

POLICIES AND GUIDELINES

OF THE FERTILIZER AND PESTICIDE AUTHORITY
ON THE RECRUITMENT, SELECTION, PROMOTION,
AND PLACEMENT OF PERSONNEL



FERTILIZER AND PESTICIDE AUTHORITY
DEPARTMENT OF AGRICULTURE
FPA Bldg., BAI Compound, Visayas Ave., Quezon City

Policies and Guidelines of the Fertilizer and Pesticide Authority on the Recruitment, Selection, Promotion, and Placement of Personnel

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Foreword

The Fertilizer and Pesticide Authority (FPA) was established under the need to regulate and secure fertilizer and pesticides as vital inputs in food production as stated in the Presidential Decree (PD) 1144 in 1977. Attached to the Department of Agriculture (DA), the FPA was mandated to the following: a) ensure adequate supply of fertilizer and pesticide at reasonable prices, b) rationalize the manufacture and marketing of fertilizer, c) protect the public from the risks inherent to pesticides, and d) educate the agricultural sector of proper use of these inputs.

The FPA envisions “improved quality of life through increased farm incomes, productivity, and food production using safe and appropriate fertilizer and pesticide inputs: (FPA Strategy Map, 2022-2026). FPA establishes policies, rules, and programs to sustain these visions and mandates.

One of the cores in pursuing a time-efficient, service-oriented, and mandate-focused agency is its employees. Therefore, the FPA established the handbook for Policies and Guidelines of the Fertilizer and Pesticide Authority on the Recruitment, Selection, Promotion, and Placement (RSPP) of Personnel.

This handbook was prepared in line with the Civil Service Commission’s employment process. In addition, it shall define, create and identify the hiring and promotion process of the FPA. This will ensure that the right person with the right skills will be chosen for the available position in the shortest time possible. It also guarantees a fair and transparent employment system.

Message from the Executive Director



FPA has been aiming to strengthen its relationship with its clients, partners, and other stakeholders. But most of all, FPA boosts its working force – the employees. We take our employees' skills into account as they are the core of our agency.

Our employees are our agency's biggest asset as they are the ones affecting our brand and their image commonly reflects that of FPA. They are the ones who are engaging with our clients, executing our mandates, and creating regulatory policies that sustain our agency's vision.

Therefore, the creation of the Policies and Guidelines of the Fertilizer and Pesticide Authority on the Recruitment, Selection, Promotion, and Placement (RSPP) of Personnel handbook is made to establish the hiring and promotion process of the agency. This shall shorten screening time and ensure that the candidate is equipped with the specialized skills needed for the available positions.

I believe that hiring and promoting qualified individuals will contribute to the agency's success. I wish the best for all our prospective employees!

A handwritten signature in black ink, appearing to read 'WR', written over a white background.

Wilfredo C. Roldan

Message from the Chairperson



Since its creation, the FPA employees played a big part in the success of our agency. They are the ones who champion our mandates and vision. Each employee brings their skills and unique personality to the FPA.

The FPA crafted the Policies and Guidelines of the Fertilizer and Pesticide Authority on the Recruitment, Selection, Promotion, and Placement (RSPP) of Personnel handbook to look for individuals who share the same vision and pursue the best service for our clients, partners, and other stakeholders.

This handbook shall ensure that the candidates will be able to contribute to the work culture of FPA with the proper skill set necessary for the opened positions. I assure every prospective employee that we do not discriminate and that their personal information will be kept private.

I hope that this handbook shall provide a more structured process and clear instructions to our possible employees.

A handwritten signature in black ink, appearing to be 'Myer G. Mula'.

Myer G. Mula, PhD



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I. Legal Basis

With the abolition of the Fertilizer Industry Authority (FIA), the Fertilizer and Pesticide Authority (FPA) was created as an attached agency of the Department of Agriculture (DA) by virtue of Presidential Decree (PD) No. 1144 dated May 30, 1977 for the purpose of assuring the agricultural sector of adequate supply of fertilizer and pesticide at reasonable prices, rationalizing the manufacture and marketing of fertilizer, protecting the public from the risks inherent in the use of pesticides, and educating the agricultural sector in the use of these inputs.

On October 10, 2013, the FPA's Rationalization Plan was approved under Executive Order No. 366 with eighty-four (84) plantilla positions.

Then, on May 5, 2014, with the issuance of Executive Order No. 165, the FPA was transferred to the Office of the President under the Office of the Presidential Assistant for Food Security and Agricultural Modernization (OPAFSAM).

On November 4, 2015, the Department of Budget and Management (DBM) approved the agency's staffing pattern which shall consist of 159 positions, including the existing 84 positions, or an increase of 75 positions (47%) comprising of 74 positions for creation and one (1) coterminous with the incumbent item for retention.

In 2017, per CSC Resolution No. 1701009 dated June 16, 2017, the Commission adopted and promulgated the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), which was later on amended on August 10, 2018, to serve as a guide in recruitment and selection process ensuring that appointments in Civil Service shall be made only according to merit and fitness and to govern the preparation, submission of, and actions to be taken on appointments and other human resource movements in the Philippine government.

Thereafter, on September 17, 2018, President Rodrigo Roa Duterte issued Executive Order No. 62, which brought back the FPA to the fold of the DA.

On June 26, 2019, the DA issued a Department Order (D.O.) No. 08, series of 2019, Merit Selection Plan (MSP), with the objective of establishing a system that is characterized by strict observance of the merit and fitness equality principles in the selection of employees for appointment to positions in the career and non-career service in all levels. It also aims to create equal opportunities for employment to all qualified persons to enter the government service and for career advancement in the department.

On December 3, 2020, Civil Service Commission National Capital Region approved the FPA's proposed adoption of the DA's D.O. No. 08, series of 2019, Merit Selection Plan (MSP).

II. Objectives

The FPA strictly adheres to promote excellence in the recruitment, selection, promotion, and placement processes that transform to excellence in public service.

In this pursuit, the agency aims to:

1. establish the key processes in the Recruitment, Selection, Promotion, and Placement of Personnel based on various CSC issuances;
2. ensure that policies are implemented consistently and in compliance with the existing rules and laws; and
3. create equal opportunities for employment to all qualified persons to enter the government service and for career advancement in the agency.

III. Scopes

This Memorandum Circular shall cover the recruitment, selection, promotion and placement processes of all positions in the first level, second level, and the second level executive/managerial.

IV. Definition of Terms

Appointing Authority – refers to the FPA Board of Directors. For purposes of signing on the appointment papers, the Chairperson of the FPA Board may be authorized by the FPA Board to sign for the collegial body as a ministerial act in the appointment paper itself.

Candidate – is an individual whose submitted application for an examination has been reviewed and approved having met the minimum requirements specified for a particular open competitive or promotional examination announcement.

Career Service – positions in the Civil Service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

Casual – an appointment issued only for essential and necessary services where there are not enough regular staff to meet the demands of the service and for emergency cases and intermittent period not to exceed one year.

Central Office – refers to FPA main office in Quezon City.

Contractual – an appointment issued to a person whose employment in the government is in accordance with a special contract to undertake local or foreign -assisted projects or a specific work or job requiring special or technical skills not available in the employing agency, to be accomplished with a specific period.

Civil Service Commission – is a government agency that is constituted by legislature to regulate the employment and working conditions of civil servants, oversee hiring and promotions, and promotes the values of the public service. Its role is roughly analogous to that of the human resources department in corporations.

Deep selection – the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.

Demotion – the movement of an employee from a higher position to a lower position where he/she is qualified if a lower position is available.

Detail – temporary movement of an employee from one department or agency to another which does not involve a reduction in rank, status or salary.

Designation – movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing authority.

Discrimination – is a situation wherein a qualified applicant is not included in the selection of line-up on account of gender identity, sexual orientation, age, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.

Fixed Term – an appointment issued to a person with a specific term of office, subject to reappointment as provided by law, such as Chairperson and members of commissions and boards, and Head of Agency appointed by the Board.

Human Resource Actions – any action denoting the movement or progress of human resource in the civil service such as original appointment, promotion, transfer, reinstatement, reemployment, detail, reassignment, secondment, and demotion.

Human Resource Merit Promotion and Selection Board (HRMPSB) – refers to a collegial body composed of officials designated by the Appointing Authority and tasked with the judicious and objective evaluation and selection of candidates for appointment to the first and second level positions based on merit, fitness, and qualifications. It shall make the final recommendation to the Appointing Authority as regards the most qualified applicants for vacant positions.

First Level Positions – include clerical, trades and crafts and custodial services which involve sub-professional work in a non-supervisory or supervisory capacity.

Next-in-Rank Position – refers to a position which by reason of the hierarchical arrangement of positions in the agency is determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking Positions (SRP).

Non-Career Service – positions expressly declared by the law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.

Original – the initial entry into the career or non-career service.

Placement – is the process of putting a person into the jobs for which they are best suited.

Plantilla – is a government approved listing of positions in any governmental institution, instrumentality, and entity; both national and local, whether filled-up or vacant positions.

Permanent – an appointment issued to a person who meets all the qualification requirements of the position to which he/she is being appointed to, including the appropriate eligibility, in accordance with the provisions of law, rules and standards in pursuance thereof.

Personal Data Sheet (PDS or CS Form No. 212) – is a government form to be accomplished by all government employees for purposes of application to a vacant position in a government organization.

Promotion – is the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary.

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

Qualification Standards – refer to statements of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, potential and personality traits required in the performance of the job.

Qualified Next-in-Rank – refers to an employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the SRP approved by the head of agency, and who meets the requirements for appointment to the next higher position.

Recruitment – is the process of actively seeking out, finding, and hiring candidates for a specific position or job. The recruitment definition includes the entire hiring process from inception to the individual recruit's integration into the company.

Reappointment – is the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, re-categorization, rationalization or similar events, including the issuance of an appointment from temporary to permanent, career to non-career or vice versa, non-career to another non-career, all of which entail no gap in the service.

Reassignment – refers to movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary.

Reclassification – refers to a form of staffing modification and/or position classification action which is applied only when there is a substantial change in the regular duties and responsibilities of the position.

Reemployment – refers to the appointment of a person who has been previously appointed to a position in the government service but was separated therefrom as a result of reduction in force, reorganization, retirement, voluntary resignation, or any non-disciplinary action such as dropping from the rolls and other modes of separation. Reemployment presupposes gap in the service.

Reinstatement (to comparable position) – refers to the restoration of a person as a result of a decision to a career position from which he/she, through no delinquency or misconduct, has been separated, but subject position is already abolished, requiring the issuance of an appointment to a comparable position to the separated employee.

Second Level Positions – include positions up to division chief level, characterized by professional, technical, and scientific work in a non-supervisory or supervisory capacity requiring at least four years of collegiate studies. These include Second Level Executive/ Managerial Positions.

Second Level Executive/Managerial Positions – include professional, technical and scientific positions, the functions of which are managerial in character, exercising management over people, resource and/or policy and exercising functions such as planning, organizing, directing, coordinating, controlling and overseeing 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. These positions require intensive and thorough knowledge of a specialized field.

Secondment – is the movement of an employee from department or agency to another which is temporary in nature, which may or may not require the issuance of an appointment, and which may either involve increase in compensation and benefit.

Selection – refers to a systematic method of determining the merit and fitness of the person on the basis of qualifications and ability to perform the duties and responsibilities of the position.

Shortlist – refers to a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant to work accomplishments, psycho-social attributes, personality traits and potential.

Substitute – is an appointment issued when a regular incumbent of a position is temporarily unable to perform the duties of the position, as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or on secondment. This is effective only until the return of the incumbent.

Superior Qualifications – refer to outstanding relevant work accomplishments, educational attainment and trainings appropriate for the position to be filled. These include demonstration of exceptional job mastery and potential in major areas of responsibility.

System of Ranking Positions – is the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following:

- Organizational structure;
- Salary grade allocation;
- Classification and functional relationship of positions; and
- Geographical location.

Temporary – refers to an appointment issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed to, except for the appropriate eligibility. A temporary appointment may only be issued in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing/ authority. The appointment shall not exceed twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes available.

Transfer – refers to the movement of an employee from one position to another which is equivalent in rank, level or salary without gap in the service involving the issuance of appointment.

Vacant positions – refer to positions not occupied by an incumbent, possessor or officer.

V. Basic Policies

1. Selection of employees for appointment in the government service shall be open to all qualified men and women according to the principle of merit and fitness.
2. The Merit Section Plan shall cover all positions in the first level, second level, and executive/managerial which is also in the second level and shall also include original appointments and other related human resource actions.

There shall be no discrimination in the selection of employees on account of gender identity, sexual orientation, age, civil status, pregnancy, disability/impairment, beliefs and religion, race and ethnicity or political affiliation.

Screening for different-abled applicant shall be coursed through an external provider.

3. When a position in the first and second level becomes vacant, applicants for employment who are competent, qualified and possessing appropriate civil service eligibility shall be considered for permanent appointment.

The list of candidates aspiring for vacant position/s, either from within or outside the agency including qualified next-in-rank employees, shall be posted in conspicuous areas within the office premises.

4. List of vacant positions authorized to be filled including second level/managerial positions and its corresponding Qualification Standards and plantilla numbers, shall be published in accordance with Republic Act 7041 (CSC MC No. 27, s. 1991) otherwise known as an "Act Requiring Regular Publication of Existing Vacant Positions in Government Offices" and shall be submitted in electronic and printed copies to the CSC Field Office pursuant to CSC Resolution No. 1800692. The same shall be published in the CSC Bulletin of Vacant Positions and in at least three (3) conspicuous places in FPA for at least ten (10) calendar days. Other appropriate modes of publication, such as but not limited to, posting in DA Website, FPA Official Website and social media (FPA Facebook Page) may also be considered.

