taxonomic notes are usually comments on different taxonomic treatments or notes on typification of the species or mention of similarities of taxa.
1. International	3	
2. National	2	
3. Local	1	

Merit Selection Plan for Faculty Members

(d) Translation of Scholarly Work 1. International 2. National 3. Local (e) Reviews in Indexed 1. International 2. National 3. Local (f) Peer reviewed journals 1. International 2. National 3. Local	3	Peer reviewed journals (also sometimes called refereed journals) include only articles that have gone through a process of feedback and iteration before publication. In short, this means that: (1) The article was written by an expert or scholar in the field or on the topic; (2) The article was reviewed by other experts or scholars in the field or on the topic who assess the article for accuracy and other indicators of scholarship before providing feedback to the author; and (3) The author made any necessary edits or changes to the article based on the feedback provided before the article was published.
	2	
	1	
	3	
	2	
	1	
	3	
	2	
	1	
A.4. Instructional Materials		Must be related to the field of specialization of the author Must have gone through the Instructional Materials Development Board 50 % Principal Author 50 % equally divided among the other authors
A.4.1. Books	5	
A.4.2. Textbooks	4	
A.4.3. Modules	3	
A.4.4. Laboratory Manuals	2	
A.4.5. Monographs	1	
A. 5. Non-Instructional Materials		50 % Principal Author 50 % equally divided among the other authors
A.5.1. Books	3	
A.5.2. IEC (Information, Education and Communication)	1	
A.6. Policy papers, policy notes, policy briefs and case studies	3	50 % Principal Author 50 % equally divided among the other authors
A.7. Editorship in an academic or scholarly journal		
A.7.1. Indexed	3	
A.7.2. Non-indexed	2	
A.7.3. Book	1	

Merit Selection Plan for Faculty Members

B. Technological Innovations Outputs		50 % Principal Author 50 % equally divided among the other authors
B.1. Inventions	7	Patented
B.2. Utility Model (with approved)	5	
B.3. Copyrighted software product/model	5	
B.4. Varieties/Breeds /novel Species /developed/discovered and approved by respective boards	7	
B.5. Research output developed and adopted by stakeholders	5	
C. Citations	0.1 per citation	
D. Awards		Not from a predatory body Must be Competitive 50 % Principal Awardee 50 % equally divided among the other awardees
D.1. Research awards		
D.1.1. International	6	
D.1.2. National	5	
D.1.3. Regional	3	
D.1.4. Local	2	
D.2. Academic/Professional Awards		
D.2.1. International	6	
D.2.2. National	5	
D.2.3. Regional	3	
D.2.4. Local	2	

Merit Selection Plan for Faculty Members

E. Participation in university functions related programs and Projects		
E. 1. Keynote Speaker		
E.1.1. International	4	
E.1.2. National	3	
E.1.3. Regional	2	
E.2. Plenary Speaker		Invited
E.2.1. International	4	
E.2.2. National	3	
E.2.3. Regional	2	
E.3. Contributed Paper		Not invited
E.3.1. International	2	
E.3.2. National	1	
E.3.3. Regional	0.5	
E.4. Panelist/Evaluator		
E.4.1. International	1.5	
E.4.2. National	1	
E.4.3. Regional	0.5	
E. 5. Services to the Community		
E.5.1. Trainor	2	
E.5.2. Lecturer	1	
F. Externally Generated Resource (monetary or other grants in PhP or its equivalent in foreign currencies)		
1-5 M	1	
6-10 M	2	
10-15 M	3	
16-20 M	4	
Above 20 M	5	

Merit Selection Plan for Faculty Members

II. Educational Qualification (25%)	Degrees must have been obtained from top 1000 universities	Other international universities and local universities provided that the program is COE, COD; at least Level III)	Other CHED-authorized HEIs
A. Doctoral	25	15	10
B. Masteral	15	10	5
C. Honorary degree (in recognition of academic / research /extension achievement	10	5	3
III. Non-Academic Output (25 %)			
A. Outstanding Accomplishments			
1. Awards / Recognition / Commendations / Appreciation			
a. International	5		
b. National	4		
c. Regional	3		
d. Local	2		
B. Involvement as TWG/Focal Person/Consortium Officer outside the University			
a. International	3		
b. National	2		
c. Regional	1		
C. Work experience as:		Per year of experience with Special Order issued by the University President	
a. President	5		
b. Vice President/Regent	4		
c. Deans/ Directors/ University Secretary/ University Registrar	3		
d. Chiefs/Department Chairs/College Secretaries/Principals	2		
e. Coordinators	1		

Merit Selection Plan for Faculty Members

D. Institutional Accomplishments		For every output : Chair – 3 , Members – 2
a. Policy/guidelines developed	5	
b. Awards and Initiatives	5	
c. Public Service Award (e.g. Lingkod Bayan award)		
c.1. National	5	
c.2. Regional	3	
c.3. Provincial	1	
c.4. Municipal/Local	0.5	

Merit Selection Plan for Faculty Members

ACKNOWLEDGEMENT

Merit Selection Plan (MSP) for Faculty Members Committee

Chair

Dr. Prima Fe R. Franco

Co-Chair

Prof. Andres Y. Tungpalan

Members

Ms. Marcela V. Aison
Engr. Marcial D. Gabriel
Dr. Saturnina F. Nisperos
Prof. Henedine A. Aguinaldo

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Ms. Mary Ann M. Reyes
Ms. Venus L. Tumoc
Dr. Elizabeth Marfel F. Gagni
Dr. Geraldene B. Pascual
Ms. Krismary Sharmaine D. Yap

