

comparatively at par based on the comparative assessment. The CO HRMPSB shall submit to the Administrator the list of candidates selected for appointment. In the case of the region, the Regional HRMPSB shall submit to the Regional Director the list of candidates selected for appointment (first and second level of Regional Office), or for recommendation to the Administrator (second level).

10. The appointing authority shall assess the merits of the Board's evaluation and in the exercise of sound discretion, select, in so far as practicable, from among the top five (5) ranking candidates deemed most qualified for appointment to the vacant position. The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par, or those who meet the overall cut-off score based on the comparative assessment. To determine candidates who are comparatively at par, the HRMPSB shall set a reasonable cut-off point/score in the comparative assessment of candidates for appointment.
11. The Personnel Section/Administrative Officer/Assistant shall prepare the corresponding appointment papers based on the approved list of candidates and the appointing authority shall issue the appointment in accordance with the provisions of the DOJ-PPA Merit Selection Plan.
12. The Chief, Personnel Section/Administrative Officer/Assistant shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the Agency/office a day after the issuance of the appointment for at least fifteen (15) days, copy furnished the Regional Director, as the case may be. The date of posting should be indicated in the notice.

## **IX. PROTEST**

A qualified next-in-rank employee may file a protest against an appointment made in favor of another who does not possess the minimum qualification requirements, initially to the head of the agency, then to the CSC RO, and then to the Civil Service Commission Proper, within fifteen (15) days from the announcement and/or posting of appointments subject of protest pursuant to CSC Resolution No. 1701077 (2017 Rules on Administrative Cases in the Civil Service).

## **X. ADMINISTRATIVE DISABILITIES**

Administrative disabilities inherent in certain penalties pursuant to Section 57 of CSC Resolution No. 1701077 dated July 3, 2017 (2017 Rules on Administrative Cases in the Civil Service):

- a. The penalty of dismissal shall carry with it the cancellation of eligibility, perpetual disqualification from holding public office, bar



from taking civil service examinations, and forfeiture of retirement benefits.

Terminal leave benefits and personal contributions to Government Service Insurance System (GSIS), Retirement and Benefits Administration Service (RBAS) or other equivalent retirement benefits system shall not be subject to forfeiture.

- b. The penalty of demotion shall carry with it disqualification from promotion for one (1) year.
- c. The penalty of suspension shall carry with it disqualification from promotion corresponding to the period of suspension.
- d. The penalty of fine shall carry with it disqualification from promotion for the same period the respondent is fined.
- e. The penalty of reprimand shall not carry with it any accessory penalties.
- f. A warning or admonition shall not be considered a penalty.

## **XI. FUNCTIONS AND RESPONSIBILITIES**

1. The Chief, Administrative Division/Administrative Officer/Administrative Assistant shall have the following functions:
  - a. Disseminate copies of the DOJ-PPA Merit Selection Plan and its annexes to all agency personnel after approval thereof by the Civil Service Commission;
  - b. Develop a system of ranking positions which will be submitted for approval by the appointing authority, copy furnished the CSC and its Field Office concerned, for reference purposes;
  - c. Identify vacant positions that may be enrolled in the Brightest for the Bureaucracy Program (BBP);
  - d. Develop a plan which shall set forth the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives, and programs;
  - e. Develop and maintain an updated qualification database of employees of the Agency to include education, training, experience, skills, competencies, and other similar information;



- f. Develop, in coordination with the Agency Personnel Development Committee, a program to fast track the career movement of employees with superior qualifications; and
  - g. Vacant positions may be published through other modes such as in the DOJ-PPA website, newspaper (local and/or national) and other job search websites. The reckoning date of publication will be the publication/republication date, regardless of the mode, as certified by the HRMO; Provided, that a request for publication of vacant position/s has been filed at the CSC FO on the same day of publication in the DOJ-PPA website or newspaper or other job search websites.
  - h. Prepare list of candidates aspiring for the vacant position including qualified next-in-rank employees within fifteen (15) days from completion of the preliminary evaluation;
  - i. Conduct preliminary evaluation of the qualifications of all candidates, including Agency compliance and observance with the requirements of the Equal Employment Opportunity Principle (EEOP);
  - j. Notify all applicants of the outcome of the preliminary evaluation;
  - k. Submit the promotion/selection line-up to the HRMPSB for deliberation en banc.
2. The employees shall be responsible for updating their Personal Data Sheets annually, or as may be deemed necessary, together with the supporting documents for submission to the Personnel Section/Unit.
3. The Board shall have the following functions and responsibilities:
- a. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment as embodied in the Agency Personnel Selection and Promotion Rules and Procedures (PSRP), taking into consideration the following:
    - a.1 Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for appointment/promotion to a position;
    - a.2 Criteria for evaluation of qualifications of applicants for appointment/promotion must suit the job requirements of the position.
  - b. Disseminate screening procedure and criteria for selection to all Agency officials and employees and interested applicants. Any modification of the procedure and criteria for selection/promotion shall likewise be properly disseminated;



- c. Prepare a systematic assessment of the competence and qualifications of candidates for appointment and maintain fairness and impartiality in the assessment of candidates.
  - d. Evaluate and deliberate en banc the qualifications of those listed in the selection/promotion line-up;
  - e. Submit the list of candidates deemed most qualified for appointment from which the appointing authority may choose the applicant to be appointed;
  - f. Maintain records of deliberations, which must be accessible to interested parties upon written request, and for inspection and audit by the CSC; and
  - g. Orient the officials and employees in the Agency pertaining to policies relative to personnel actions, including the gender and development dimensions of the DOJ-PPA Merit Selection Plan.
4. The appointing authority shall have the following functions and responsibilities:
- a. Cause the dissemination and conduct of orientation and briefing of the MSP to all personnel within six (6) months from approval by the CSC to ensure awareness and understanding, and to submit a report of the same to the CSC Field Office;
  - b. Establish a Human Resource Merit Promotion and Selection Board and see to it that all Board members undergo orientation and workshop on the selection/promotion process and CSC policies on appointments;
  - c. Assess the merits of the Board's ranking of candidates deemed most qualified for appointment and in the exercise of sound discretion, select in so far as practicable, from among the following:
    - top five (5) ranking candidates deemed most qualified to the vacant position;
    - applicants who have undergone deep selection and found to possess superior qualifications; and
    - pool of the Brightest for the Bureaucracy Program (BBP);
  - d. Issue appointments in accordance with the provisions of this DOJ-PPA Merit Selection Plan 2020.