Anticipated vacancies based on the agency's succession plan may be published. In case of retirement, resignation, or transfer, the publication should not be earlier than 30 days prior to retirement, resignation, or transfer. (Section 30, Rule VII of CSC Resolution No. 1800692).

The publication of a particular vacant position shall be valid until filled up but not to exceed beyond nine (9) months reckoned from the date the vacant position was published. Should no appointment be issued within the nine-month period, the FPA must cause re-publication and re-posting of the vacant position (Section 29, Rule VII, CSC Resolution No. 1701009).

5. The following positions are exempt from the publication requirement:
 - a. Primarily confidential;
 - b. Policy determining;
 - c. Highly technical;
 - d. Coterminous with that of the appointing authority and other non-career positions;
 - e. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996, as amended; and
 - f. Positions to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin board.
6. A Human Resource Merit Promotion and Selection Board (HRMPSB) for first and second level up to the division chief positions shall be established in the Agency while a Special Human Resource Merit Promotion and Selection Board (SHRMPSB) for second level executive/ managerial shall be established by the Department of Agriculture (DA).
7. The HRMPSB members including alternate representatives for first and second level positions shall undergo orientation and workshop on the selection/ promotion process and CSC policies on appointments.
8. The HRMPSB/SHRMPSB shall be represented by at least the majority of the members during the deliberation of a candidate for appointment (Section 93, Rule IX of CSC Resolution No. 1701009).
9. All candidates for appointment to first and second level positions shall be screened by the HRMPSB, except for appointment to the following positions:
 - a. Substitute appointment due to short duration and emergency nature;
 - b. Reappointment 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; or
 - c. Appointments to casual, contractual, coterminous, and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.
10. As far as practicable, Agency shall ensure equal opportunity for men and women to be presented in the HRMPSB/SHRMPSB for all levels.

11. For vacancies to the first and second levels, all qualified next-in-rank employees shall be automatically considered as candidates for promotion to the next higher position. However, those who are not next-in-rank but qualified, shall submit their written application subject to Rule VI - VII (Recruitment and Selection and Promotion).
12. The Background Information team, headed by the highest HRMO, as established through issuance of a Special Order, shall provide its evaluation to the HRMPSB for its reference in assessing candidates for promotion and/or recruitment to first and second level, including executive/managerial positions.
13. The HRMSPB/SHRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment.
14. The appointing authority shall take into consideration the merits of the HMPSB/SHRMPSB's assessment of shortlisted candidates for vacant positions and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking applicants deemed most qualified for appointment to the vacant positions.
15. The appointing authority may appoint an applicant who is not next-in-rank but possess superior qualification and competence and has undergone selection process.
16. The comparative competence and qualification of candidates for appointment shall be determined on the basis of:
 - a. **PERFORMANCE** – for appointment both by promotion and transfer, the performance rating of the appointee in the last rating period prior to the date of assessment or screening should be at least Very Satisfactory.
 - b. **EDUCATION and TRAINING** – include educational background, successful completion of training courses accredited by the Civil Service Commission scholarship, training grants and other which must be relevant to the duties of the position to be filled.
 - c. **EXPERIENCE and OUTSTANDING ACCOMPLISHMENTS** – include occupation history, relevant, work experience acquired either from the government or private sector and accomplishments worthy of special commendation.
 - d. **PSYCHO-SOCIAL ATTRIBUTES** – refer to the characteristics or traits of a person which involve both psychological and social aspects. Psychosocial includes the way of a person perceives things, ideas, beliefs and understanding and how such person acts and relates these things to others in social situations.
 - e. **POTENTIAL** – refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those higher or more responsible positions.

17. An employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position. All appointment issued in violation of this policy shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the following exceptions:

17.1 The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking Positions (SRP) of the agency;

17.2 The vacant position is a lone or entrance position, as indicated in the agency staffing pattern;

17.3 The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney or Information Technology Officer/Computer Programmer positions;

17.4 The vacant positions are unique and/or highly specialized, such as Actuarial, Airways Communicator positions;

17.5 The candidates passed through a deep selection process, taking into consideration the candidates' superior qualification in regard to:

17.5.1 Educational achievements;

17.5.2 Highly specialized trainings;

17.5.3 Relevant work experience; and

17.5.4 Consistent high-performance rating/ranking;

17.6 The vacant position belongs to the closed career system, i.e. those that are scientific, or highly technical in nature that include the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific or research institutions all of which establish and maintain their own merit systems.

Other meritorious cases such as:

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

17.6.2 when the qualified next-in-rank employees waived their right over the vacant position in writing;

17.6.3 when the next-in-rank position, as identified in the agency SRP is vacant;

17.6.4 when the next-in-rank employee/s is/are not qualified; and

17.6.5 when the qualified next-in-rank employees did not apply.

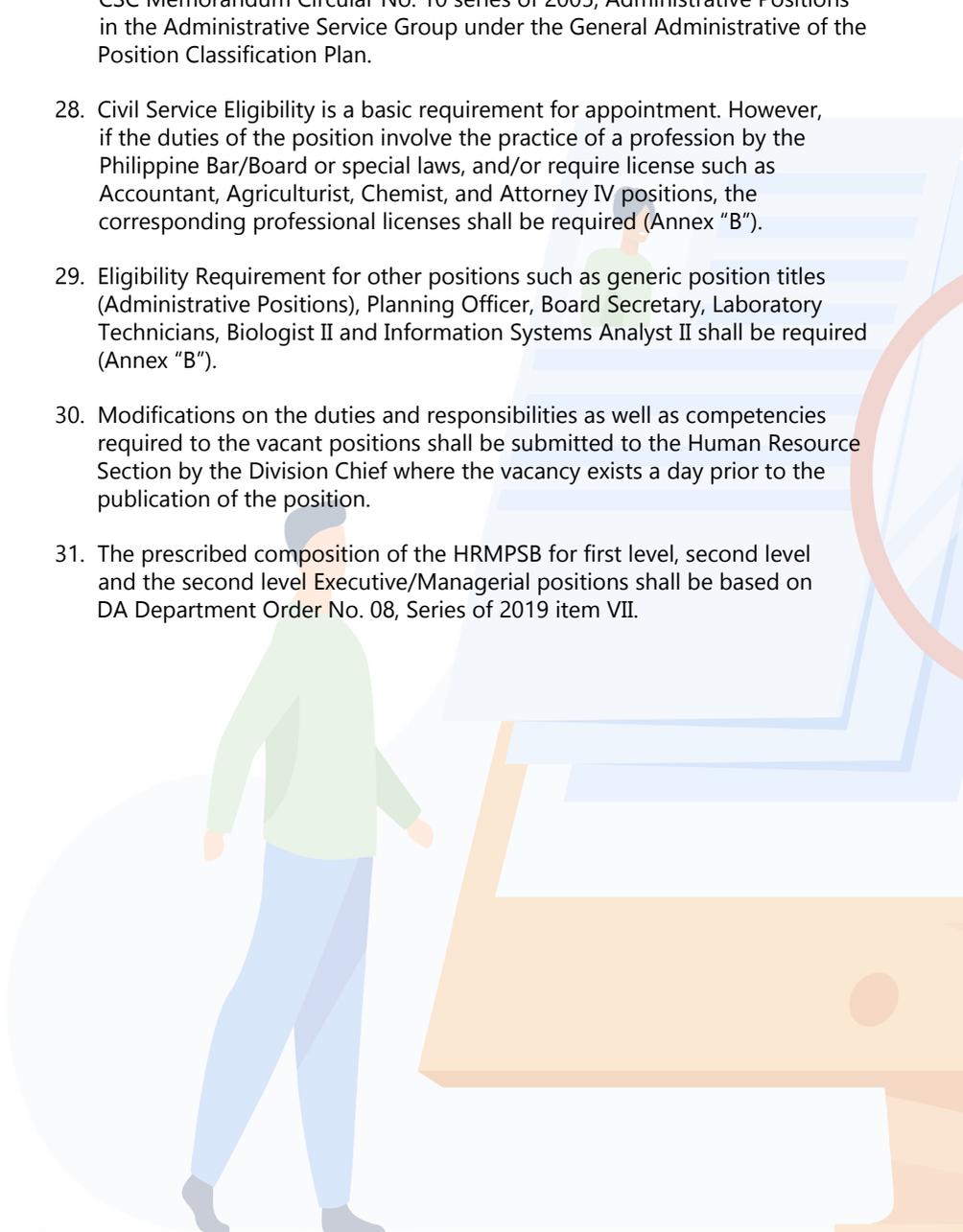
18. An employee who is in local or foreign scholarship or training grant or on official leave/maternity leave may be considered for promotion.

For this purpose, performance rating to be considered should be at least Very Satisfactory in the last period, prior to the scholarship, training grant or official leave/maternity leave.

If promoted, the effectivity of the promotional appointment shall be on the date of assumption of duty upon return from scholarship or training grant or official leave/maternity leave.

19. An employee with pending administration case may be considered for promotion.
20. Promotion within six (6) months prior to compulsory retirement shall not be allowed, except as otherwise provided by law.
21. Agency shall not fill up vacancies resulting from promotion until promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission (Section 93, Rule IX of CSC Resolution No. 1701009).
22. A notice announcing the appointment of an employee shall be posted in three (3) conspicuous places in the agency for at least fifteen (15) calendar days to start on the day following the issuance of the appointment.
23. The approved DA Merit Selection Plan adopted by FPA shall be used as one of the bases for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.
24. The existing qualified COS/JO workers shall be considered for appointment by the Agency to vacant positions subject to existing civil service laws, rules, and regulations, as well as the CSC-approved Merit Selection Plan (Commission on Audit and Department of Budget and Management Joint Circular No. 2, Series of 2020 Section 11 item 11.3).
25. The 1997 Revised Edition Qualification Standards issued by the Civil Service Commission (CSC) or any ensuing updates/revisions shall serve as the basis in ascertaining the minimum educational, experience and training requirements for each plantilla position. In no way should these standards be set below the minimum relevant job specification set by the CSC for each position.
26. The qualification standards for appointment to Division Chief and Executive/ Managerial Positions shall be pursuant to CSC Memorandum Circular No. 05 series of 2016, Revised Qualification Standards for Division Chief and Executive/ Managerial Position in the Second Level (Annex "A").

27. The qualification standards for the generic position titles of Administrative Aide IV (SG-4) and administrative positions (SG-7-22) shall be pursuant to CSC Memorandum Circular No. 10 series of 2005, Administrative Positions in the Administrative Service Group under the General Administrative of the Position Classification Plan.
28. Civil Service Eligibility is a basic requirement for appointment. However, if the duties of the position involve the practice of a profession by the Philippine Bar/Board or special laws, and/or require license such as Accountant, Agriculturist, Chemist, and Attorney IV positions, the corresponding professional licenses shall be required (Annex "B").
29. Eligibility Requirement for other positions such as generic position titles (Administrative Positions), Planning Officer, Board Secretary, Laboratory Technicians, Biologist II and Information Systems Analyst II shall be required (Annex "B").
30. Modifications on the duties and responsibilities as well as competencies required to the vacant positions shall be submitted to the Human Resource Section by the Division Chief where the vacancy exists a day prior to the publication of the position.
31. The prescribed composition of the HRMPSB for first level, second level and the second level Executive/Managerial positions shall be based on DA Department Order No. 08, Series of 2019 item VII.



VI. Recruitment

1. A memorandum of the list of vacant positions shall be submitted to the Executive Director for information and documentation purposes.
2. HRS shall prepare a list of vacant positions authorized to be filled with corresponding Qualification Standards and plantilla item number using CSC Form 9, Revised 2018 (Annex "C").
3. To comply with the Equal Employment Opportunity Principle, the statement below shall be included in the publication:

"It is the policy of the FPA to strictly adhere to the principles of merit, competence, fitness, and equality. Towards this end, it will implement a system that will create equal opportunities for advancement of all deserving employees of the Agency regardless of age, sex, sexual orientation, gender and gender identity, civil status, disability, religion, ethnicity, or political affiliation."

4. HRS shall submit a request for publication of vacant positions to CSC DA Field Office via electronic email. Once received by the CSC DA Field Office, HRS shall then submit a hard copy to CSC DA Field Office and copy furnish HRMPSB, SHRMPBS, Central Office and Regional Field Units.
5. The guidelines on the publication of the list of vacant position shall be in accordance with Section V Basic Policies Item No. 4 of this Circular. Further a Notice of Vacancy (Annex "D") shall be posted in social media platforms.
6. In cases where the number of applicants for a certain position is not enough, acceptance of applications may be extended; provided however, that such extension shall not exceed three (3) postings in three (3) conspicuous places in FPA, DA Website, FPA Website and social media (FPA Facebook Page), with at least 10 calendar days for each posting (ORAOHRA Rule VII Section 24).

VII. Selection and Promotion

1. Screening of Applicants

- 1.1 HRS shall cross-check the applicants' documentary requirements as shown on Annex "E" based on the guidelines, and review completeness of application documents. In addition, the applicants shall be required to fill out the Application Assessment Form via google form.
- 1.2 HRMPSB/SHRMPSB shall screen all applicants based on CSC Minimum Requirements and shall not give other considerations outside the applicants' qualifications such as age, sex, sexual orientation, gender and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
- 1.3 Applicants who shall not meet the minimum qualification standards requirements shall not be included in the shortlist. Further, they shall be informed through electronic mail of the deficiency in qualification only and not on immaterial attributes.
- 1.4 HRMPSB/ SHRMPSB Secretariat shall prepare the profile of the applicants and furnish a copy to the division/unit where vacancy exists. The profile of the applicants shall reflect the comparative competence and qualification of candidates based on their qualifications in areas of **Performance, Education and Training, Experience and Outstanding Accomplishments, Psych-social Attributes, and Potential** as stated in Basic Policy item no. 16.
- 1.5 In preparing the profile of the applicants, only material information on credentials shall be included – codes may be used to avoid bias.
- 1.6 To determine relevance of the qualifications of the applicants based on the minimum requirements required by the vacant position, the HRMPSB and SHRMPSB shall be guided by the terms and condition on ORAOHRA:
 - 1.6.1 EDUCATION
 - 1.6.1.1 Education refers to the formal or non-formal academic, technical or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) of the position to be filled.