University Faculty Merit Promotion and Selection Board

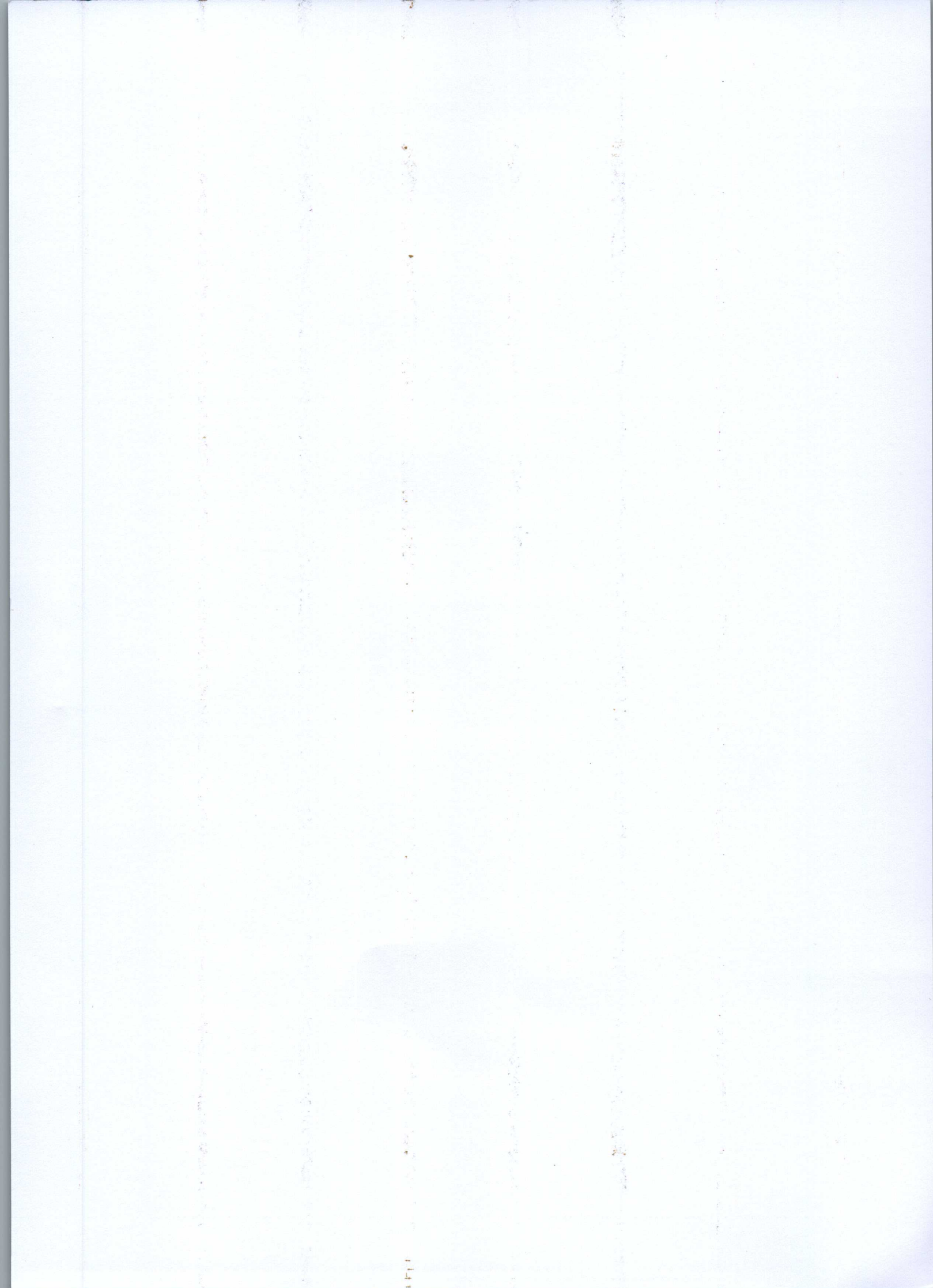
Dr. Prima Fe R. Franco
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Prof. Henedine A. Aguinaldo

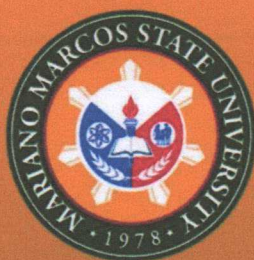
University Human Resource Merit Promotion and Selection Board

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MARIANO MARCOS
STATE UNIVERSITY

MERIT SELECTION PLAN FOR NON-TEACHING PERSONNEL

REVISED 2020



Merit Selection Plan for Non-Teaching Personnel

FOREWORD

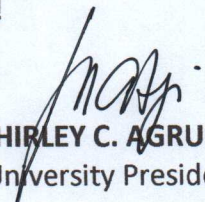
The success of the University lies in its people. Its personnel are its most valuable resources; hence, their continual development is of paramount importance.

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

TABLE OF CONTENTS

SECTION I. DECLARATION OF GENERAL POLICY.....	1
SECTION II. SCOPE	1
SECTION III. OBJECTIVES.....	1
SECTION IV. DEFINITION OF TERMS.....	1
SECTION V. RESPONSIBLE OFFICES, FUNCTIONS, AND RESPONSIBILITIES.....	5
5.1. HRMO.....	5
5.2. UHRMPSB.....	6
5.3. University President: The Appointing Authority.....	8
5.4. University Non-Teaching Personnel.....	8
SECTION VI. RULES, GUIDELINES AND PROCEDURES.....	8
6.1 Creation and Composition of a University Human Resource Promotion and Selection Board (UHRMPSB) for first and second level positions of non-teaching personnel.	8
6.2. Filling of Vacant Positions	9
6.3. Publication and Posting of List of Vacant Positions	11
6.4. Selection.....	12
6.5. Promotion	14
SECTION VII. PROBATIONARY PERIOD	17
SECTION VIII. REPEALING CLAUSE.....	19
SECTION IX. AMENDMENTS	20
SECTION X. SEPARATION CLAUSE	20
SECTION XI. EFFECTIVITY.....	20
SECTION XII. COMMITMENT	20
ANNEXES.....	21
ANNEX A.1. System of Ranking Positions First Level Positions	22
ANNEX A.2. System of Ranking Positions First Second Positions	36
ANNEX B. Criteria for Selection/Promotion of Non-Teaching Personnel (NTP) (Administrative)	54
ANNEX C. Criteria for the Promotion of Non-Teaching Personnel (Research Positions)	56
ANNEX D. Flow Chart of Recruitment, Selection and Appointment Preparation	61

Merit Selection Plan for Non-Teaching Personnel

ANNEX E. Values / Attitude Tool (Non-Teaching Personnel [NTP])66

ANNEX F. Interview Guide – Assessment of Employee Potential (NTP) 67

ANNEX G. Interview Guide – Personality Traits and Characteristics (NTP)..... 68

Merit Selection Plan for Non-Teaching Personnel

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

Merit Selection Plan for Non-Teaching Personnel

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.

Merit Selection Plan for Non-Teaching Personnel

- 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.

Merit Selection Plan for Non-Teaching Personnel

- 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,

Merit Selection Plan for Non-Teaching Personnel

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.

Merit Selection Plan for Non-Teaching Personnel

- 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.

Merit Selection Plan for Non-Teaching Personnel

- 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.

Merit Selection Plan for Non-Teaching Personnel

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:

Merit Selection Plan for Non-Teaching Personnel

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.

Merit Selection Plan for Non-Teaching Personnel

- 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.

Merit Selection Plan for Non-Teaching Personnel

- 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.

Merit Selection Plan for Non-Teaching Personnel

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

Merit Selection Plan for Non-Teaching Personnel

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

Merit Selection Plan for Non-Teaching Personnel

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.

Merit Selection Plan for Non-Teaching Personnel

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

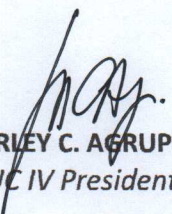
If for any reason or cause that any part of this Plan is declared invalid or illegal by existing laws, rules, regulations and policies, the rest of the provisions unaffected thereby shall remain applicable and effective.

