


MERIT SELECTION PLAN OF THE NON-TEACHING PERSONNEL (MSP-NTP)



 @asscathrm

 hrmo@asscat.edu.ph

REVISED MERIT SELECTION PLAN OF THE
NON-TEACHING PERSONNEL (MSP-NTP)
of the
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE
AND TECHNOLOGY

Pursuant to the provision of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), CSC Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum No. 15, s. 1999, CSC Memorandum Circular No. 8, s. 1999, and CSC Memorandum No. 03, s. 2001 and **further amended by the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)** this **Revised** Merit Selection Plan for Non-Teaching Personnel (MSP-NTP) of ASSCAT is hereby established for the guidance of all concerned for the guidance of all concerned.

I. BASIC POLICIES

1. Selection of employees for appointment in ASSCAT shall be open to all qualified men and women according to the principle of merit and fitness.

There shall be equal opportunity for men and women at all levels of positions in ASSCAT, provided they meet the minimum requirements of the positions to be filled.

2. The Merit Promotion Plan shall cover positions in the first and second levels and shall also include original appointments and other related personnel actions.

There shall be no discrimination in the selection of the employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

3. When a position in the first or second level becomes vacant, applicants for employment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment.
4. Vacant positions marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The vacant positions shall also be published in the CSC Bulletin, **and posted in the HR Bulletin Board, ASSCAT Trento External Center, HR Facebook pages** and posted in at least three (3) conspicuous places in ASSCAT for at least (10) calendar days. Other appropriate modes of publication shall be considered.

The Notice of Publication shall not suggest preferences, limitations, specifications and discriminations

based on age, sex, gender preferences, civil status, disability, ethnicity status, religious or political affiliations.

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

The publication of a particular vacant position shall be valid until filled-up but not to extend beyond six (6) months reckoned from the date the vacant position was published.

In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six months from publication and if the vacancy is filled not later than nine months from the date of publication.

Should no appointment is issued within the nine (9) month period, ASSCAT has to cause the re-publication of the vacant position.

5. The following positions are exempt from the publication requirements:
 - a. Primarily confidential positions;

- b. Positions which are policy determining;
- c. Other non-career positions
- d. Highly technical positions; and
- e. Positions to be filled by existing regular employees in the agency in case of reorganization.

6. A **Human Resource Merit Promotion and Selection Board**

(HRMPSB) for first level and second level positions shall be established, preferably with the following composition:

- a. Chairperson – The Agency Head or the authorized representative;
- b. Division Chief or the authorized career service representative of the organizational unit where the vacancy is.
- c. Human Resource Management Officer or the career service employee directly responsible for personnel management;
- d. Two representatives of the rank-and-file career employees, one from the first level and one from the second level, who shall both be chosen by the **ASSCAT Non-Teaching**

Personnel Association (ANPA), the duly accredited Non-Teaching Personnel Association in the College.

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representatives shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years. For continuity of operation, the ASSCAT accredited employee association may designate an alternate.

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. All candidates for appointment to first and second level positions shall be screened by the HRMPSB.
9. The agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels.

10. For vacancies in the first and second levels, all qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position

11. The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.

12. The HRMPSB shall assist the SUC President in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP).

The SUC President shall be guided by the HRMPSB's comprehensive evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five (5) applicants deemed most qualified for appointment to the vacant position.

13. The appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualification and competence, and has undergone a selection process.

14. An employee maybe promoted or transferred to a position which is not more than three (3) salary grade pay or job grades higher than that of the employee's present position except in a very meritorious cases, such as: if the vacant position is next-in-rank as identified in the System of Ranking Position (SRP) approved by the SUC President, or the lone or entrance position indicated in the agency staffing pattern.

16. An employee should have rendered at least very satisfactory service for the last two (2) rating periods in the present position before being considered for promotion

17. An employee who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion.

For this purpose, performance rating to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leave.

If promoted, the effectivity date of the promotional appointment shall be the assumption to duty.

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

19. A notice announcing the appointment of an employee shall be posted in three conspicuous places in ASSCAT a day after the issuance of the appointment for at least fifteen (15) calendar days.

The approved agency Merit Selection Plan shall be used as one of the bases for the expeditious approval for appointments, for attestation and accreditation to take final action on appointments.

II. OBJECTIVES

It is the policy of ASSCAT to strictly adhere to the principles of merit, fitness and equality. The selection of employees shall be based on their relative qualifications, competencies to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees in the Non-Teaching Personnel on account of gender, civil status, disability, religion or belief, ethnicity, or political affiliation. In this pursuit, the ASSCAT Merit Selection/Promotion Plan aims to:

1. Establish a system that is characterized by strict observance of the merit, fitness and equality principles in

the selection of employees for appointment to positions in the career and non-career service in all levels; and

2. Create equal opportunities for employment to all qualified men and women to enter the government service and for career advancement in the agency;

III. SCOPE

This MSP-NTP shall cover career and non-career positions in the first and second level or its equivalent in ASSCAT.