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- 1.6.1.2 Certificates of completion of non-formal education issued by Department of Education shall be considered valid documents for appointment to positions requiring completion of elementary or high school (elementary or high school) education, provided, that other requirements of the positions are met.
- 1.6.1.3 For to meet the 2 years studies in college requirement in the Qualification Standards Manual, one must have earned from a CHED-recognized institution at least 72 academic units leading to a degree or has completed a relevant two-year collegiate/ technical course.
- 1.6.1.4 Certificates issued by the schools deputized by the CHED on having completed a bachelor's degree under the Expanded Tertiary Education Equivalency and Accreditation Program shall be considered valid documents for meeting the education requirement for positions requiring completion of a bachelor's or master's degree.
- 1.6.1.5 Certifications issued by the schools deputized by CHED showing completion of at least 72 academic units leading to a degree under the Expanded Tertiary Education Equivalency and Accreditation Program shall be considered valid documents for meeting the education requirement for positions requiring completion of two years studies in college.
- 1.6.1.6 Certification issued by CHED that a one-year diploma post graduate course acquired from foreign or local institutions is equivalent to a master's degree shall be considered appropriate for meeting the education requirement for appointment to division chief and executive/managerial position.
- 1.6.1.7 Certification issued by CHED that a degree obtained from foreign schools is equivalent to a bachelor's or master's degree shall be considered valid document for meeting the education requirement for positions requiring completion of bachelor's or master's degree.
- 1.6.1.8 To meet the relevant bachelor's degree requirement in the Qualification Standard's Manual, appointee must have completed from a CHED-recognized college or university a bachelor's degree whose curriculum either includes, or is supplemented by, 12 academic units of the subject or course, which will enable the candidate to perform the duties and responsibilities of the position to be filled in the in the Position Description Form.

- 1.6.1.9 A graduate of the Master's degree or Certificate in Leadership and Management (C-Pro) from the CSC shall be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/managerial positions.
- 1.6.1.10 Completion of the degrees of Bachelor of Laws and Doctor of Medicine from a CHED-recognized institution shall be considered appropriate education for appointment to division chief and executive/managerial positions or other positions requiring master's degree, the duties of which do not involve practice of profession covered by bar/board laws.
- 1.6.1.11 RA 1080 eligible shall be exempt from the master's degree requirement for division chief and executive/managerial positions the duties and responsibilities of which involve practice of profession or belong to the same occupation group or functionally related positions as that of the professions regulated by Bar or Board laws. However, a master's degree shall be required if the executive/managerial or division chief position does not involve practice of profession or does not belong to the same occupational group or functionally related positions as that of the professions regulated by Bar or Board laws; provided that, this does not apply to lawyers and doctors.
- 1.6.1.12 Career Executive Service (CES) or Career Service Executive (CSE) eligible shall likewise be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief/ executive/ managerial positions.
- 1.6.1.13 Those who have been allowed to register and are issued certificate of registration or valid professional license of a specific board law shall be considered as having met the educational requirements for appointments to positions covered by the corresponding board law or other functionally related positions that do not involve the practice of other professions covered by the bar/board laws.
- 1.6.1.14 Those who were allowed to take the Career Service Professional and Subprofessional exams on or before Nov. 29, 1992, shall be considered as having met the education requirement for appointment to corresponding level of position not covered by bar/board laws.

1.6.2 EXPERIENCE

- 1.6.2.1 Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which as certified by the HRMO or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.
- 1.6.2.2 Relevant experience acquired through a Job Order or Contract of Service covered by a contract, or a MOA maybe considered for meeting the experience requirement.
- 1.6.2.3 Relevant experience acquired through volunteer work, on full time basis as certified by the HRMO or authorized officials, may be considered for meeting the experience requirement.
- 1.6.2.4 Experience in first level positions maybe considered for meeting the experience requirement of second level positions when acquired in the same occupational group or functionally related positions.
- 1.6.2.5 Relevant experience acquired through a designation covered by an Office or Memo Order may be considered for meeting the experience requirement.

1.6.3. TRAINING

- 1.6.3.1 Training refers to formal or no-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development Plan. These trainings/ learning and development interventions are intended in the PDF or Job Description (JD) on the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the agency head and Certificates issued by the HRMO or authorized official from the government or private sector.
- 1.6.3.2 Continuous learning and development shall be espoused by the CSC. Agency heads shall ensure that each employee shall have undergone at least one planned human resource development intervention during the year. A minimum of forty (40) hours supervisory/management training or learning and development intervention per year based on the Learning and Development Plan of the agency should be provided by the agency to incumbents of supervisory and managerial positions.

1.6.3.2 Continuous learning and development shall be espoused by the CSC. Agency heads shall ensure that each employee shall have undergone at least one planned human resource development intervention during the year. A minimum of forty (40) hours supervisory/management training or learning and development intervention per year based on the Learning and Development Plan of the agency should be provided by the agency to incumbents of supervisory and managerial positions.

1.6.3.3 Training may be acquired from any CSC accredited learning and development institutions.

1.6.3.1 Any CSC accredited learning and development institutions.

1.6.3.2 Government training institutions;

1.6.3.3 Non-accredited private training institution offering training of highly technical/specialized nature;

1.6.3.4 Local training institution that is internationally acclaimed for meeting global standards of excellence in training;

1.6.3.5 Institution recognized by Commission on Higher Education (CHED) as Center of Excellence (COE) or Development (COD);

1.6.3.6 Foreign institution that offers training for scholarship purposes or for personal advancement of participants; or

1.6.3.7 Other institutions that partner with the Civil Service Commission in building capabilities of civil servants.

1.6.3.4 Training acquired from any of the afore-mentioned institutions must be relevant to the position to be filled and aligned with the strategy map or developmental goal of the institution or organization.

1.6.3.5 Attendance to annual agency planning sessions/workshops/conferences as a requirement for operations and or services rendered as facilitator/ resource person in seminars/ workshops/trainings shall not be considered for meeting the training requirements.

In house agency-initiated or in-service training/learning and development intervention shall be considered for purposes of meeting the training requirement of positions.

1.6.3.6 The learning and development/training required for Division Chief and comparable positions shall be 40 hours of supervisory/management learning and development intervention (CSC MC. 19, s. 2019, Revised Policies on Training/Learning and Development Requirements for Division Chief and Executive/Managerial Positions in Government).

1.6.3.7 Generally, the training required for executive/managerial positions in the second level shall be 120 hours of supervisory/management learning and development intervention.

Management training/learning and development intervention includes courses, workshops, seminars and other interventions that develop and/or enhance knowledge, skills and attitude to enable successful performance of management functions such as planning, organizing, directing, controlling, coordinating and overseeing the activities of an organization, a unit thereof or a group. It is intended to develop/enhance leadership competencies to prepare managers in managing people and work.

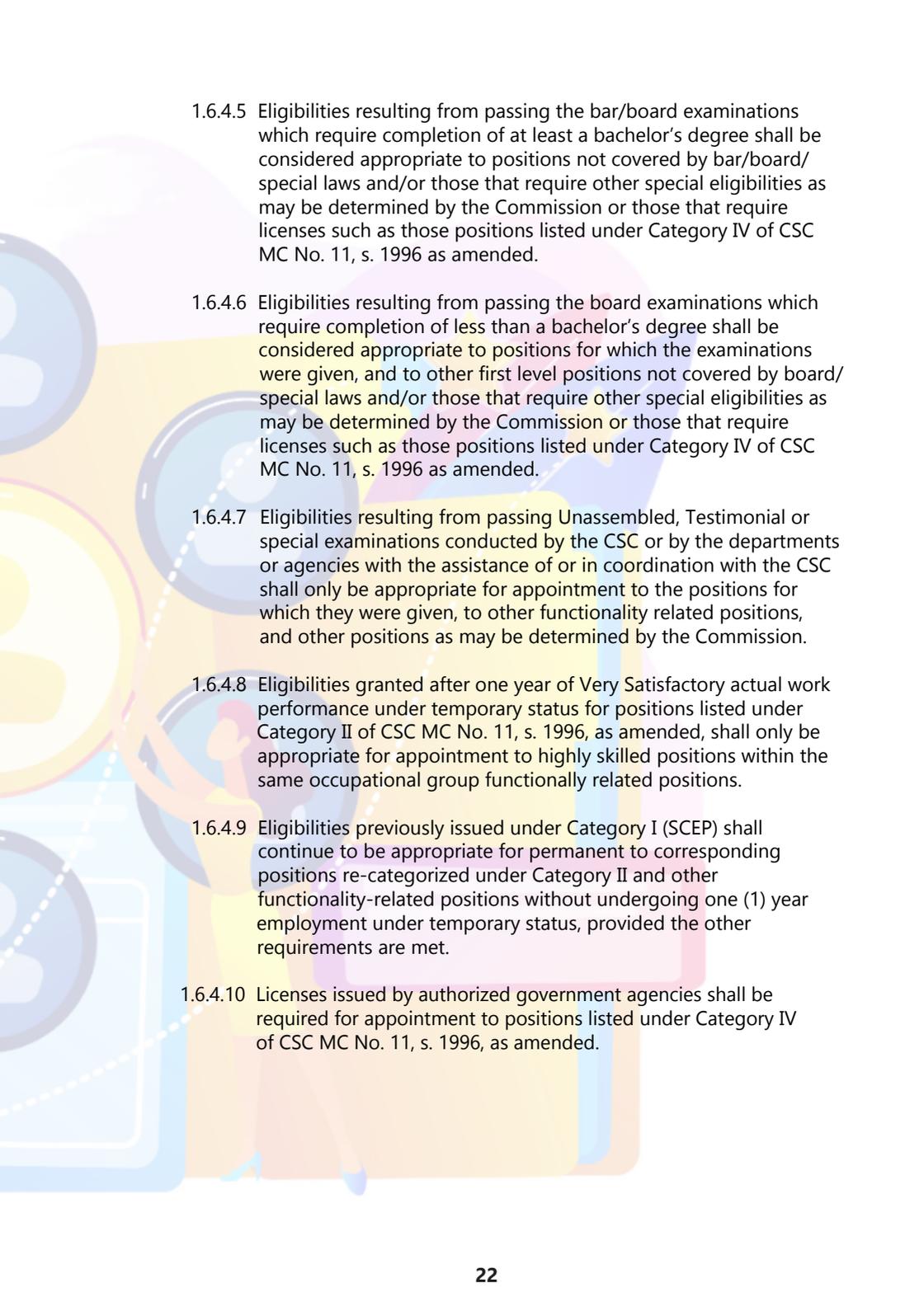
1.6.3.8 For executive/managerial positions in the second level with duties and responsibilities involving practice of profession, the Mandatory Continuing Legal Education (MCLE) for Bar passers, the Continuing Professional Education/ Development (CPE/CPD) for licensed professionals or trainings relevant to practice of profession may constitute for a maximum of 40 hours of technical training and the remaining 80 hours shall be management trainings/learning and development interventions.

1.6.3.9 Executive/managerial positions in the second level with duties and responsibilities which are highly-specialized in nature as shown in their PDF/JD may require trainings/ learning and development interventions which are highly technical and/or highly specialized. These highly technical/ highly-specialized trainings/learning and development interventions shall make up for the 120 or hours of management and technical training/learning and development interventions where a maximum of 80 hours shall be for technical training and the maximum of 40 hours shall be management trainings/learnings and development interventions.

- 1.6.3.10 Agencies shall adopt the provisions in Items 1.6.3.8 and 1.6.3.9 to executive/managerial positions in the second level with duties and responsibilities involving practice of profession or which belong to the same occupation group where practice of profession is required/preferred or those considered highly-specialized in nature, without the need for approval by the CSC.

1.6.4. ELIGIBILITY

- 1.6.4.1 Eligibility refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the CSC or other examinations jointly designed and coordinated by the department or agencies with the assistance of or in coordination with the CSC and other exams such as PRC conducted board examinations, SC conducted bar exams or the CESB-conducted CES exams.
- 1.6.4.2 First level eligibilities are appropriate for appointment to positions in the first level. They do not apply to those covered by bar/board/special laws, and other special eligibilities as may be determined by the commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.
- 1.6.4.3 Second level eligibilities are appropriate for appointment to positions in the second and first level. They do not apply to those covered by bar/board/special laws, and other special eligibilities as may be determined by the commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.
- 1.6.4.4 Eligibilities resulting from passing the bar/board examinations shall be required for appointment to positions the duties of which constitutes the practice of profession(s) regulated by the Philippine bar/board laws.