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
1	Administrative Aide II (Bookbinder I)	2	GASS	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				Open	
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
Supply Management					
1	Supervising Administrative Officer (Supply Officer IV)	22	Supply Office	Administrative Officer V (Human Resource Management Officer III) Administrative Officer V (Records Officer III) Administrative Officer V (Admin. Officer III) Administrative Officer III (Supply Officer II)	18 18 18 14
3	Administrative Officer III (Supply Officer II)	14	Supply Office	Administrative Officer I (Supply Officer I) Administrative Officer I (Records Officer I) Administrative Officer II (Human Resource Management Officer I)	10 10 11
2	Administrative Officer I (Supply Officer I)	10	Supply	Open	
FINANCIAL SERVICE					
Accounting					
1	Accountant IV	22	Accounting	Administrative Officer V (Cashier III) Administrative Officer V (Budget Officer III) Administrative Officer V (Management and Audit Analyst III) Accountant II Accountant I	18 18 18 16 12
2	Accountant II	16	Accounting Office		

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
2	Administrative Officer I (Cashier I)	10	Cashier's Office	Administrative Officer II (Budget Officer I)	11
				Open	
Management Service					
1	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	12 13 14 9
1	Information Systems Researcher I	10	ITC	Open	
1	Statistics	15	Research	Education Program Specialist I	
	Statistician II			Science Research Specialist I	
				University Research Associate II Assistant Statistician II	
ARCHITECTURE AND ENGINEERING SERVICES					
1	Architecture	22	PPGSD	Open	
	Architect IV				
1	Engineering	22	PPGSD	Open	
	Engineer IV				

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 Supervising Education Program Specialist	22	Research	University Researcher III Senior Science Research Specialist Education Program Specialist II Science Research Specialist II	20 19 16 16
1	Education Program Specialist II	16	Research	University Research Associate II Education Program Specialist I Science Research Specialist I	14 12 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					
1	Civil Security Services Security Officer I	11	SMS	Open	
LEGAL AND JUDICIAL SERVICE					
1	Attorneys Attorney IV	23	Legal Office	Open	
MISCELLANEOUS SERVICE					
1	Food Service 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
			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.

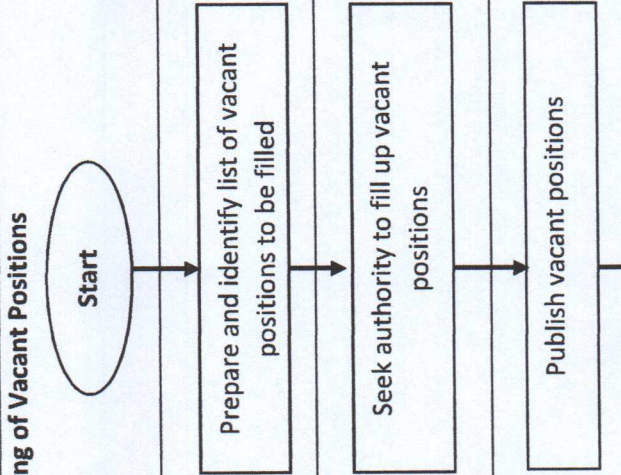
(Signature over printed name of evaluator)

Merit Selection Plan for Non-Teaching Personnel

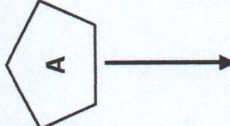
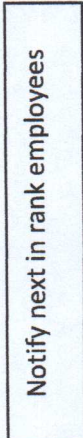
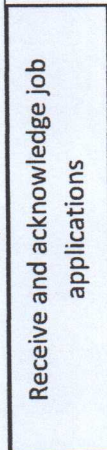
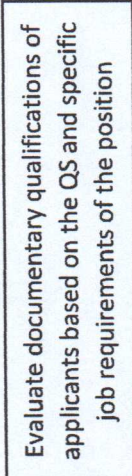
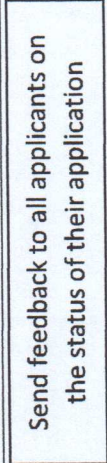
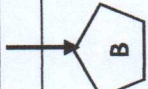
ANNEX D FLOW CHART RECRUITMENT, SELECTION AND APPOINTMENT PREPARATION

	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
	Filling of Vacant Positions 			
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
				


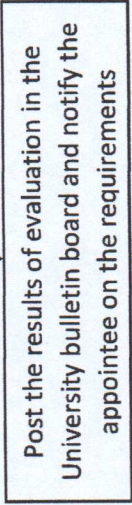
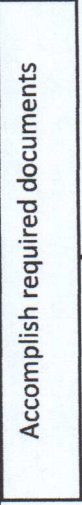
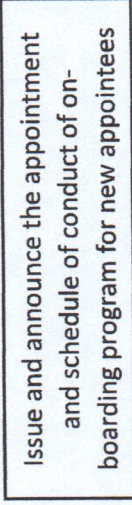
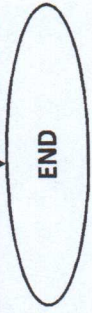
Merit Selection Plan for Non-Teaching Personnel

					<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-NTO 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
				

Merit Selection Plan for Non-Teaching Personnel

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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Merit Selection Plan for Non-Teaching Personnel

ANNEX F

INTERVIEW GUIDE – ASSESSMENT OF EMPLOYEE POTENTIAL (NT)

	MARIANO MARCOS STATE UNIVERSITY Human Resources Management Office	Document Code	HRM-FRM-013	
	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

- 1.1 Is he able to adjust to the variety of personalities, rank, and informal groups present in the Organization?
- 1.2 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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Merit Selection Plan for Non-Teaching Personnel

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

Ms. Marcela V. Aison

Mr. Gerard S. Ragudo

Mr. Eddie Mar D. Reyes

Recruitment, Selection and Placement Committee

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Dr. Prima Fe R. Franco (Co-chair)

Mr. Gerard S. Ragudo (Co-chair)

Dr. Virgilio Julius P. Manzano

Ms. Mary Ann M. Reyes

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MMSU Personnel Scholarship Guidelines and Policies

(Revision approved by the MMSU Administrative Council in August 2019 and approved by the MMSU Board of Regents on December 12, 2019)

Article I TITLE AND RATIONALE

- Section 1. **Title.** This document shall be known and cited as MMSU Personnel Scholarship Guidelines and Policies.
- Section 2. **Coverage.** These shall govern all scholarships and fellowships whether fully or partly funded by the University or by other institutions and shall be applicable to all University personnel: whether teaching or non-teaching, rank and file or officials, adhering to equal opportunity principles.
- Section 3. **Rationale.** The University shall establish a comprehensive personnel development plan through the University Personnel Development (UPD) program in order to produce highly competent professionals. For this purpose, all personnel development programs shall be in consonance with the goals of the University and for the interest and improvement of public service.