IV. DEFINITION OF TERMS

As used in this policy, the following terms shall mean as follows:

ANPA – or the ASSCAT Non-Teaching Personnel Association the duly accredited non-teaching association of ASSCAT.

ASSCAT – or the Agusan del Sur State College of Agriculture and Technology refers to agency or College.

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

advancement to higher career positions; and (3) security of tenure.

Comparative at Par – predetermined reasonable difference or gap between point scores of candidates for appointment established by the HRMPSB.

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

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

Education and Training – include educational background, successful completion of training courses accredited by the CSC, scholarships, training grants, and other human resource development programs which must be relevant to the duties of the position to be filled.

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

First Level Positions – those which involve non-professional or sub-professional work in a non-supervisory or supervisory capacity requiring less than four (4) years of college studies, such as clerical, trades and crafts, and custodial service positions.

Hiring Quota – is the pre-determined ratio of applicants for appointment to ensure that one gender does not fall short of the desired percentage of the selection rate for the other gender in equivalent positions at every level, provided they meet the minimum requirements of the position.

Job Requirements – requisites not limited to the qualification standards of the position, but may include skills, competencies, potentials, physical and psycho-social attributes, necessary for the successful performance of the duties required of the position.

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

Non-Career Service – positions expressly declared by law to be in the non-career service; or those whose entrance in the

service is characterized by (1) entrance on bases rather than those of the usual tests of merit and fitness utilized for the career service; (2) tenure which is limited to the duration of a particular project for which purpose employment was made.

Open Position – positions that do not have any next-in-rank positions or residual position of each level which may be filled up by lateral/vertical entry.

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

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

Promotion – 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 – the characteristics or traits of a person which involve both psychological and social aspects.

Psychological attributes include the way a person perceives things, ideas, beliefs and understanding and how a person acts and relates these things to others and in social situations.

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

Qualified Next-in-Rank – 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 the agency and who meets the requirements for appointment to the next higher position.

Second Level Positions – those which involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.

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

Selection Line-Up – 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 work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential.

Superior Qualifications – any outstanding relevant work accomplishments, educational attainment and training appropriate for the position to be filled which shall include demonstration of exceptional job mastery and potentials in major areas of responsibility.

System of Ranking Positions – 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:

- a. organizational structure;
- b. salary grade allocations;
- c. classification and functional relationship of positions;
- and
- d. geographical location

V. EMPLOYMENT STATUS, NATURE OF APPOINTMENT AND OTHER HUMAN RESOURCE ACTIONS

1. Employment Status- employment status in the College shall be determined by the appointment issued, which can be any of the following:

a. Permanent- an appointment issued to a person who meets all the qualification requirements of the position to which he/she is being appointed to.

b. Temporary- 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, it may only be issued in the absence of a qualified candidate or applicant who meets all the qualification requirement as certified by the appointing officer/authority, not to exceed twelve (12) months. The appointee maybe replaced once a qualified candidate becomes available.

A temporary appointment to a position which involves the practice of profession maybe issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing office/authority.

c. Substitute- an appointment issued when the regular incumbent of a position is temporarily unable to perform the

duties of position, for justifiable reasons. A substitute appointment is allowed only if the leave of absence is at least three (3) months.

d. Coterminous- an appointment issued to a person whose tenure is limited to a period specified by law or whose continuity in the service is based on the trust and confidence of the appointing officer/authority or of the head of the organizational unit where he/she is assigned. Specifically, the categories of coterminous appointments are:

- **Coterminous with the appointing officer-** if the appointment co-exist with appointing authority's tenure
- **Coterminous with the head of organizational unit where he/she is assigned-** if the appointment coexist with the head of the organizational unit to which he/she is assigned
- **Coterminous (primarily confidential in nature)-** if the appointment is determined by law or declared by the Commission on Civil Service to be primarily confidential positions are exempt from the qualification requirements, except those whose duties involve the practice of a profession regulated

by the Philippine Board/Bar or special laws and/or require licenses.

e. Fixed Term- issued to a person with a specified term of office, subject to reappointment as provided by law.

f. Contractual- issued to a person to undertake projects requiring special or technical skills not available in the College including appointments that are co-existent with the duration of a particular project. Eligibility is not required but given preference. Appointment may be renewed every year however if funds have become insufficient or appointee has below satisfactory performance, the College President may terminate or replace the appointee after giving a notice of at least thirty (30) days prior to the date of termination.

g. Casual- an appointment issued to a person who is expected to deliver emergency services, intermittently and not to exceed one year. Reappointment (renewal) of casual appointments to the same position shall be submitted to CSC for notation whereas reappointment to another position shall be submitted for approval/validation by the CSC FO concerned.