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- The background features a stylized illustration of a person in a yellow shirt and blue pants, reaching upwards. The scene is composed of various overlapping circles in shades of blue, yellow, and purple, some with dashed white lines. The overall aesthetic is modern and professional.
- 1.6.4.5 Eligibilities resulting from passing the bar/board examinations which require completion of at least a bachelor's degree shall be considered appropriate to positions not covered by bar/board/special laws and/or those that require other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996 as amended.
 - 1.6.4.6 Eligibilities resulting from passing the board examinations which require completion of less than a bachelor's degree shall be considered appropriate to positions for which the examinations were given, and to other first level positions not covered by board/special laws and/or those that require other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996 as amended.
 - 1.6.4.7 Eligibilities resulting from passing Unassembled, Testimonial or special examinations conducted by the CSC or by the departments or agencies with the assistance of or in coordination with the CSC shall only be appropriate for appointment to the positions for which they were given, to other functionality related positions, and other positions as may be determined by the Commission.
 - 1.6.4.8 Eligibilities granted after one year of Very Satisfactory actual work performance under temporary status for positions listed under Category II of CSC MC No. 11, s. 1996, as amended, shall only be appropriate for appointment to highly skilled positions within the same occupational group functionally related positions.
 - 1.6.4.9 Eligibilities previously issued under Category I (SCEP) shall continue to be appropriate for permanent to corresponding positions re-categorized under Category II and other functionality-related positions without undergoing one (1) year employment under temporary status, provided the other requirements are met.
 - 1.6.4.10 Licenses issued by authorized government agencies shall be required for appointment to positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

2. ADMINISTRATION OF EXAMINATION

- 2.1 Examinations such as abstract reasoning, IQ Test, and essay test shall only be taken by the external applicants since these tests were already taken by the internal applicants. These shall be prepared by the HRS and approved by the HRMPSB and SHRMPSB while written technical examination shall be made by the division and concerned operating units where the vacancy exists.
- 2.2 The questionnaire for the technical examination shall only be released on the day of examination.
- 2.3 HRMPSB/ SPHRMSB Secretariat shall notify qualified applicants via email (at least 3days prior to the scheduled date of examination).
- 2.4 Applicant's failure to arrive on the scheduled date of examination may be considered to take the special examination if with justifiable reasons such as, but not limited to, health, force majeure, family emergency, prior work-related commitment, and the like. Failure to attend the special examination shall cause the forfeiture of his/her application.
- 2.5 A written examination and/or practicum is required; (maximum of 5 points)
 - 2.5.1 A practicum related to the position being applied for will be administered to test and develop the applicant's skills and knowledge, such as, but not limited to, public speaking/oral delivery, preparing a training design/project proposal and technical reports for technical positions.
 - 2.5.2 A draft business letter may be prepared by qualified applicants for clerical positions.
 - 2.5.3 A practicum related to position being applied for will be administered to test the applicant's skills and knowledge in Computer works.
 - 2.5.4 A driving or troubleshooting will be administered for driver-mechanic position (must have TESDA Certificate).
- 2.6 The written examination may be administered online, when necessary. The scanned copy of the technical examination where the vacancy exists shall be sent to the HRS email address a day

before the examination date. However, the instructions during the pre-qualification online examination shall be sent to the email addresses provided by the applicants at least three (3) days before the examination date.

- 2.7 The HRMPSP/SHRMPSB Secretariat shall submit the essay test to the HRMPSB/SHRMPSB Chairperson and Division Chief concerned a day after the scheduled date of examinations.

The checking of the examinations of the applicants for the positions with salary grades 7 to 23 shall be done by the HRMPSB Chairperson, and the Division Chief concerned.

On the other hand, the checking of essay examinations of the applicants in division chief level, and executive/managerial shall be done by the HRMPSB and SHRMPSB, respectively.

- 2.8 The following qualified applicants shall undergo further assessment such as panel interview and potential evaluation:

- 2.8.1 External qualified applicants who passed the pre-qualification examinations with a total of 70% and above and technical examination of 50% and above; and

- 2.8.2. Internal qualified applicants who passed the technical examination of 50% and above.

- 2.9 HRMPSB/SHRMPSB Secretariat shall prepare tabulation of scores of the applicants.
- 2.10 Only the top five (5) candidates will proceed to the panel interview based on the tabulated scores.

3. CONDUCT OF INTERVIEW

- 3.1 Those applicants who passed the pre-qualification examinations will go through an interview to be conducted by the HRMPSB for positions with salary grade 24 and below, or SHRMPSB for executive/managerial positions. The said interview may be done either by face-to-face or online format, depending on the most appropriate method acceptable in a certain situation.
- 3.2 The HRMPSB/SHRMPSB Secretariat shall notify qualified applicants via email (at least 3 days prior to the scheduled date of interview).
- 3.3 Original copies of the application documents are required to be submitted by the applicants on the day of the interview for verification.

- 3.4 The applicant may be allowed to take a special interview, only if his/her failure to arrive on the scheduled date of interview is with justifiable reasons such as, but not limited to, health, force majeure, family emergency, prior work-related commitment, and the like. Failure to attend the special interview shall cause forfeiture of his/her application.
- 3.5 The FPA Interview Guide and Rating Sheet (Annex "F") for Recruitment and Selection shall be used by the HRMPSB/SHRMPSB.
- 3.6 The HRMPSB/SHRMPSB Secretariat shall prepare the tabulation of scores of the applicants for the interview.
- 3.7 The HRMPSB/SHRMPSB shall be required to assess the applicants based on the following:
- 3.7.1 Work orientation/attitude towards public service (e.g. how the applicant perceives work beyond 8 hours a day and 5 days a week, rendering of overtime and work-related travels, what to him is corruption in public service; how he reacts to Department controversies and issuance, his work ethics, etc.);
 - 3.7.2 Communication skills (ability to express oneself as demonstrated by the way the applicant replies to questions or reacts to situational issues, etc.);
 - 3.7.3 Interpersonal relationship skills (ability to be a team player, leadership capabilities, problem solving skills related to the position being applied for, etc.);
 - 3.7.4 Self-development (applicant's career development plans and initiatives to improve his/her service); and
 - 3.7.5 Other work-related attitudes (diligence, initiative, creativity, punctuality, participation, and involvement).
- 3.8 Candidates for the Section Chiefs, Assistant to the Division Chiefs, and Division Chiefs shall undergo a final/in-depth interview by the HRMPSB and Executive Director.
- 3.9 HRMPSB/SHRMPSB Secretariat shall prepare Comparative Assessment of the candidates indicating scores for Education, Training, Work Experience, Performance (if applicable), Psychosocial Attributes (Exam + Interview), and Potentials.

3.10 For uniformity and consistency, the HRMPSB/SHRMPSB shall adopt the Matrix Point System or The Detailed Allocation of Percentage Weights on the Qualification Standards in the Assessment of Applicants for Positions with Salary Grade 7 to 16 and Salary Grade 18-28 (min. requirement RA1080 and with practice of profession and Salary Grade 24-28 (Annex "G") in giving scores.

The distribution of percentage weights is presented in Table 1

Table 1. Distribution of Percentage Weight

FACTOR	PERCENTAGE (%) WEIGHT	
	PROMOTION	RECRUITMENT
PERFORMANCE	35%	
EDUCATION	20%	30%
EXPERIENCE	15%	20%
TRAINING	10%	10%
PSYCHOSOCIAL ATTRIBUTES	10%	20%
POTENTIAL	10%	20%
TOTAL	100%	100%

3.11 The Background Investigation (BI) team, headed by the highest HRMO, shall conduct a background check of the qualified applicants who passed the written examinations.

A notification to conduct a background check (employment verification and character reference) shall be sent to the qualified applicants via email before the background check.

4. DELIBERATION PROPER

- 4.1 The HRMPSB/SHRMPSB Secretariat shall prepare a notice of meeting for the deliberation of vacant position.
- 4.2 The HRMPSB/SHRMPSB shall be represented by at least the majority of its member during the deliberation of candidates for appointment as indicated in Section 93 of the 2017 of ORAOHRA.
- 4.3 The HRMPSB/SHRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment as indicated in Section 94 of ORAOHRA.

- 4.4 The HRMPSB/SHRMPSB shall review and check thoroughly the documents submitted by the HRMPSB Secretariat.
- 4.5 The rate for potential or the capacity and ability of the candidates to assume the duties of the position to be filled shall be determined by the corresponding members of the HRMPSB/SHRMPSB as presented in the Table 2.

Table 2. Raters for the Assessment of Candidate's Potential

SG 7-23	SG 24	SG 27-28
1. HRMPSB 2. Division Chief/Unit Head of the Operating Unit where the vacancy exists	1. Executive Director 2. HRMPSB	Special HRMPSB

The overall rating for potential of the candidate will be derived by dividing the total score by the number of raters. To illustrate:

$$\begin{array}{rcl}
 \text{Rater 1} & 7 & \text{Overall Rating} = \text{Total Score/Number of raters} \\
 \text{Rater 2} & 9 & = 24/3 \\
 \text{Rater 3} & 8 & = \mathbf{8} \\
 \text{(Total Score)} & \mathbf{24} &
 \end{array}$$

- 4.6 The HRMPSB/SHRMPSB secretariat shall provide the gathered information through BI to the HRMPSB/SHRMPSB for reference in assessing candidates for promotion and/ or recruitment to first and second level, including executive/managerial positions.
- 4.7 The validation of information shall include but not limited to former employers to confirm employment record and past performance, verify educational accomplishments, and personal references.
- 4.8 From among the qualified applicants who are comparatively at par, the candidate/s with the following score and above shall be included in the shortlist:

Salary Grade 7-10 = 70%
 Salary Grade 11-18 = 75%
 Salary Grade 19-23 = 80%
 Salary Grade 24-28 = 85%

In case where there are more than five candidates, only the top five ranking who met the overall point score (depends on the salary grade level) will be included in the short list that shall be submitted to the appointing officer.

For internal applicants who are applying for the positions with more than three (3) salary grades higher than the employee's present position, the total percentage weights shall be at least 90%.

4.9 The HRS shall notify the candidates who were shortlisted and not shortlisted for the position via email/ SMS.

4.10 In case that one of the shortlisted candidates will not pursue with his/ her application, the HRS shall notify the HRMPSB and SHRMSPB.

Thereafter, the HRMPSB and SHRMSPB shall conduct a meeting to resolve the matter.

5. ENDORSEMENT TO APPOINTING AUTHORITY

5.1 The shortlist of candidates for SG 23 and below who passed the assessment of the HRMPSB shall be forwarded to the Office of the Executive Director for endorsement of the selection and appointment to the Chairperson of the FPA Board of Directors.

5.2 The shortlist of candidates for SG 24 to 28 who passed the assessment of the HRMPSB/SHRMSPB shall be forwarded to the Board Secretary for the selection and appointment of the FPA Board of Directors.

5.3 The HRS shall prepare the necessary documents as listed in Annex "H" hereof.

6. PREPARATION OF APPOINTMENT

6.1 Upon receipt of the approved and selected candidate from the List of Shortlisted Candidates duly signed by the Chairperson of the FPA Board of Directors, HRS shall inform the Head of Agency and the HRMPSB Chairperson for salary grade 23 and below.

- 6.2 Upon receipt of the approved and selected candidate from the List of Shortlisted Candidates duly signed Board Resolution from the FPA Board of Directors, HRMO shall inform the Head of Agency and the HRMPSB and Special HRMPSB Chairperson for salary grade 24 to 28.
- 6.3 The HRS shall notify the selected candidate and candidates who were not selected for the position.
- 6.4 In case that the selected candidate did not accept the appointment, the HRS shall notify the Head of the Agency, HRMPSB, SHRMSPB, and the Board of Directors.

Thereafter, the HRS shall re-submit the documents (including the letter of rejection by the selected candidate) of the shortlisted candidates to the Approving Authority for selection and consideration of the other candidates.

- 6.5 The HRS shall prepare appointment/s of the selected candidate/s. For Salary Grades 23 and below, the signing authority will be designated by the FPA Board of Directors.

For Salary Grades 24 to 28, a Board Resolution containing the name of the appointed candidate shall be prepared by the Board Secretary after the conduct of the FPA Board Meeting called for such purpose. The said Board Resolution shall be routed to the FPA Board of Directors for signature before the issuance of appointment. The FPA Board may also designate the signing authority to these positions through a Board Resolution.

- 6.6 The HRS shall inform the appointee to submit the Documentary Requirements for attestation to Civil Service Commission (Annex "I" – Documentary Requirements for Validation of Appointment and First Salary).

7. ISSUANCE OF APPOINTMENT

- 7.1 Upon return of the appointee's signed appointment, a notice announcing the appointment (Annex "J") of an employee shall be posted in three (3) conspicuous places in the agency for at least fifteen (15) calendar days to start on the day following the issuance of the appointment.
- 7.2 The HRS shall provide a scanned copy/photocopy of the signed appointment and inform the appointee of the Oath Taking Ceremony.

The Oath Taking Ceremony may be done online, if deemed appropriate.

- 7.3 The HRS shall submit Appointment Papers and other documentary requirements to Civil Service Commission Field Office for validation.

7.4 Upon assumption to office, the requirements stated in Annex "I" shall be required for submission by the appointee to process his/her first salary.

7.5 In line with the rules on promotion, disapproval/invalidation and recall of approval/validation of appointments, and prohibitions on appointments the following stipulations under ORAOHRA are worthy to be taken note of:

7.5.1 An employee should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening for promotion or transfer.

The performance rating of at least Very Satisfactory (VS) in the last rating period shall not be required for promotion from first to second level entry positions.