Article II DEFINITION OF TERMS AND GENERAL PROVISIONS

- Section 1. **Definition of Terms.** As used in these guidelines, the following terms shall have the following meanings:
- a. *University* – the Mariano Marcos State University (MMSU)
 - b. *President* – the MMSU President
 - c. *Unit* – a college, office, directorate or center of MMSU.
 - d. *University personnel* – any MMSU rank and file employee/staff or official occupying a regular plantilla item, which may either be permanent or temporary.
 - e. *Study privilege* – a privilege authorized to any University personnel including contractual faculty who have served the University for at least two (2) consecutive years, with a very satisfactory performance in the last four (4) evaluation periods, to avail of the free tuition and other school fees at MMSU to pursue graduate program relevant to their field of specialization.
 - f. *Scholarship* – a study or training grant, either full or partial, sponsored by the University and awarded to any University personnel.
 - g. *Full scholarship* – a full study or training grant awarded to any qualified University personnel who wishes to enroll in any HEI defined in Section 4 to pursue higher degree or attend training relevant to their baccalaureate and functions in the University.
 - h. *MMSU-funded Partial Scholarship (PS)* – a study grant awarded by MMSU to any qualified University personnel that include either of the following categories:
 - h.1. PS1 - MMSU funded weekend classes. The grantee is entitled to free tuition and other school fees, weekly economy transportation allowance, semestral book allowance, thesis support, reduced load for faculty and flexi time for non-teaching, and official time during Fridays or a preferred day of the week.
 - h.2. PS2 - Comprehensive degree program. The grantee is entitled to free tuition and other school fees, two-way economy transportation allowance every semester break and summer sessions, semestral book allowance, and thesis support.
 - h.3. PS3 - Open University System without fellowship. The grantee is entitled to free tuition and other school fees, economy transportation allowance every academic sessions, semestral book allowance, thesis support, official time

during academic sessions, and reduced load for faculty or flexi time for

- h.4. PS4 - Personally funded weekend classes. The grantee is entitled to thesis support, reduced load and official time during Fridays only or a preferred day of the week. Scholars enrolling at MMSU shall be granted free study privilege.
- h.5. PS5 - Thesis/Dissertation support. The grantee is entitled to thesis/dissertation support only.
- h.6. PS6 - Flexi-time. The grantee is entitled to flexi-time (e.g. 40-hour work from Monday to Thursday).

To support the professional development of non-plantilla faculty, PS5 and PS6 may be availed by contractual faculty who have served the University for at least two (2) consecutive years, with a very satisfactory performance in the last four (4) evaluation periods.

- i. *Full fellowship* – a study, training or exchange program grant sponsored by agencies other than MMSU where the latter shall provide only salary and other benefits, and official time during the entire duration of the fellowship.
- j. *Partial fellowship* – a partial study grant sponsored by agencies other than MMSU where the latter shall provide only salary and other benefits, reduced load and official time either during academic sessions or during Fridays only.
- k. *Delinquent scholar/fellow* – any scholar/fellow who violated any of the terms and conditions in the scholarship/fellowship contract which resulted to non-completion of the program within the prescribed scholarship/fellowship period.
- l. *Official time* – refers to the authorized time given to University personnel in attending classes or any related activities towards the completion of his program, which could either be full or partial official time. Full time when the grantee takes full time study leave and partial if he is only entitled to a designated days/time of the week which shall in no case exceed two (2) days a week.
- m. *Reduced load* – refers to a reduction in the normal teaching load equivalent to a maximum of nine (9) units per semester only i.e. 9-unit and 6-unit reduced load for those pursuing doctorate and master's degrees, respectively.
- n. *Training* – staff development in the local, national or international level with a duration of at least 30 days.
- o. *Exchange Program* – an opportunity to work, teach or conduct research for a year or less in a national or international partner institution of the University.
- p. *University Personnel Development (UPD)* – The UPD implement career and personnel development, and scholarship programs in the University, in accordance with existing civil service policies and standards and ensuring observance of equal opportunity principles.

Section 2. **All scholarships and fellowships undertaken with public interest.** All development programs are pursued and awarded primarily for and in the interest of public service. The main consideration is to improve the staff's technical know-how and performance through manpower development. Therefore, any qualified University personnel may be granted and awarded scholarships and fellowships primarily for the interest of public service and secondarily, for their professional and personal development.

Section 3. **Encouraging qualified University personnel to go on scholarship and fellowship.** As a matter of policy, the University shall encourage qualified University personnel to go on scholarship and fellowship within their respective fields of specialization or relevant to their positions and designations, subject, however, to the availability of funds and upon approval by the President.

Section 4. **Attendance to University scholarships.** As a general rule, all necessary expenses incurred by the awardee in his attendance in any development program, shall be borne by the University, subject to the availability of funds as well as to accounting and auditing rules and regulations.

Scholars/fellows of the University shall enroll in any of the following:

- a) HEIs which are included in the Top 1000 universities of the world;
- b) Centers of Excellence for the program of the scholar/fellow/grantee; and
- c) Member-institution of a national consortium offering scholarships/fellowships.

Exception shall be in cases where the scholarship/fellowship granting agency specifies the HEI where the scholar/fellow/grantee will study.

- Section 5A. **Preference due to budgetary constraints.** Due to budgetary constraints and subject to other provisions of these guidelines on scholarship or fellowship and the needs of the University, preference shall be given to the most ranking employee who needs most the development program related to his/her position and designation, the extent of the impact of the program to the University and other qualification requirements defined in Article III. In case two or more employees concerned are relatively equal in terms of the need, the extent of their program's impact and the qualification requirements defined in Article III, preference shall be given to the personnel who has attended the least number of development programs.
- Section 5B. **Preference not applicable to competitive or personally solicited scholarship or fellowship.** The rule on preference mentioned in the immediately preceding section shall not be applicable to competitive or personally solicited scholarship or fellowship subject to the provisions of Article III.
- Section 6. **Official time granted to personally funded schooling.** If for some budgetary constraints, any qualified employee is willing to attend a development program at his own expense, he/she shall be allowed to attend on official time; provided that his/her duties and functions can be taken cared of during said program, without additional expense on the part of the University, except for units with limited number of faculty/staff. Provided further that the field that shall be enrolled shall be endorsed by the Head of the Unit, and duly authorized by the President through the UPD.
- Section 7. **Withdrawal, suspension, or termination of scholarships and fellowships.** Scholarships and fellowships granted and awarded may be withdrawn, suspended, or terminated with due process when any of the provisions of the scholarship contract is violated by the awardee.
- Section 8. **Voluntary nature of scholarships and fellowships.** Scholarships and fellowships, being covered by contracts, shall be voluntary. No employee shall be sanctioned for refusing to accept a scholarship or fellowship.
- Section 9. **Delinquent scholar/fellow.** After due process, any delinquent scholar/fellow shall be disqualified for any future scholarship or fellowship and shall be required to pay the MMSU counterpart incurred during the scholarship term as stipulated in the contract.
- Section 10. **Non - sponsorship of full scholarship abroad.** Due to the expensive nature of scholarships abroad, the University shall not fully sponsor foreign scholarship. Instead, it will partly support those who have acquired fellowship abroad. The University will pay the salary of the scholar and may provide, subject to availability of funds, benefits for official foreign travel based on existing policies and laws, if such benefits are not provided for by the sponsoring agency.