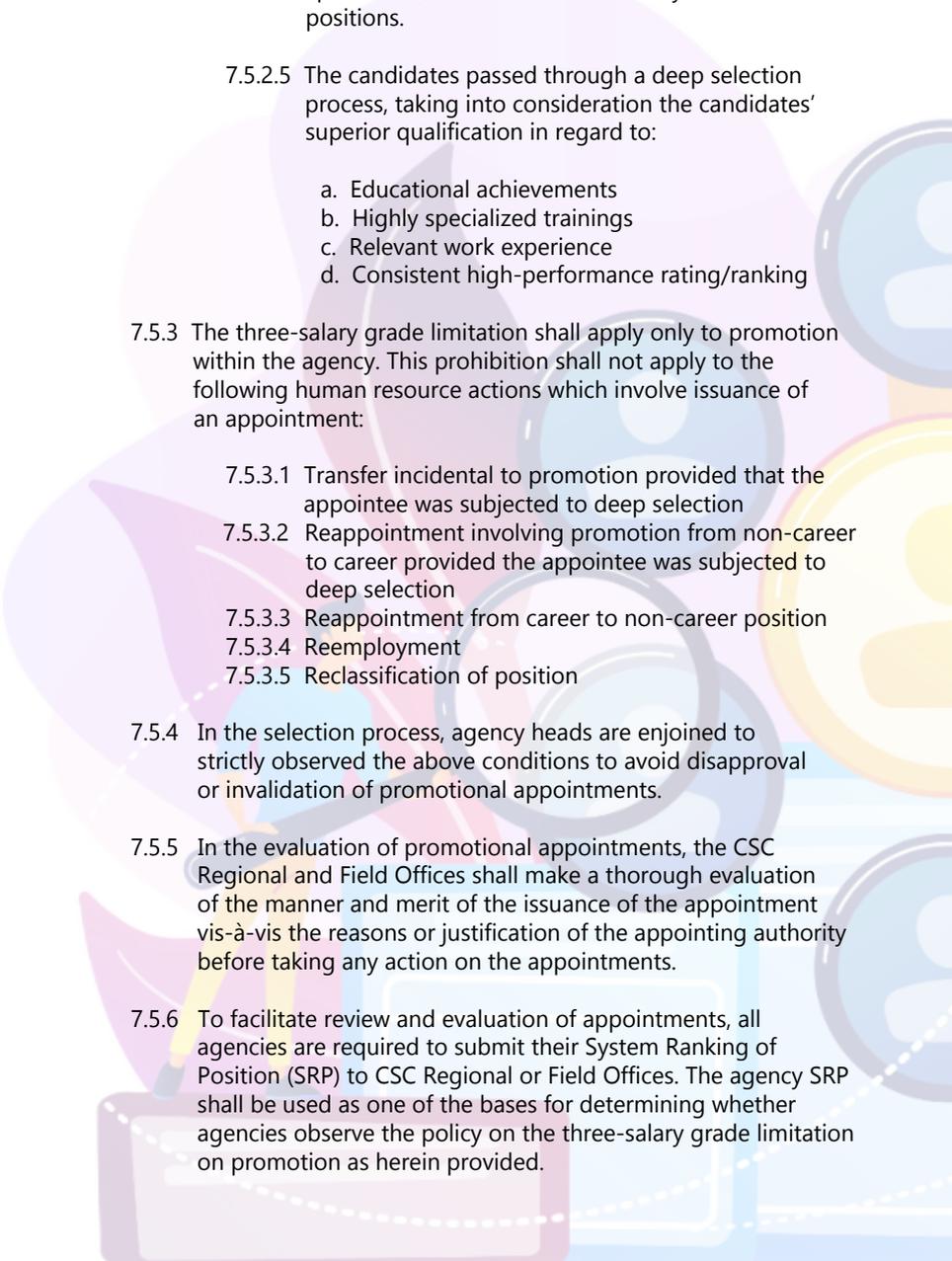
7.5.2 Agencies shall not fill up vacancies resulting from promotion until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission.

An employee may be promoted to a position which is not more than 3 salary grade, pay or job grades higher than the employee's present position. All appointment issued in violation of this policy shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the following exceptions:

7.5.2.1 The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking Positions (SRP) of the agency.

7.5.2.2 The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.

7.5.2.3 The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney or Information Technology Computer Programmer positions. Technology Officer/Computer Programmer positions.

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- 7.5.2.4 The vacant positions are unique and/or highly specialized, such as Actuarial, Airways Communicator positions.
- 7.5.2.5 The candidates passed through a deep selection process, taking into consideration the candidates' superior qualification in regard to:
- a. Educational achievements
 - b. Highly specialized trainings
 - c. Relevant work experience
 - d. Consistent high-performance rating/ranking
- 7.5.3 The three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:
- 7.5.3.1 Transfer incidental to promotion provided that the appointee was subjected to deep selection
 - 7.5.3.2 Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
 - 7.5.3.3 Reappointment from career to non-career position
 - 7.5.3.4 Reemployment
 - 7.5.3.5 Reclassification of position
- 7.5.4 In the selection process, agency heads are enjoined to strictly observe the above conditions to avoid disapproval or invalidation of promotional appointments.
- 7.5.5 In the evaluation of promotional appointments, the CSC Regional and Field Offices shall make a thorough evaluation of the manner and merit of the issuance of the appointment vis-à-vis the reasons or justification of the appointing authority before taking any action on the appointments.
- 7.5.6 To facilitate review and evaluation of appointments, all agencies are required to submit their System Ranking of Position (SRP) to CSC Regional or Field Offices. The agency SRP shall be used as one of the bases for determining whether agencies observe the policy on the three-salary grade limitation on promotion as herein provided.

7.6 The rule on disapproval/invalidation and recall of approval/validation of appointments shall be governed by the provisions as stated in ORAOHRA:

7.6.1 An appointment shall be disapproved/invalidated on the following grounds:

7.6.1.1 The appointee does not meet the qualification standards for the position; or

7.6.1.2 The appointee has been dismissed for cause as enumerated in Section 50 (A), Rule 10 of the 2017 RACCS or has been found guilty of a crime where perpetual/ temporary disqualification from appointment is attached to the penalty thereof, unless an executive clemency has been granted; or

7.6.1.3 The appointee has intentionally made a false statement of any material fact or has practiced or attempted to practice any deception or fraud in connection with his/her appointment or

7.6.1.4 The appointment has been issued in violation of the CSC approved Merit Selection Plan of the agency; or

7.6.1.5 The contractual/casual appointment has been issued to fill a vacant position in the plantilla of personnel or the contractual/casual appointee will perform the duties and responsibilities of the vacant position; or

7.6.1.6 The appointment has been issued in violation of existing Civil Service Law, rules and regulations, the Board/Bar, Local Government Code of 1991 (RA No. 7160) Publication Law (RA No. 7041), the Omnibus Election Code (BP Blg. 881, as amended) and other pertinent laws.

7.6.2 When an appointment is disapproved/invalidated, the services of the appointee shall be terminated after 15 days from receipt of the letter/decision disapproving/invalidating the appointment, unless a motion for reconsideration or appeal is seasonably filed.

7.6.3 If the appointment, regardless of the status is disapproved/invalidated on grounds which do not constitute a violation of pertinent laws as provided in 7.6.1.6 of this Rule, the same is considered effective until the disapproval/invalidation is affirmed by the CSC RO or the Commission. The services rendered shall be credited as government services and the appointee shall be entitled to the payment of salaries from the government as a de facto officer. However, the pendency of the appeal on disapproved/invalidated temporary, contractual and casual appointments shall not extend the period of effectivity thereof as provided for in the appointment forms.

In order for the appointee to be considered as de facto officer, the following elements must concur:

7.6.3.1 There must be a de jure office – The position is under an existing and legally recognized division, office, organization, Plantilla of Position/Staffing Pattern.

7.6.3.2 There must be color of right or general acquiescence by the public - It must be derived from an election or appointment, however irregular or informal, so that the incumbent is not a mere volunteer. The appointee only assumed the duties and responsibilities of the position because he/she was issued his/her appointment paper.

7.6.3.3 There must be actual physical possession of the office in good faith – The appointee has the presumption that the appointment issued to him/her is in compliance with Civil Service Law and rules.

An appointment which is disapproved/invalidated on grounds that constitute a violation of pertinent laws as provided in Item 7.6.1.6 of this Rule may be appealed, and the appointee may continue to render services. In the event the disapproval/invalidation is affirmed by the Commission, it becomes executory. The services rendered shall not be credited as government service

and the appointing authority/officer shall be personally liable for the payment salaries.

If an appeal on disapproved/invalidated appointment is granted by the CSC RO or by the Commission, the dispositive portion of the CS RO or Commission Resolution shall state that the actual services rendered by the appointee are deemed included in his/her service record, without the need to file a request for accreditation of service.

- 7.6.4 The appointing officer/authority shall be personally liable for the salary of an appointee paid after the CSC has finally disapproved/invalidated the appointment.
- 7.6.5 An employee whose promotional appointment is disapproved/invalidates shall be reverted to his/her former position.
- 7.6.6 All appointments issued after an election up to June 30 by outgoing elective appointing officer/authority shall be disapproved/invalidated unless all the following requisites relative to their issuance are met:
 - 7.6.6.1 The appointee meets the approved minimum qualification standards or qualification standards required under special law, if any, for the position to which he/she was appointed.
 - 7.6.6.2 The appointee has undergone the HRMSB screening prior to the election ban. In this case, the appointing officer/authority or agency shall submit the minutes of the HRPSMB meetings and the evaluation report of the applicants;
 - 7.6.6.3 There is an urgent need for the issuance of the so as not to prejudice public service or endanger public safety; and
 - 7.6.6.4 Civil Service Law, rules and regulations and special laws, if any, on the issuance of appointments are followed.

7.6.7 All appointments issued after a presidential election up to June 30 by an appointive appointing officer/authority coterminous with the President shall be disapproved/ invalidated unless all the requisites as provided in Item 7.6.6 hereof relative to their issuance are met.

7.6.8 The issuance of mass appointments of more than twenty (20) appointment may be allowed provided the above conditions in Items 7.6.5 and 7.6.6 of this Rule, as the case may be, are followed.

7.6.9 If in the exigency of the service, the outgoing appointing officer/ authority, whether elective or appointive, opts to reappoint temporary, casual and/or contractual employees or appoint/ reappoint substitute teachers, during reorganization etc., after the elections or before June 30 of an election year, prior authority must be obtained from the concerned CSC RO; otherwise, such appointments shall be disapproved/invalidated.

Such authority shall be granted on the basis of validated need to fill the positions immediately in order to not prejudice public service and/or endanger public safety.

7.6.10 Notwithstanding the initial approval/validation of an appointment, the same may be recalled by the CSC RO concerned by the Commission on any of the following grounds:

7.6.10.1 Non-compliance with the procedures/criteria provided in CSC-approved agency Merit Selection Plan

7.6.10.2 Failure to pass through the agency's HRMPSB; or Violation of existing Civil Service Law, rules and regulations.

7.7 The prohibitions on appointments shall be governed by the provisions as stated in ORAOHRA:

7.7.1 No appointive official shall hold any other office or employment in the government unless otherwise allowed by law or by the primary functions of his/her position.

7.7.2 No elective official shall be eligible for appointment in any capacity to any public office or position during his/her tenure.

7.7.3 No elective or appointive public officer or employee shall receive additional, double or indirect compensation, unless specifically authorized by the law, nor accept without the consent of Congress, any present, emolument, office or title of any kind from any foreign government.

Pensions and gratuities shall not be considered as additional, double or indirect compensation.

7.7.4 A person who lost in an election, except Barangay election, shall not be eligible for appointment or reemployment to any office in the government within one year following such election.

7.7.5 A person holding a public appointive office or position, including active members of the armed forces, shall be considered ipso facto resigned from his/her office upon filing of the certificate of candidacy. He/she must vacate the same at the start of the day of the filing of the certificate of candidacy with the COMELEC.

7.7.6 An employee who resigned from the government service during the three (3)-month period before any election to promote the candidacy of another shall not be reemployed during the 6-month period following such election.

7.7.7 No detail or reassignment shall be made within three (3)-months before any election unless with the permission of the Comelec.

7.7.8 No officer or employee in the civil service including the members of the Armed Forces shall engage directly or indirectly in any partisan political activity or take part in any election except to vote nor shall he/she use his/her official authority or influence to coerce the political activity of any person or body. Nothing herein provided shall be understood to prevent any officer from expressing his/ her views on current political problems or issues, or from mentioning the name of candidates for public office whom he/she supports.

Provided that public officers and employees holding political offices may take part in political and electoral activities but it shall be unlawful for them to solicit contributions from their subordinates or subject them to any of the acts prohibited in the Election Code.

7.7.9 No appointment in the national government or any branch or instrumentality thereof, including government-owned or controlled corporations with original charters shall be made in favor of a relative of the appointing or recommending officer/ authority, or head of office, or of the person exercising immediate supervision over the appointee.

Unless otherwise provide by law, the word "relative" and the members of the family referred to are those related within the third degree either of consanguinity or of affinity.

Exemptions on the Rules of Nepotism:

- a. Person employed in a confidential capacity
- b. Teachers
- c. Physicians
- d. Members of the Armed Force of the Philippines
- e. Science and technology personnel under RA No. 8439
- f. Other positions s may be provided by law

The nepotism rule covers all kind of appointments whether original, promotion, transfer, and reemployment regardless of status, including casual, contractual, and coterminous but are not primarily confidential. This rule shall also apply to designation.

- 7.7.10 The appointing officer/authority shall not withdraw or revoke an appointment already accepted by the appointee. Such appointment shall remain in full force and effect until disapproved/invalidated by the Commission. However, in case an appointment is void from the beginning due to fraud on the part of the appointee because it was issued in violation of law, the proper appointing officer/authority may request the Commission for its withdrawal or revocation. Provided that if a protest on appointment is filed, the Rules on Protest under the 2017 RACCS shall apply.
- 7.7.11 No person who has been dismissed or perpetually excluded/ disqualified from government service shall be appointed or reemployed unless he/she has been granted executive clemency by the President of the Philippines upon recommendation of the Commission
- 7.7.12 Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- 7.7.13 No person who has reached the compulsory retirement age of 65 years can be appointed to any position in the government, except to a primarily confidential position.

A person appointed to a primarily confidential position who reaches the age of 65 is considered automatically extended in the service until the expiry date of his/her appointment or until his/her services are earlier terminated.

The extension of service of a person who will reach the compulsory retirement age of 65 years may be allowed for a period of six (6) months. The request for extension shall be made by the Head of Office. The same shall be filed with the Commission not later than three (3) months prior to the date of the official/employee's compulsory retirement. Services rendered during the period of extension shall no longer be credited as government service.

However, for one who will complete the fifteen (15) years of service required the GSIS Law, a maximum period of two (2) years may be allowed. Services rendered during the period of extension shall be credited as part of government service for purpose of retirement. The official or employee, may file the request of extension of service.

The request shall be submitted to the Commission with the following documents:

- 7.7.13.1 Request for extension of service signed by the head of office/ appointing officer/authority or the employee in case of extension to complete the 15-year service required under the GSIS Law, containing the justification for the request.
- 7.7.13.2 Certification by a licensed government physician that the employee subject of the request is still mentally and physically fit to perform the duties and functions of his/her position.
- 7.7.13.3 Certified true copy of the employee's Certificate of Live Birth;
- 7.7.13.4 Clearance of no pending administrative case issued by the CSC, Office of the Ombudsman and agency concerned;
- 7.7.13.5 Service record of the employee, if the purpose of the extension is to complete the 15-year service requirement under the GSIS law;
- 7.7.13.6 Certification from the GSIS on the Total Length of Service (TLS) of the employee for those who are completing the 15-year service requirement;
- 7.7.13.7 Certified true copy of the updated Plantilla of Personnel issued by the agency HRM Officer; and

7.7.13.8 Proof of payment of the filing fee.

The only basis for Heads of Offices to allow an employee to continue rendering service his/her 65th birthday is a Commission Resolution granting the request for extension. In the absence of such resolution, the said employee shall not be authorized to perform the duties of the position and his/her salaries shall be the liability of the official responsible for the continued service of the employee.

During the period of extension, the employee on service shall be entitled to salaries and salary increases, allowances, and other remunerations that are normally considered part of parcel of an employee's compensation package subject to the existing regulations on the grant of thereof, except step increments. The employee shall also be entitled to 15 days' vacation and 15 days sick leave annually, provided that the same are not commutative and cumulative.

VIII. Placement Process

1. Placement means the process of connecting selected person and the employer in order to establish an ongoing employment relationship.
2. The new employees shall undergo the following:
 - 2.1 Orientation – This is a one-time event which focuses on the role in the agency with a classroom setup.
 - 2.2 Onboarding – This has sequence of events which focuses on the role in office/division/section with an on-the-job setup.
3. A Special Order shall be issued for the Orientation of the New Entrants.
4. The HRS shall conduct the orientation in coordination with the Divisions and Regional Field Units.
5. New employees will undergo an orientation about the organization's history, mandate, structure, rules and regulations, functions of each division/unit ISO awareness and quality policy and other information on the day of assumption to duty.

6. A Strategic Onboarding Model may be followed:

6.1 Before First Day

- a. Extend personal welcome
- b. Communicate first day logistics
- c. Send paperwork in advance and any online/portal access
- d. Prepare employee's arrival

6.2 First Day/Orientation

- a. Focus on sharing the mission and values
- b. Incorporate senior leadership
- c. Orient employees to workplace and "norms"
- d. Assign/introduce mentor/sponsor
- e. Fulfill immediate requirements for employment

6.3 First Week

- a. Ensure direct management involvement
- b. Set performance expectations and job scope
- c. Assign meaningful work
- d. Communicate resources or networks for required work

6.4 First 90 Days

- a. Provide essential training
- b. Monitor performance and provide feedback
- c. Obtain feedback through new hire survey and other means

6.5 Six (6) months "touchpoints" or probationary period

6.6 First Year

- a. Recognize positive employee contributions
- b. Provide formal and informal feedback on performance
- c. Create employee development plan

IX. Composition of the HRMPB

The composition of the HRMPB are presented in Tables 3, 4 and 5.

Table 3. HRPSMB for First and Second Level up to SG 23

DESIGNATIONS	MEMBERS	ALTERNATE REPRESENTATIVE
Chairperson	Executive Director or designated Highest Official in-charge of Human Resource Management	Not Applicable
Vice-chairperson	Chief, Finance and Administrative Division	Not Applicable
Members	<ol style="list-style-type: none"> 1. Administrative Officer V, Human Resource Section 2. Division Chief/ Head of the Organizational Unit where the vacancy exists 3. 1st and 2nd level rank and file employee duly chosen by the Employees Association 	<p>Not Applicable</p> <p>Assistant Division Chief where the vacancy exists</p> <p>1st and 2nd level rank and file employee duly chosen by the Employees Association</p>
Secretariat	At least two (2) personnel officers	

Table 4. HRMPB for Second Level SG 24

DESIGNATIONS	MEMBERS	ALTERNATE REPRESENTATIVE
Chairperson	Executive Director or designated Highest Official in-charge of Human Resource Management	Not Applicable
Vice-chairperson	Chief, Finance and Administrative Division	Not Applicable
Members	<ol style="list-style-type: none"> 1. Deputy Executive Directors 2. Administrative Officer V, Human Resource Section 3. 2nd level rank and file employee duly chosen by the Employees Association 	<p>2nd level rank and file employee duly chosen by the Employees Association</p>
Secretariat	At least two (2) personnel officers	

Table 5. HRMPSB for Second Level Executive/Managerial Position

HRPSMB for Second Level Executive/Managerial Position	
DESIGNATIONS	MEMBERS
Chairperson	Undersecretary/ Vice-President or its equivalent, or his/her authorized representative
Members	<ol style="list-style-type: none"> 1. Assistant Secretary or its equivalent, or his/her authorized representative or designated alternate 2. Director for Administration or his/her authorized representative or designated alternate



X. Roles and Responsibilities

The roles and functions of the members of HRMPSB and other responsible unit is presented in the Table 6.

Table 6. Roles and Functions of HRMPSB and Other Responsible Unit

Responsible Unit	Roles and Functions
HRMO Head	<ul style="list-style-type: none"> • Ensure that the HRMPSB Chairman has signed the certification at the back of the appointment; reviews thoroughly the completeness of the requirements; transmit officially to the appointee the original copy of his/her appointment which has been acted upon by the Commission
HRMO Staff/HRMPSB Secretariat	<ul style="list-style-type: none"> • Provide the necessary assistance to the HRMPSB; makes accessible the information or documents upon request of the HRMPSB such as: screening procedure and criteria for selection; policies relative to personnel actions and records of HRMPSB deliberations; • Facilitate publication of vacant position in the CSC Bulletin of Vacant Position or through other modes of publication and post the same in three (3) conspicuous places within the agency; • Prepare list of candidates aspiring for the vacant position either from within or outside the agency, including qualified next-in-rank employees; • Conduct preliminary evaluation of the qualification of all candidates and facilitates succeeding assessment such as written, skills test, interview and others; • Notify all applicants of the outcome of the preliminary evaluation; • Submit the shortlist to the HRMPSB; • Prepare the documents for endorsement to the Appointing Authority; • Prepare appointment for signature of the Appointing Authority; and • Post a notice announcing the appointment of an employee in three (3) conspicuous places in the agency.
Head of the Division/ Unit where the vacancy exists	<ul style="list-style-type: none"> • Conduct pre-screening (interview and examination related to the vacant position) and evaluation of the applicants; and • Endorse to HRMPSB the ranking of candidates based on merit and fitness (with complete documents).
HRMPSB/ SHRMPBS	<ul style="list-style-type: none"> • Judiciously and objectively select candidates for appointment in the agency in accordance with the Department of Agriculture Merit Selection Plan and submits to the appointing officer/authority the top five (5), if applicable, ranking candidates deemed most qualified for appointment to the vacant position.
Head of the Agency	<ul style="list-style-type: none"> • Chair the HRMPSB of the vacant positions for salary grade 24 • Endorse the shortlisted qualified applicants to the Appointing Authority
Appointing Authority	<ul style="list-style-type: none"> • Establish a Human Resource Merit Promotion and Selection Board (HRMPSB) and sees to it that all its members undergo orientation and workshop on the selection/ promotion process and CSC policies on appointments; • Assess the merits of the HRMPSB's recommendation for appointment and exercise sound discretion in selecting from among the top five (5), if applicable, ranking applicants deemed most qualified to the vacant position; and • Issue appointments in accordance with the provisions of the agency's Merit Selection Plan.
FPA employees	<ul style="list-style-type: none"> • Update their Personal data Sheet annually, if deemed necessary, and submit all supporting documents to HRMO

XI. Monitoring and Evaluation

The HRS shall conduct monitoring and evaluation of the Recruitment Process of FPA. The metrics that shall be used as the Key Performance Indicators (KPI) are the following:

1. Number of applicants who responded to posted vacancy;
2. Number of applicants who passed the pre-screening;
3. Number of applicants who qualified for examination;
4. Number of applicants who qualified for the panel interview;
5. Number of applicants who are included in the Shortlist to be recommended to the Appointing Authority;
6. Number of applicants who are appointed in the vacant position;
and
7. Number of days/weeks/months it took from the time of vacancy posting until the date of assumption of the applicant.

The said recruitment KPIs are used to measure recruiting performance and process. They reveal areas for improvement such as the sourcing channel efficiency and timeline from the time the vacant position has been posted until the time that selected candidate reports for first day of work.

A post hiring report shall be conducted, compiled, and submitted to the head of the agency. The said report shall include summary of hires for a given period indicating the overall process conducted and timeliness of process involved from the point of posting the job vacancy until the actual assumption of the applicant.

In addition to the post hiring report, the HRS shall submit monthly or as required by the Management the list of vacant positions to the HRMPSB.

The flow chart of Recruitment, Selection, Promotion, and Placement process is presented in the Annex "K".

MC No. 05, s. 2016

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS; BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Revised Qualification Standards for Division Chief and Executive/Managerial Positions in the Second Level

Pursuant to CSC Resolution No. 1501478 promulgated on 11 December, 2015, the Commission adopts the following policies on the qualification standards for appointment to division chief and executive/managerial positions in the second level:

1. The qualification standards for appointment to division chief and executive/managerial positions in the second level shall be as follows:

	For Division Chief Positions	For Executive/ Managerial Positions
Education	Master's degree OR Certificate in Leadership and Management from the CSC	Master's degree OR Certificate in Leadership and Management from the CSC
Experience	4 years of supervisory/ management experience	5 years of supervisory/ management experience
Training	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	120 hours* of supervisory/ management learning and development intervention undertaken within the last 5 years
Eligibility	Career Service Professional/ Second Level eligibility	Career Service Professional/ Second Level eligibility

* Ratio of management to technical training for positions with duties involving the practice of profession or which belong to the same occupational group where practice of profession is required or those considered highly technical/specialized provided for in CSC MC No. 14, s. 2014, and Items 8 and 9 of this Resolution.

2. CES/CSE eligibles shall likewise be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/managerial positions.

In a R.A.C.E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

3. RA 1080 eligibles shall be exempt from the master's degree requirement for division chief and executive/managerial positions the duties and responsibilities of which involve practice of profession or belong to the same occupational group or functionally related positions as that of the professions regulated by bar or board laws.
4. Completion of the degrees of Bachelor of Laws and Doctor of Medicine from a CHED-recognized institution shall be considered appropriate education for appointment to division chief and executive/managerial positions or other positions requiring a master's degree, the duties of which do not involve practice of profession covered by bar/board law.
5. Continuous learning and development shall be espoused by the Civil Service Commission. A minimum of 40 hours supervisory/management training or learning and development intervention per year based on the Learning and Development Plan of the agency should be provided by the agency to incumbents of supervisory and managerial positions.
6. As defined in Items 1 and 2, Part IV of CSC MC No. 12, s. 2003, relevant trainings refer to formal or non-formal training courses, and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops and others that are part of the employee's Individual Development Plan/Career Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the Position Description Form (PDF) or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the agency head and Certificates issued by the HRMO or authorized official from the government or private sector.
7. In meeting the training requirement provided in Item 1 hereof, the learning and development interventions provided to the candidates should cover all or any of the following competencies required for leadership positions in the government:

COMPETENCY	MINIMUM REQUIRED PROFICIENCY LEVEL			
	FOR DIVISION HEAD/CHIEF POSITIONS	FOR EXECUTIVE/ MANAGERIAL POSITIONS IN THE SECOND LEVEL		
		DIRECTOR I TO DIRECTOR III, FIELD DIRECTOR, ASST. DIRECTOR, DEPARTMENT MANAGER, OR EQUIVALENT POSITIONS	DIRECTOR IV, BUREAU DIRECTOR, OR EQUIVALENT POSITIONS	ASSISTANT COMMISSIONER, EXECUTIVE DIRECTOR, OR EQUIVALENT, AND HIGHER POSITIONS
Building collaborative, inclusive working relationships	Intermediate	Advanced	Superior	Superior

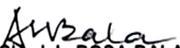
COMPETENCY	MINIMUM REQUIRED PROFICIENCY LEVEL			
	FOR DIVISION HEAD/CHIEF POSITIONS	FOR EXECUTIVE/ MANAGERIAL POSITIONS IN THE SECOND LEVEL		
		DIRECTOR I TO DIRECTOR III, FIELD DIRECTOR, ASST. DIRECTOR, DEPARTMENT MANAGER, OR EQUIVALENT POSITIONS	DIRECTOR IV, BUREAU DIRECTOR, OR EQUIVALENT POSITIONS	ASSISTANT COMMISSIONER, EXECUTIVE DIRECTOR, OR EQUIVALENT, AND HIGHER POSITIONS
Managing performance and coaching for results	Intermediate	Advanced	Superior	Superior
Leading change	Intermediate	Advanced	Advanced	Superior
Thinking strategically and creatively	Intermediate	Advanced	Superior	Superior
Creating and nurturing a high performing organization	Intermediate	Advanced	Superior	Superior

* Definitions and core descriptions of the required proficiency levels of the leadership competencies are provided in Annex A

8. For executive/managerial positions in the second level with duties and responsibilities involving practice of profession, the Mandatory Continuing Legal Education (MCLE) for BAR passers, the Continuing Professional Education/ Development (CPE/CPD) for licensed professionals or trainings relevant to practice of profession may constitute for a maximum of 40 hours of technical training and the remaining 80 hours shall be management training taken within the last five years reckoned from the date of assessment.
9. Executive/managerial positions in the second level with duties and responsibilities which are highly specialized in nature as shown in their PDF/JD may require trainings which are highly technical and/or highly specialized. These highly technical/highly-specialized trainings shall make up for a maximum of 80 hours of training and the remaining 40 hours shall be management trainings taken within the last five years reckoned from the date of assessment.