To support internationalization of faculty and staff, fellows abroad may be awarded financial support equivalent to the amount provided to full scholarship recipients, subject to availability of funds.

- Section 11. **Repayment/Return Service.** Scholar/fellow shall render return service to MMSU immediately after finishing the program subject to Article IX Sections 3 or 4. Active service being rendered by the fellow/scholar who have standing return service from previous scholarship but granted another partial scholarship/fellowship as defined in either of the items in Article II Section 1 letter H, shall be counted as his return service to his/her previous scholarship/fellowship obligation. His/her return service obligation to the present

scholarship, however, shall be computed accordingly as defined in Article IX Section 4. Return service for such shall commence only after finishing his/her partial scholarship/fellowship.

Section 12. **Pregnancy within the duration of the scholarship/fellowship.** The contract of scholarship/fellowship provides for the non-pregnancy clause within the duration of the scholarship/fellowship.

However, in case the scholar/fellow gets pregnant, she may request for a deferment of her scholarship for the approval of the President subject to the provisions in Article VIII, Section 2. If approved, the period of pregnancy shall not be included in the scholarship duration and in no way shall be a reason for the scholar/fellow not to finish his/her degree within the prescribed period.

Section 13. **Equal Opportunity.** All scholarships, fellowships, trainings, exchange programs and other similar learning and development programs shall be applicable to all University personnel without discrimination to age, gender and sex, civil status, disability, religious beliefs and political affiliation.

Article III QUALIFICATION REQUIREMENTS

Section 1. **Scholarship/fellowship awarded to qualified University personnel.** A University personnel can apply for scholarship/fellowship subject to the provisions in Articles III and IV.

Section 2. **Age limit.** Without prejudice to the provision of Section 13 of the preceding Article, no University personnel shall be awarded full scholarship if he/she has reached his 46th birthday at the time of the awarding of such scholarship, except in highly meritorious cases when the interest of the service so requires, provided the employee is not more than 50 years old. However, any University personnel who finished the academic requirements of a thesis or dissertation proposal, totally on his/her own or through a previous UPD program, may be entitled to a partial scholarship (Article II Section H) provided further that, he/she is not more than 50 years old at the time of the award, must be enrolled in HEI described in Article II Section IV, and the field must be in line with his/her specialization.

Section 3. **Service and performance requirements.** No University personnel can avail of a scholarship/fellowship unless he has served the University for at least two (2) consecutive years with a very satisfactory performance in the last four (4) evaluation periods before the award is given, except in meritorious cases such as in the case of highly competitive fellowship. In no case however, that any University personnel can avail of fellowship unless he/she has served the University for at least one year.

Section 4. **Required Service for Previous Scholarship/Fellowship.** Before a faculty can qualify for another scholarship/fellowship, he/she must have completed at least one-thirds (1/3) of the required repayment service for previous scholarships or fellowships. Unpaid services shall be added to the succeeding repayment services.

Section 5. **Requirement of Good Moral Character and Dedication to the University.** A scholar/fellow must have good moral character and reputation. Moreover, only those who have shown dedication to the University may be awarded a scholarship or a fellowship grant.

Section 6. **Medical requirements.** An employee shall be certified physically and mentally fit by an accredited government Physician before he/she can be considered for scholarship/fellowship.

Article IV
**DOCUMENTS FOR SCREENING SCHOLARSHIP/
FELLOWSHIP APPLICANTS**

- Section 1. **Inclusion in staff development plan of the Unit.** Any scholarship or fellowship should be in accordance with the staff development program submitted by the unit, provided that such application shall not cause the number of scholars to exceed ten percent (10%) of the total number of faculty or staff of the Unit during that semester. This provision is required in order to avoid impairment of the services of the Unit. However, the hierarchical consideration in the staff development plan and the 10% provision may be waived in cases of competitive fellowship.
- Section 2. **Letter of request for scholarship, fellowship.** Any University personnel who wishes to apply for a scholarship or fellowship shall write a letter of request addressed to the President through the UPD before the bi-annual application deadline set by the UPD, for full and partial scholarship; at least three (3) months before the intended study leave commences, for full fellowship and those attending training/exchange abroad; and at least two (2) months, for partial fellowship, except for meritorious cases. The request shall be endorsed by the Unit Head upon the recommendation of the Unit Scholarship Committee which shall be composed of the College Secretary as Chair and Department Chairs as members of the Committee for the Colleges while Head of the Unit and selected senior staff for the other Units of the University. Merits of their recommendation shall be based on the following attached documents:
- a) Application Form (UPD Form 1);
 - b) Manpower development program of the Unit;
 - c) Notice of admission to the degree or training/exchange program applied for;
 - d) Proposed plan of study with timeline;
 - e) Notice of scholarship award, for fellowship applicants;
 - f) Curriculum, schedule of fees and an estimate of total fees, for scholarship applicants; and,
 - g) Waiver of responsibilities by the applicant and corresponding acceptance by the other members in the Unit.
- Section 3. **Letter of request of faculty/staff for extension.** Any University personnel who wishes to apply extension to complete his/her program shall write a letter or request addressed to the President through the UPD at least two (2) months before the intended extension commences. The request shall be endorsed by the Unit Head upon the recommendation of the Unit Scholarship Committee (USC). Merits of their recommendation shall be based on the following attached documents:
- a) Progress Report (UPD Form 2)
 - b) Certified true copy of grades from the start to the latest semester he/she is enrolled;
 - c) Revised Study Plan duly signed by adviser or graduate program coordinator;
 - d) Gantt chart of thesis/dissertation activities signed by adviser, for those on thesis/dissertation stage;
 - e) Required documents by granting agency, for those on fellowship; and,
 - f) Other relevant documents to support request.
- Section 4. **Evaluation and endorsement of the UPD Thesis/Dissertation Evaluation Committee.** The endorsement of the approved copy of the thesis or dissertation proposal by the UPD Thesis/Dissertation Advisory Committee shall be required for those who would like to avail of a thesis or dissertation support. The same shall be a requirement for the release of thesis/dissertation support.
- Section 5. **Accomplishment of a clearance from accountabilities.** Any University personnel whose request for scholarship or fellowship has been approved shall accomplish the college and University clearances prior to the study leave. Failure to do so shall cause the suspension of scholarship entitlements and other benefits.

Section 6. **Scholarship, fellowship or extension contract.** Upon approval of the request for a scholarship, fellowship or extension, a scholar/fellow shall sign a scholarship, fellowship or extension contract.