10. Agencies are not precluded from setting specific or higher standards for their positions. Proposed amendments to the training requirements for executive/managerial positions pursuant to Item Nos. 8 and 9 hereof, and other valid reasons shall be submitted to the Commission for approval. In the absence of a CSC-approved agency specific training requirements, the 120 hours of management training shall be required.

Please be guided accordingly.


ALICIA dela ROSA-BALA
Chairperson

24 FEB 2016

* CSC Resolution No. 1501478 promulgated on 11 December, 2015 was published in Philippine Star on February 10, 2016.

Annex "A"
Leadership Competencies for Division Head/Chief and
Executive/Managerial Positions in the Second Level

COMPETENCY	DEFINITION	MINIMUM REQUIREMENTS			
		For Division Head/Chief Positions	For Executive/Managerial Positions in the Second Level		
			DIRECTOR I TO DIRECTOR III, FIELD DIRECTOR, ASST. DIRECTOR, DEPARTMENT MANAGER, OR EQUIVALENT POSITIONS	DIRECTOR IV, BUREAU DIRECTOR, OR EQUIVALENT POSITIONS	ASSISTANT COMMISSIONER, EXECUTIVE DIRECTOR, OR EQUIVALENT, AND HIGHER POSITIONS
Building Collaborative and Inclusive Working Relationships	The ability to build and maintain a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders.	<u>Intermediate</u> Builds partnerships and networks to deliver or enhance work outcomes.	<u>Advanced</u> Strengthens and deepens partnerships and networks to deliver or enhance work outcomes.	<u>Superior</u> Builds and then leverages on collaborative partnerships and networks to deliver or enhance work outcomes.	<u>Superior</u> Builds and then leverages on collaborative partnerships and networks to deliver or enhance work outcomes.
Managing Performance and Coaching for Results	The ability to create an enabling environment which will nurture and sustain a performance based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting the value of continuous learning and improvement.	<u>Intermediate</u> Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.	<u>Advanced</u> Monitors the strategic imperatives of the organization and orchestrates teams, work and organizational culture around this, through advanced skills in coaching to achieve performance standard.	<u>Superior</u> Leads the organization by example and through coaching towards a performance-based culture and the achievement of public service performance standards.	<u>Superior</u> Leads the organization by example and through coaching towards a performance-based culture and the achievement of public service performance standards.

<p>Leading Change</p>	<p>The ability to generate genuine enthusiasm and momentum for organizational change. It involves engaging and enabling groups to understand, accept and commit to the change agenda. It also includes advancing and sustaining change.</p>	<p><u>Intermediate</u> Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</p>	<p><u>Advanced</u> Constructs a change management plan in which one or more office systems and/or processes are affected either by a change intervention conducted internally or by an external consultant.</p>	<p><u>Advanced</u> Constructs a change management plan in which one or more office systems and/or processes are affected either by a change intervention conducted internally or by an external consultant.</p>	<p><u>Superior</u> Plans, defines and exhibits buy-in and full support for the change management plan to succeed organization-wide to improve organizational effectiveness.</p>
<p>Thinking Strategically and Creatively</p>	<p>The ability to "see the big picture", think multi-dimensionally, craft innovative solutions, identify connections between situations or things that are not obviously related, and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness.</p>	<p><u>Intermediate</u> Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.</p>	<p><u>Advanced</u> Plans, crafts and adapts strategies for achieving the vision, mission and objectives of the agency or organization and secures the proper implementation of these strategies.</p>	<p><u>Superior</u> Interprets the complex and volatile nature of the environment to the agency or organization and adaptively moves it into a more strategic position where it can better address the challenges it faces both now and into the future.</p>	<p><u>Superior</u> Interprets the complex and volatile nature of the environment to the agency or organization and adaptively moves it into a more strategic position where it can better address the challenges it faces both now and into the future.</p>
<p>Creating and Nurturing a High Performing Organization</p>	<p>The ability to create a high performing organizational culture that is purpose driven, results based, client focused and team oriented.</p>	<p><u>Intermediate</u> Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.</p>	<p><u>Advanced</u> Creates a culture where team work and interdependence is nurtured by facilitating collaboration across organizations.</p>	<p><u>Superior</u> Fosters and cultivates a shared sense of commitment between and/or among groups, departments and clients despite differences and/or complexities of relationships and leads the organization towards a learning culture committed to</p>	<p><u>Superior</u> Fosters and cultivates a shared sense of commitment between and/or among groups, departments and clients despite differences and/or complexities of relationships and leads the organization towards a learning culture committed to continuous</p>

ANNEX B

REQUIRED PRC LICENSE FOR POSITIONS WITH PRACTICE OF A PROFESSION

Positions	Eligibility Requirement
Agriculturist position (Agriculturist I, Agriculturist II, Senior Agriculturist, Supervising Agriculturist, Chief Agriculturist)	RA 1080 (License in Agriculture)
Chemist position (Chemist I, Chemist II, Chemist III, Chemist IV, and Chemist V)	RA 10667 (Chemistry Act)
Attorney IV	RA 1080 (BAR)
Accountant	RA 1080 (CPA)

Eligibility Requirement for other positions such as generic position titles (Administrative Positions), Board Secretary, Laboratory Technicians, Biologist II, Planning Officers, Information Systems Analyst II, and Information Technology Officer I

Positions	Eligibility Requirement
Administrative Officer Positions under SG-10 to SG-24	CS (Professional)/Second Level Eligibility
Planning Officer II - V	CS (Professional)/Second Level Eligibility
Administrative Assistant I-III, SG 7 to SG-9	CS (Sub-Professional)/First Level Eligibility
Biologist II, SG 15	CS (Professional)/Second Level Eligibility
Information Systems Analyst II, SG 16	CS (Professional)/Second Level Eligibility
Information Technology Officer I, SG 19	CS (Professional)/Second Level Eligibility
Laboratory Technician III, SG 10	Career Service (CS) Subprofessional/ MC No. 10, s. 2005/ MC No. 10, s. 2013

ANNEX D

NOTICE OF VACANCY

Position Title :
Item Number :
Assignment :
Salary Grade:
Status : **Permanent**

QUALIFICATION STANDARDS

Education :
Experience: :
Training :
Eligibility :

DUTIES AND RESPONSIBILITIES

Interested and qualified applicants shall submit the following documents to this google form _____ for initial documentary review and evaluation:

All qualified next-in-rank personnel shall be automatically considered candidates for promotion. For all interested FPA regular employees including the qualified next-in-rank candidates, they are required to submit item numbers 1, 2, 4, 5, and 6 listed hereunder, to the FPA-Human Resource Section (HRS). Failure to do so shall be deemed a waiver of their right to be included as candidates for the positions applied for.

- a. Letter of intent addressed to Executive Director
- b. Updated and duly notarized Personal Data Sheet (PDS) with Work Experience Sheet (WES)
 - a. CS Form No. 212, Revised 2017 which can be downloaded at <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
 - with Passport size ID picture
 - with Government Issued ID
 - with thumbmark
 - b. Work Experience Sheet which can be downloaded at <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
- c. Relevant Scholastic Records
 - a. Photocopy of Transcript of Records (TOR)
 - b. Photocopy of Diploma
- d. Photocopy of Performance rating in the last period (if applicable)
- e. Photocopy of certificate of eligibility/rating/license
- f. Photocopy of relevant training certificates
- g. Photocopy of Certificate of Employment

Note:

1. Applicants are advised to secure certified true copies/authenticated copies of documents specified in item numbers 3, 4, and 5 the soonest time, in case of appointment to the position applied for.
2. Applicants are limited to apply up to two (2) vacant positions only.

Date of Posting :
Deadline of Submission :

ANNEX E

APPLICANT'S DOCUMENTARY REQUIREMENTS

- a. Application letter addressed to the Executive Director
- b. Personal Data Sheet (PDS) CS Form No. 212, Revised 2017 (2 original copies)
 - Passport size ID picture
 - Government Issued ID
 - With thumbmark
- c. Work Experience Sheet as an attachment to the PDS (2 original copies)
- d. Transcript of Records (TOR) (Photocopy)
- e. Diploma in any relevant Master's/Bachelor's Degree (photocopy)
- f. Certificate of Training/s (photocopy) with the following conditions:
 - Must be relevant to the position to be filled. Hence, a course outline may be requested by the HRS to support the training certificate
- g. Photocopies of the following:
 1. For Licensed Professionals: (e.g. CPAs, Engineers, Architect, Teachers, etc.)
 - Professional license issued by the PRC
 2. For Lawyers:
 - a. Certificate of membership in the Philippine BAR issued by the Supreme Court (SC)
 - b. BAR rating issued by the SC
 3. For CS Professional/Sub-professional/PD 907:
 - Certificate of eligibility issued by the CSC
- h. Performance Rating for the last rating period (for government employees)
- i. Photocopy of Certificate of Employment

ANNEX F

FPA INTERVIEW GUIDE AND RATING SHEET FOR RECRUITMENT AND SELECTION

Name of Applicant _____

Time/Date of interview _____

Position Being Applied for _____

Interviewer _____

No.	Interview Questions	Rating			Notes on Applicant's Answers
		Best 3	Better 2	Good 1	
1.	Expectations on the job				
2.	Work Orientation/Attitude				
3.	Communication Skills				
4.	Initiative/Creativity/Innovation				
5.	Inter-Personal Relationship Skills				
6.	Management/Leadership Skills				

COMMENTS/OBSERVATIONS/IMPRESSIONS:

Signature over printed name of Interviewer:

TABLE 1: SALARY GRADE 7 TO 16

PROMOTION		PERFORMANCE (35%)		RELEVANT EDUCATION (20%)				RELEVANT TRAINING (10%)				RELEVANT EXPERIENCE (15%)					PSYCHOLOGICAL ATTRIBUTES (10%)		POTENTIAL (10%)		GRAND TOTAL		
Name	Age Eligibility	Very Satisfactory	Excellent	2 yr/10 units	IS/BA w/ MS/MA Grad units	MS/MA Grad units	PD Grad units	min. Q3	+1.2 Q3	+3.5 Q3	+5.6 Q3	+7.8 Q3	+8 hrs	min. Q3	+1.2 Q3	+3.4 Q3	+5 Q3	Outstanding Accomplishment	Pre-screening Exam (5%)	Interview Rating (5%)	Technical Exam (5%)	Other Exemplary Contributions (5%)	GRAND TOTAL
Min. Min Q3		33 PNL	35 PNL	15	16	17	18	19	20	5	6	7	8	9	10	10	10	12	13		+2		

RECRUITMENT		RELEVANT EDUCATION (20%)				RELEVANT TRAINING (10%)				RELEVANT EXPERIENCE (15%)					PSYCHOLOGICAL ATTRIBUTES (10%)		POTENTIAL (20%)		GRAND TOTAL			
Name	Age Eligibility	2 yr/10 units	IS/BA w/ MS/MA Grad units	MS/MA Grad units	PD Grad units	min. Q3	+1.2 Q3	+3.5 Q3	+5.6 Q3	+7.8 Q3	+8 hrs	min. Q3	+1.2 Q3	+3.4 Q3	+5 Q3	Outstanding Accomplishment	Pre-screening Exam (10%)	Interview Rating (10%)	Technical Exam (10%)	Other Exemplary Contributions (10%)	GRAND TOTAL	
Min. Min Q3		25	26	27	28	29	30	5	6	7	8	9	10	10	10	12	13		+2			

TABLE 2. SALARY GRADE 18 TO 24 (min. requirement RA1080 and with practice of profession)

PROMOTION		PERFORMANCE (35%)		RELEVANT EDUCATION (20%)				RELEVANT TRAINING (10%)				RELEVANT EXPERIENCE (15%)					PSYCHOLOGICAL ATTRIBUTES (10%)		POTENTIAL (10%)		GRAND TOTAL		
Name	Age Eligibility	Very Satisfactory	Excellent	min. Q3 (BS/BA)	MS/MA w/ MS/MA Grad units	MS/MA Grad units	PD Grad units	min. Q3	+1.4 Q3	+5.8 Q3	+9.12 Q3	+13.16 Q3	+15 hrs	min. Q3	+1.2 Q3	+2.5 Q3	+5.6 Q3	Outstanding Accomplishment	Pre-screening Exam (5%)	Interview Rating (5%)	Technical Exam (5%)	Other Exemplary Contributions (5%)	GRAND TOTAL
Min. Min Q3		33 PNL	35 PNL	15	16	17	18	19	20	5	6	7	8	9	10	10	10	11	12	13		+2	