Article V

UPD Working and Advisory Committees

Section 1. **Composition and Appointments of the UPD Working and Advisory Committee.** The UPD working and advisory committees shall be composed of three (3) working and one (1) review and advisory committee. The working committees shall include:

- 1) UPD-Scholarship Committee (UPD-SC);
- 2) UPD-Learning Needs Committee (UPD-LNC);
- 3) UPD-Linkages Committee (UPD-LC);

The review and advisory committee shall be named Thesis/Dissertation Review and Advisory Board (UPD-TDAB). The Chairs and the members of the committees shall be designated by the President.

Section 2. **UPD-SC.** The SC shall be composed of the UPD who shall serve as the Chair, and members representing the teaching staff, non-teaching staff, legal office and finance office. The committee shall:

- a) Review, strengthen, and strictly implement the University policies and guidelines on scholarship, fellowship and training programs;
- b) Act as the University review board with recommendatory powers on the qualifications and other requirements of the incoming applicants for scholarship, training or fellowship, as submitted and endorsed by the concerned Head of the Unit;
- c) Review, evaluate and endorse scholarship/fellowship applications;
- d) Establish and implement a scheme in monitoring on-going scholars to ensure strict compliance on their development plan;
- e) Review, evaluate and recommend requests of on-going scholars for extension and other matters related to their scholarship privileges;
- f) Make a semestral review on the academic progress and problems of scholars, fellows, and trainees; and
- g) Recommend the termination or extension of scholarship or fellowship contract.

Section 3. **UPD-LNC.** The UPD-LNC shall be composed of the UPD who shall serve as the Chair, core members representing the faculty, general administrative and support staff, auxiliary, research and extension staff, and Ad Hoc members from the different Units. They shall perform the following functions:

- a) Ensure the learning and development programs support the University's strategic goals and objectives;
- b) Evaluate the learning and development needs of MMSU employees;
- c) Identify needs-based interventions to enhance competencies and potentials of MMSU employees; and
- d) Formulate measures to assess effectiveness of learning and development;

Section 5. **UPD-LC.** The UPD-LC shall be composed of the External Linkages and Partnerships (ELP) Directorate who shall serve as the Chair and members representing the UPD, faculty, general administrative and support staff, auxiliary, research and extension staff. They shall perform the following functions:

- a) correspond and coordinate with experts, resource speakers, grant-giving bodies and external service providers - private or government from both national and international entities, and
- b) explore, evaluate and recommend international and local scholarship/fellowship opportunities offered by granting agencies and partner institutions.

Section 6. **UPD-TDAB.** The UPD-TDAB shall be composed of the Vice President for Research, Extension and Business Affairs, Director for Research, Research Coordinator of the College or Head of the Unit. They shall serve as the review and advisory board on the research proposals of MMSU full time and partial scholars to ensure that their thesis/dissertation is in line with their line of study and in line with the University R & D agenda. They may also assist externally funded scholars in formulating research problems, if solicited.

Article VI
SCHOLARSHIP OR FELLOWSHIP PERIOD

Section 1. **Period to complete a full-time scholarship/fellowship.** A full scholar in the Philippines or abroad shall complete his/her scholarship/fellowship within two (2) years for a master’s degree, and three (3) years for a doctorate degree, or as prescribed by the scholarship grant, for fellows.

Section 2. **Period to complete a partial scholarship.** A partial scholar in the Philippines or abroad shall complete his/her scholarship within the prescribed number of years depending on the type of partial scholarship as described in Article II but in no case shall exceed three (3) years for master’s degree and four (4) years for doctorate, or as prescribed by the scholarship grant, for fellows.

Section 3. **Extension of scholarship or fellowship.** When the fellowship or scholarship whether full or partial cannot be finished within the required number of years as prescribed in the immediately preceding two sections due to justifiable reason(s), beyond the control and without the fault of the scholar or fellow, the period of the scholarship or fellowship may be extended for a maximum of one (1) year for each program, immediately after the expiration of the regular scholarship/fellowship period. Such extension of the contract maybe allowed on official time and shall be subjected to the evaluation and recommendation of the UPD-SC on the following basis, otherwise he/she shall use his/her accumulated leave credits and/or leave without pay.

- a) Academic records of the scholar;
- b) Revised Study Plan duly signed by adviser or graduate program coordinator;
- c) Gantt chart of thesis/dissertation activities signed by adviser, for those on thesis/dissertation stage;
- d) Compliance with the provisions in the scholarship contract.

Section 4. **Non-teaching employee who pursues a bachelor’s degree.** For a member of the non-teaching staff who wishes to avail of a scholarship or fellowship grant to finish a bachelor’s degree, the maximum period shall be within the normal length of time prescribed for the degree, subject to the provisions of Article III.

Article VII
SCHOLARSHIP/FELLOWSHIP ENTITLEMENTS

Section 1. **Salaries of scholars/fellows.** University officials and employees on scholarship/fellowship shall receive their salaries and other entitlements for the duration of their scholarship/fellowship unless otherwise not provided by law. The scholar or fellow may designate a person with a special power of attorney to withdraw his/her salary during the scholarship/fellowship period.

Section 2. **Monthly stipend.** A full scholar, pursuing his/her graduate studies in MMSU recognized HEIs shall receive a monthly stipend amounting to ten thousand pesos (P10,000.00). The scholar may designate a person with a special power of attorney to withdraw his/her monthly stipend during the scholarship/fellowship period.

- Section 3. **Payment of tuition and other school fees.** The University shall pay for the tuition and other school fees of a full-time or part time scholar as defined in the appropriate sections in Article II, section 1. Payment of tuition and other school fees may be from institution to institution or by the scholar who chooses to pay his/her bill from his/her personal money and ask the University for reimbursement later upon presentation of official receipts.
- Section 4. **Book allowance.** A book allowance of five thousand pesos (P5,000.00) per regular semester and two thousand five hundred pesos (P2,500) per summer time shall be given to full-time or partial scholars pursuing either doctorate or master's degree. Book allowances are given upon submission of enrolment forms for the first semester on the first year of the grant, while progress report of the preceding semester in addition to enrolment forms for the current semester shall be required in the succeeding semesters.
- Section 5A. **Thesis or dissertation grant.** A thesis/dissertation assistance amounting to forty thousand pesos (P40,000.00) for the doctorate degree and thirty thousand (P30,000.00) for the masters' degree shall be given to a scholar or fellow upon the recommendation of the UPD as endorsed by the TDAB in coordination with the University Finance Office. Payment, shall be given in two releases as follows:
* 90% upon approval of the proposal, and
* 10% upon submission of the manuscript in hard and soft (CD) copies
- Section 5B. **Inadequate thesis/dissertation support.** If approved thesis or dissertation budget is more than the University support, the scholar or fellow may resort to external assistance, subject to the prior approval of the President through the UPD.
- Section 6. **Two-way travel expenses.** The University shall pay the full-time scholar the travel expenses to and from the place of study before and after the scholarship period. Partial scholars defined in Article II, Section 1, shall be given two-way travel expenses every study session/period.
- Section 7. **Other benefits for a full-time scholar/fellow.** A full-time fellow pursuing a degree in the Philippines shall receive all other benefits provided for by MMSU in accordance with the law. A fellow who goes abroad shall be given benefits for official foreign travel subject to availability of funds and based on existing policies and laws, if such benefits are not provided for by the sponsoring agency.
- Section 8. **Accumulation of leave credits.** Any non-teaching University personnel who is awarded with full scholarship/fellowship shall earn leave credits. as prescribed by law. Faculty members are entitled to the 70 days proportional Teacher's Leave pay.
- Section 9. **Source of Funding.** All scholarship and fellowship entitlements shall be drawn from Fund 101.

Article VIII

OBLIGATIONS OF THE SCHOLAR/FELLOW DURING THE SCHOLARSHIP/FELLOWSHIP PERIOD

- Section 1. **Concentration on the approved program of study.** A scholar or fellow pursuing graduate studies shall devote full time to the program of study indicated in the letter of admission of the Graduate School. If a need for change in the program arises, there must be a request letter addressed to the President through the UPD. The letter should be recommended for approval by the Department Chair and endorsed by the Unit Head where the scholar/fellow comes from.
- Section 2. **Deferment of scholarship/fellowship.** A scholar or fellow may request the President through the UPD for a deferment of the scholarship/fellowship for a maximum of one year under any of the following conditions:

- a) Sickness which necessitates a long period of rest or recuperation. In such case, the grantee may go on a sick leave subject to pertinent Civil Service rules on leaves, otherwise such period of rest or recuperation shall be counted in determining the period within which to complete the scholarship/fellowship;
- b) Lack of subject offerings to be taken in which case, the grantee should inform the UPD and report back to work at the University; and
- c) Pregnancy, however, only one request of deferment within the period of scholarship/fellowship is allowed.

The request should be recommended for approval by the Department Chair and endorsed by the Unit Head where the scholar/fellow comes from. Whichever is applicable, a medical certificate or certificate from the University Registrar where the scholar is enrolled shall be attached to the request letter.

- Section 3. **Leave of absence from institution enrolled in.** When the request for a deferment of scholarship or fellowship is approved, the scholar or fellow shall request for a leave of absence (LOA) from the institution in which he is enrolled. A copy of the approved LOA shall be submitted to the UPD office promptly.
- Section 4. **Full-time efforts towards completion of degree.** A scholar or fellow pursuing a degree shall exert all efforts towards the completion of the degree being pursued within the maximum duration of the scholarship/fellowship as defined in Article VI, Sections 1 to 3. Further, the scholar or fellow shall not engage in any work for pay except for fellows on graduate assistantship or when he gives public addresses or lectures relative to his program that demand substantial time for preparation and travel.
- Section 5. **Acceptance of other scholarship/fellowship.** A scholar may accept other forms of scholarship or fellowship. However, his/her original scholarship automatically ceases, and the slot is given to another qualified faculty/staff member. Furthermore, a scholar or fellow pursuing a degree may accept additional thesis/dissertation assistance subject to the recommendation of the UPD as endorsed by the TDAB. While this does not affect the original scholarship/fellowship, the scholar/fellow should provide the UPD all documents related to the assistantship.
- Section 6. **Weighted average.** A scholar or fellow pursuing a degree shall maintain a weighted average of at least 2.0 or its equivalent for master's program and 1.75 for doctorate program or whichever is required in the Institution where the scholar is enrolled. If a scholar/fellow cannot meet the required weighted average, he/she may be given one semester to improve his/her grade. Otherwise, his/her scholarship/fellowship may be recommended for termination.
- Section 7. **Regular load.** For entitlement to the usual privileges and benefits as provided in Article VII, a scholar or fellow pursuing graduate studies shall carry a regular academic load of minimum of 9 units and maximum of 12 units each semester and not less than 3 units during summer while completing the course work phase of the program, except in the last term where less number of units may be allowed.
- Section 8. **Residency.** A scholar/fellow pursuing a degree may be allowed to enroll residency in any of the semesters within the scholarship duration for the sole purpose of preparing comprehensive examination or any related requirements for the degree but in no case shall exceed one (1) semester.
- Section 9. **Submission of requirements.** A scholar/fellow pursuing a degree must submit to the UPD the following pertinent papers, whichever is applicable:
- a) Progress Report (UPD Form 2), not later than two weeks after the end of the term.
 - b) For grantees with temporary appointment, latest appointment not later than two weeks after the date of receipt;

- c) Enrolment verification or copy of registration receipt not later than two weeks after registration;
- d) Certified true copy of grades, not later than two weeks after the end of the term;
- e) Approved plan of study not later than the first semester of regular admission;
- f) Result of the comprehensive examinations, oral/written, not later than two weeks after the examination results has been released;
- g) Approval of the thesis/dissertation proposal and copy of the outline not later than two (2) weeks after approval by the Advisory Committee; and
- h) Result of the thesis/dissertation defense not later than two (2) weeks after the examination.

Section 10. **Mailing dates.** All papers shall be considered submitted on the mailing dates.

Section 11. **Withholding of stipends and salaries.** If a scholar or a fellow fail to comply with the provisions of the immediately preceding sections, his/her stipend and other scholarship entitlements, as well as his/her salary will be withheld until compliance with the provisions are made.

Article IX

OBLIGATIONS OF SCHOLARS/FELLOWS AFTER SCHOLARSHIP/FELLOWSHIP

Section 1. **Resumption to duty.** The scholar/fellow shall inform the President through the UPD in writing the date of resumption of duty at the University after completion of the requirements for which the scholarship/fellowship was awarded or the expiration of the contract period, whichever occurs first. A scholar/fellow sent abroad shall report within two weeks after the end of the scholarship/fellowship.

Section 2. **Submission of documents to the UPD.** A scholar/fellow shall submit to the UPD not more than one month after resumption of duty pertinent documents such as (whichever is applicable):

- a) Certified true copy of grades by the school's Registrar' Office;
- b) Written certification of completion of the degree by the school's Registrar's Office;
- c) One copy of completed and duly signed thesis/dissertation with soft copy (CD);
- d) Re-entry plan.
- e) Copy of a published or publication ready article from the thesis/dissertation/research.

Photocopy of Diploma or Certificate of Training (certified true copy from the Record's Officer); and Certified true copy of the Transcript of Records/Certificate of Training and Diploma shall be submitted to the UPD and Personnel Office not more than 6 months upon resumption to duty.

Section 3. **Service Repayment for full scholar/fellow.** Full scholar should render three (3) years of service and fellow two (2) years of service to the University for every year of scholarship/fellowship or a fraction thereof of the scholarship/fellowship (i.e. 1:3 for scholar and 1:2 for fellow). Any scholarship/fellowship with duration of six months or more in a school year shall be considered one year period. Service shall be construed as active service at MMSU. In case of conflict in service repayment with sponsoring agency for outside grants, the MMSU policy shall prevail.