RECRUITMENT		RELEVANT EDUCATION (20%)				RELEVANT TRAINING (10%)				RELEVANT EXPERIENCE (20%)					PSYCHOLOGICAL ATTRIBUTES (20%)		POTENTIAL (20%)		GRAND TOTAL			
Name	Age Eligibility	min. Q3 (BS/BA)	MS/MA w/ MS/MA Grad units	MS/MA Grad units	PD Grad units	min. Q3	+1.4 Q3	+5.8 Q3	+9.12 Q3	+13.16 Q3	+15 hrs	min. Q3	+1.2 Q3	+2.5 Q3	+5.6 Q3	Outstanding Accomplishment	Pre-screening Exam (10%)	Interview Rating (10%)	Technical Exam (10%)	Other Exemplary Contributions (10%)	GRAND TOTAL	
Min. Min Q3		25	26	27	28	29	30	5	6	7	8	9	10	10	10	12	13		+2			

TABLE 3. SALARY GRADE 24 TO 28

PROMOTION		PERFORMANCE (35%)		RELEVANT EDUCATION (20%)				RELEVANT TRAINING (10%)				RELEVANT EXPERIENCE (20%)					PSYCHOLOGICAL ATTRIBUTES (10%)		POTENTIAL (10%)		GRAND TOTAL	
Name	Age Eligibility	Very Satisfactory	Excellent	MS/MA Diploma	MS/MA w/ PD Grad units	PD Grad units	min. Q3	+1.4 Q3	+5.8 Q3	+9.12 Q3	+13.16 Q3	+16 hrs	min. Q3	+1.2 Q3	+2.5 Q3	+5.6 Q3	Outstanding Accomplishment	Pre-screening Exam (5%)	Interview Rating (5%)	Technical Exam (5%)	Other Exemplary Contributions (5%)	GRAND TOTAL
Min. Min Q3		33 PNL	35 PNL	17	18	19	20	5	6	7	8	9	10	10	11	12	13		+2			

RECRUITMENT		RELEVANT EDUCATION (20%)				RELEVANT TRAINING (10%)				RELEVANT EXPERIENCE (20%)					PSYCHOLOGICAL ATTRIBUTES (20%)		POTENTIAL (20%)		GRAND TOTAL		
Name	Age Eligibility	MS/MA Diploma	MS/MA w/ PD Grad units	PD Grad units	min. Q3	+1.4 Q3	+5.8 Q3	+9.12 Q3	+13.16 Q3	+16 hrs	min. Q3	+1.2 Q3	+2.5 Q3	+5.6 Q3	Outstanding Accomplishment	Pre-screening Exam (10%)	Interview Rating (10%)	Technical Exam (10%)	Other Exemplary Contributions (10%)	GRAND TOTAL	
Min. Min Q3		27	28	29	30	5	6	7	8	9	10	10	10	12	13		+2				

ANNEX H

CHECKLIST OF REQUIREMENTS FOR ENDORSEMENT OF THE SHORTLISTED APPLICANTS TO THE CHAIRPERSON OF THE FPA BOARD OF DIRECTORS FOR SALARY GRADE 23 AND BELOW

1. Memorandum to DA Secretary
2. DA Routing Slip
3. DA Briefer Form
4. Certified Photocopy of the following;
 - 4.1 Comparative Assessment
 - 4.2 HRMPSB Endorsement
 - 4.3 Personal Data Sheet with Work Experience Sheet
 - 4.4 Justification for quantum leap and / lone applicant

CHECKLIST OF REQUIREMENTS FOR ENDORSEMENT OF THE SHORTLISTED APPLICANTS TO THE BOARD SECRETARY OF THE FPA BOARD OF DIRECTORS FOR SALARY GRADE 24 – 28 FOR PRESENTATION TO THE BOARD MEETING OF THE FPA BOARD OF DIRECTORS

1. Power point presentation of the Shortlisted Candidates which include but not limited to the Qualification Standards for the vacant position, Scores obtained by the candidates based on the Matrix Point System such as:
 - a. Relevant Education
 - b. Relevant Training
 - c. Relevant Experience
 - d. Performance (if applicable)
 - e. Psychosocial Attributed
 - f. Potential

ANNEX I

DOCUMENTARY REQUIREMENTS FOR VALIDATION OF APPOINTMENT

For Civil Service Commission Field Office

- a. Position Description Form (revised version no. 1, s. 2017) – two (2) sets
- b. Oath of Office (revised 2018) - two (2) sets
- c. Authenticated Copy of Certificate of Eligibility/PRC ID - two (2) original and one (1) certified photocopy
- d. Certification of Assumption to Duty (revised 2018) - two (2) sets
- e. Fully accomplished Personal Data Sheet (CS Form no. 212, 2017 revised) with ID picture taken within the last 6 months (3.5cm X 4.5cm; passport size) - three (3) original copies
- f. CS Form no. 212 Attachment (Work Experience Sheet) - three (3) original copies
- g. Original Copy of Agency-to-Agency Verification of Eligibility
- h. Justification for quantum leap and / lone applicant (if necessary)

For Original Appointment:

- a. Certification of Assumption to Duty (CS Form No. 4, Revised 2018) (2 original copies)
- b. Oath of Office (CS Form No. 32, Revised 2018) (2 original copies)
- c. Sworn Statement of Assets, Liabilities and Net Worth (SALN) (2 original copies)
- d. Position Description Form (DBM CSC Form No. 1, Revised 2017) (2 original copies)
- e. Medical Certificate (CS Form No. 211, Revised 2018) (original copy) with attachments (original copies of results of the following tests:
 - Blood Test
 - Urinalysis
 - Drug Test
 - Chest x-ray
- f. Valid NBI Clearance (original copy)
- g. Certificate of Live Birth - (authenticated copy issued by the PSA or the LCR of the municipality or city where the birth was registered) (original copy)
- h. Marriage Contract/Certificate - for married employee - (authenticated copy issued by the PSA or the LCR of the municipality or city where the marriage was registered) (original copy)
- i. Certificate of employment (photocopy) - for positions requiring relevant experience

Additional Requirements for Transferees:

- a. Turned over 201 file (per CSC MC no. 8 s. 2007 Item no. 3)
- b. Last approved appointment (certified true copy)
- c. Performance Rating/s in the previous position for one year prior to the date of assessment (certified true copy)
- d. Copy of service record (original copy)
- e. Clearance from previous employer (original copy)
- f. Authority to transfer from previous employer (original copy)
- g. Certificate of last salary received (original copy)
- h. Certificate of leave credits from previous agency (original copy)
- i. BIR 2316

Additional Requirements for Reemployment:

- a. Clearance from previous employer (original copy)

ANNEX J

Announcement of Appointment Issued - (Date)

Pursuant to the approved shortlisted candidates dated (date of endorsement to the appointing authority), a notice is hereby given on the appointments, as approved by the Secretary of the Department of Agriculture /Chairperson/FPA Board of Directors.

No.	Name of Employee	Position Title / SG	Type of Appointment
1.			
2.			
3.			
4.			
5.			

Should there be any appeal or protest relative to the approved enumerated appointments, please submit your letter of protest within 15 days as per CSC Memorandum Circular No. 4 s. 2010 dated February 8, 2010 (Revised Policies in the Resolution of Protest) and Rule 18 of CSC Resolution No. 1701077 dated July 3, 2017, to the office of the Executive Director.

Notice of posting/announcing of newly appointed personnel is in adherence to the Department of Agriculture's Merit Selection Plan, Department Order No. 08, Series of 2019.

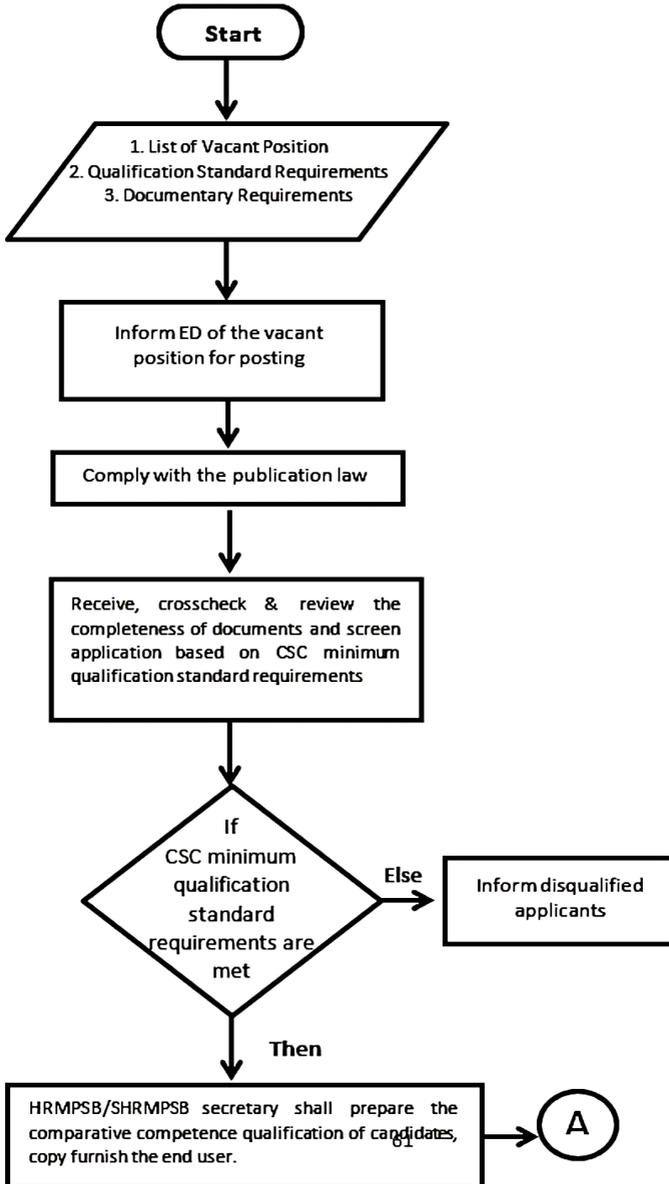
Thank you!

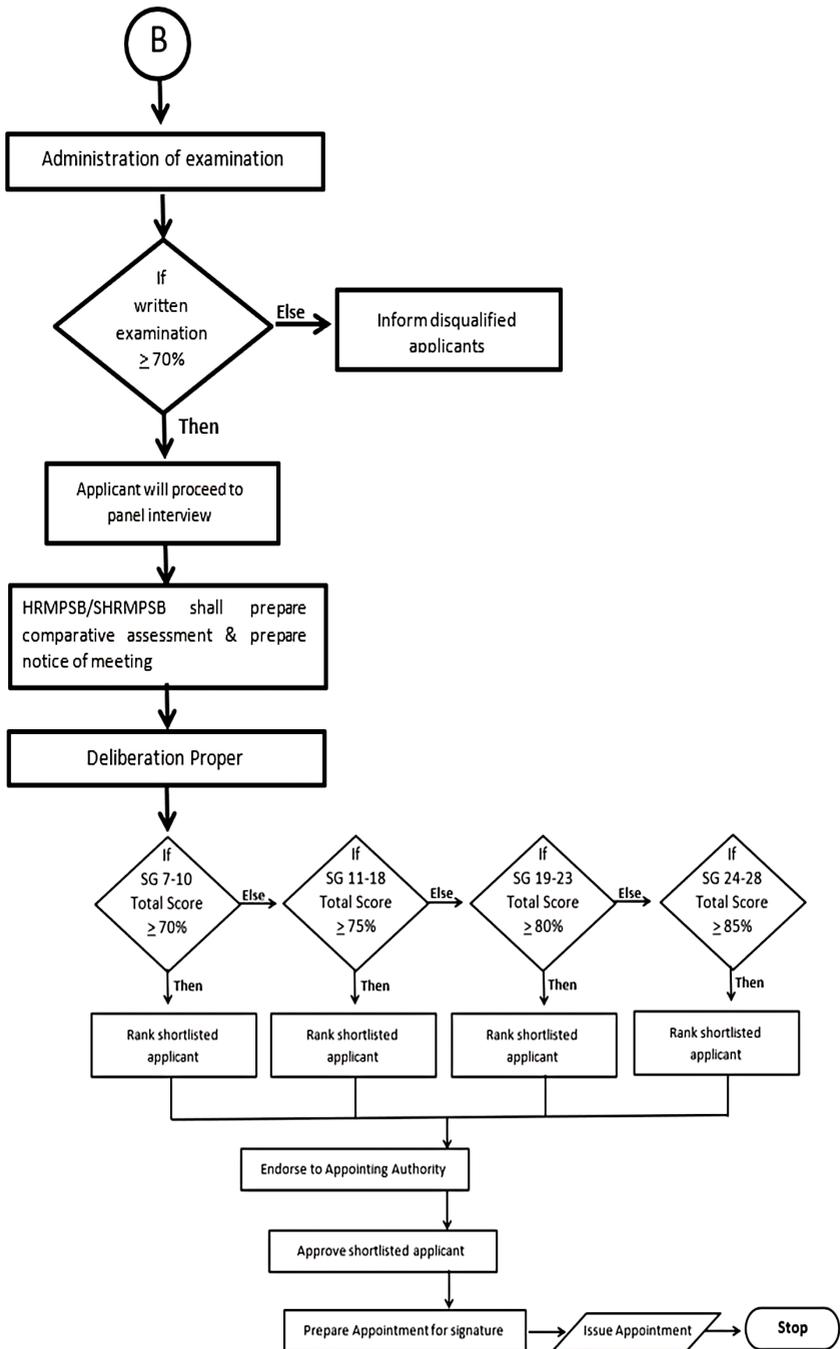
(Signature over printed name)

Chief, Finance and Administrative Division

ANNEX K

Recruitment, Selection, Promotion, and Placement (RSPP) Flowchart











FERTILIZER AND PESTICIDE AUTHORITY

FPA Bldg., BAI Compound, Visayas Ave., Diliman,
Quezon City, Metro Manila, Philippines, 1101

(02) 8920-81-73 / 8426-15-72 / 8920-85-73

fpacentral77@gmail.com

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