Section 4. **Service Repayment for partial scholar/fellow.** Depending on the type of partial scholarship/fellowship, the scholar/fellow shall render MMSU the following service obligations for every year of scholarship/fellowship or a fraction thereof of the scholarship/fellowship. Service shall be construed as active service at MMSU. Active service rendered while on partial scholarship shall not be considered as return service.

- a) PS1 - MMSU funded weekend classes. The grantee shall render MMSU two (2) year return service.

- b) PS2 - Comprehensive degree program. The grantee shall render MMSU two (2) year return service.
- c) PS3 - Open University System without fellowship. The grantee shall render MMSU two (2) year return service.
- f) PS4 - Personally funded weekend classes. The grantee shall render MMSU half (0.5) year return service.
- g) Partial fellowship - The grantee shall render MMSU half (0.5) year return service.

Section 5. **Schedule/commencement of service repayment.** Service repayment shall commence after the scholar/fellow has finished the degree/training/exchange program and upon resumption to official duty. However, in cases where the scholar has not finished the degree within the specified duration, for justifiable reasons, the computation of return service and additional obligation to MMSU shall prevail:

- 1) If the scholar/fellow is left with thesis/dissertation for justifiable reasons and reports back to office with full active service, the term rendered shall be considered and counted as fraction of his or her return service.
- 2) If the scholar/fellow is in full active service and uses his or her leave credits or leave without pay when attending to some courses or thesis/dissertation works, the term rendered shall be considered and counted as fraction of his or her return service.
- 3) If the scholar/fellow resumes the completion of his or her degree through any of the types of partial scholars, his or her services in that particular semester (if applicable) shall not be considered fraction of his or her return service but shall be added to his or her standing return service obligation to the University.
- 4) If the scholar/fellow resumes the completion of his or her degree using his or her leave credits or leave without pay, his or her services in that particular semester shall not be considered fraction of his or her return service.

Section 6. **Service to other agencies.** A scholar's/fellow's service to other government agencies after scholarship or fellowship shall not be allowed within the service repayment period and shall not in any case be considered in the computation of return service to MMSU.

Section 7. **Reimbursement of scholarship/fellowship value.** A scholar/fellow shall reimburse the University the total scholarship/fellowship value, including his/her salary and other entitlements, plus interest computed at the current rate in the following cases:

- a) Willful abandonment of scholarship, leave of absence without approval or dropping of courses without the approval of the President;
- b) Failure to render service repayment.
- c) Gross misconduct which puts the University in bad light;
- d) Other justifiable reasons presented by the MMSU; and
- e) Failure to finish the degree program within the allowable period as defined in Article VI, Sections 1-3.

For a scholar or fellow who has rendered partial repayment service, the equivalent of the unpaid service including interest shall be paid. Payment shall be made in full or on installment basis. The amount shall be determined by the University Accounting Office, and implemented by the Administrative Office.

Reimbursement shall commence one (1) year after the breach of contract, unless the degree is completed within one year after the breach.

Section 8. **Re-entry Plan.** Each scholar/fellow shall submit a realistic re-entry plan or proposal where his or her newly acquired expertise or specialization may be applied in his or her college and/or the University. The results of his/her study shall also be disseminated.

Article X
SCHOLARSHIP OR FELLOWSHIP CONTRACTS

- Section 1. **Scholarship/fellowship contract.** All scholars/fellows for a duration of 30 days or more, either local or foreign, full or partial shall be covered by a scholarship or fellowship contract. The contract shall be duly signed by the grantee and the President together with other four (4) signatories. The two (2) sureties shall be permanent employees whose salary grade is equal or higher than the scholar/fellow. The two (2) witnesses shall be the Head of the Unit of the grantee and the Director of UPD.
- Section 2. **Special and additional provisions on the scholarship/fellowship/extension contract.** In addition to the general terms and conditions of the scholarship, fellowship, or extension contract, the University may add special terms and conditions and these shall be valid and binding on the grantee or awardee as long as the terms and conditions are not illegal or against moral and good customs of the Philippines.
- Section 3. **Amendment of any terms of scholarship/fellowship/extension contract.** After the scholarship/fellowship/extension contract shall have been signed by the parties, no amendment of any of the terms of the contract shall be made except upon prior consent of all parties in the contract; provided that the University may opt to withdraw, suspend, or terminate any scholarship or fellowship contract as provided under Article II, Section 7.
- Section 4. **Condition of scholarship or fellowship contract found illegal.** If a term or condition of a scholarship contract is found illegal by the regular courts, only the particular term or condition found illegal shall be deleted but it shall not affect the other terms or conditions nor shall the entire scholarship or fellowship contract be considered void.
- Section 5. **Interpretations of the provisions of scholarship or fellowship contract.** If a term or a provision of the scholarship or fellowship contract is subject to two or more interpretations, the interpretation for the validity of the contract shall be preferred. Moreover, the contract shall be interpreted in favor of the University.
- Section 6. **General law on contracts applicable.** The general law on contracts shall be supplementary in the interpretation of the scholarship or fellowship contract.

Article XI
INCENTIVES FOR RETURNING SCHOLARS

- Section 1. **Permanency.** Any scholar/fellow who holds a temporary status in the University and who finishes a relevant graduate degree shall be given a permanent status, upon submission of the requirements as provided in Article IX, Section 2 and completion of the requirements specified by law.
- Section 2. **Promotion.** Any scholar/fellow, either local or foreign who finishes a graduate degree shall be automatically promoted upon submission of the requirements to the UPD, subject to availability of funds and plantilla item, and existing civil service policies. One salary grade increment shall be awarded for a master's degree and two salary grade increment for a doctorate degree.

For a master's scholar/fellow who completed the degree beyond the prescribed number of years as defined in Article VI, the one salary grade increment shall be awarded upon submission of the requirements to the UPD and completion of a proposed research.

For a doctorate scholar/fellow who completed the degree beyond the prescribed number of years as defined in Article VI, the one salary grade increment shall be awarded upon submission of the requirements to the UPD. The other increment shall be awarded upon completion of a proposed research.

- Section 3. **Recognition and Awarding Program.** Incentives and awards described in the previous sections shall be awarded during the MMSU Foundation Program in time for the awarding ceremony for deserving MMSU faculty and staff and officials.
- Section 4. **Publication Award.** Any scholar/fellow, either local or foreign, who publishes a paper (not thesis/dissertation) in any reputable refereed local or international journal, shall be awarded a cash gift and a Certificate of Commendation from the University subject to BOR Resolution Nos. 1224, s. 2012 and 1457, s. 2016.

Article XII
EFFECTIVITY

These guidelines and policies shall take effect immediately upon approval by the MMSU Board of Regents.

Revised by the University Personnel Development-Scholarship Committee (UPD-SC).

Dr. Saturnina F. Nisperos
Chair & Chief, UPDP

Members

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