2. Nature of Appointment

The nature of appointment shall be as follows:

- a. **Original** – the initial entry into the career or non-career service.
- b. **Promotion-** the advancement of a career 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. An employee shall be notified of his/her promotion thirty (30) days prior to assumption to the position.
- c. **Transfer-** the movement of an employee from one position to another which is of equivalent rank, level or salary without gap in the service involving the issuance of an appointment.
- d. **Reemployment-** the appointment of a person who has been previously appointed to a position in the government but was separated as a result of any non-disciplinary action and presupposes a gap in the service.
- e. **Reappointment-** the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, re-categorization or similar events. Reappointment presupposes no gap in the service. A temporary appointment may be renewed in the absence of an

applicant who meets all the qualification requirements of the position as certified by the appointing office/authority and provided with at least Satisfactory performance.

- f. Reinstatement (to comparable position)-** the restoration of a person to a position comparable to an abolished career position from which he/she has been separated and requires the issuance of an appointment.
- g. Demotion-** the movement of an employee from a higher position to a lower position where he/she qualifies. If a lower position is available it entails reduction in duties, status or rank which may not involve reduction on salary.
- h. Reclassification-** staffing modification and/or position reclassification action applied only when there is a substantial change in the regular duties and responsibilities of the position. This may result in a change in any or all the positions attributes: position title, level and/or salary grade. Upgrading, downgrading and re-categorization are all forms of reclassification which requires issuance of appointment.

3. Adjustments of movements of human resource without the need of issuance of an appointment-

Adjustment or movements of human resource which do not involve changes in position title, rank or status shall not require the issuance of an appointment. A notice of such change or movement shall be issued to the employee. A copy thereof shall be kept in the employee's 201 File and another copy shall be submitted to the CSC Field Office for record purposes. These are:

- a.** Change in item number
- b.** Salary Adjustment
- c.** Step Increment
- d.** Reinstatement (to the same position/item)
- e.** Demotion because of a disciplinary action
- f.** Positions marked as coterminous with the incumbent

4. Other Human Resource Actions

Reassignment, detail and designation do not require issuance of appointment. An Office Order issued by the appointing authority is necessary for any of the HR actions and implementation should be in accordance with the CSC guidelines and policies.

a. Reassignment- 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. The appointing officer/authority/official who caused the subsequent reassignment within 1 year from the date of restoration may be cited for indirect contempt.

Constructive Dismissal- exist when an official or employee quits his/her work because of the agency head's unreasonable, humiliating or demeaning actuations. Employee is then deemed illegally dismissed. Other reasons that may constitute for constructive dismissal are: duties that are more servile or menial, reassignment not existing in the organizational structure or without definite set of duties and responsibilities, reassignment that will cause financial dislocation or difficulty on the part of the employee, reassignment done indiscriminately or whimsically.

Detail- temporary movement of an employee from one department to another which does not involve a reduction in rank, status, or salary. Detail without consent shall be allowed for one (1) year whereas a detail with consent shall be allowed for a maximum of three (3) years.

Designation- movement that involves an imposition of additional and/or higher duties to be performed by an employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority. Designation may involve performance of the duties of another position on a concurrent capacity or on full-time basis. Designation for positions either with incumbents or without may be renewed every year not exceeding two (2) years. The designee in an acting capacity can exercise both the ministerial and discretionary functions attached to the position. Designation cannot grant the salaries for the position they are

designated to hence, allowances are provided, and experience shall be credited as relevant experience.

VI. RATING SYSTEM FOR THE RECRUITMENT, SELECTION AND PROMOTION OF NON-TEACHING EMPLOYEES

This rating system has been developed based on the competencies and qualification of the candidates vying for the vacant positions.

The psychological attributes, physical characteristics and personality traits of the candidates may be made observable through oral interview. Hence, an interview assessment form and competency-based interview form shall be administered by the HRMPSB.

The result of the behavioral based interview should be the basis for choosing the qualified candidate for the position. Educational qualifications, training, experience and eligibility are part of the screening process. Competency based interview shall measure the candidates technical, leadership and core competencies. A rating of 40% (Technical Competencies), Leadership Competencies (30%), and 30% (Core Competencies).

A. Behavioral Based Interview

The Behavioral-Based Interview shall comprise 100% of the overall rating scheme and shall be rated based on the following:

Competency	Description	BBI Distribution per Position	
		1 st Level	2 nd Level/ promotional
		(SG 9 Below)	(SG 10 Above)
Core	Relate to the agency values, mission and strategy. These competencies apply to all officials and employees across the Offices	30%	30%
Leadership	Are competence that relate to skills needed to perform managerial work and process.	30%	30%
Technical	Are competencies that pertain to specific bodies of knowledge and skills required to perform the	40%	40%

	defined activities in an industry, function or job		
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VIII. PROCEDURE

1. Publish the vacant position in the CSC Bulletin of Vacant Position, College Facebook Page or through other mode of publication and post the same in three (3) conspicuous places in the agency for at least ten (10) calendar days. Men and women shall be encouraged to apply.

Vacant positions which are not filled within six (6) months should be re-published.

In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six months from publication and if the vacancy is filled not later than nine (9) months from the date of publication.

Should no appointment be issued within the nine (9) month period, the agency has to cause the re-publication of the vacant position.

The following positions are exempted from the publication requirements:

- a. Primarily confidential positions;
- b. Positions which are policy determining;
- c. Highly technical positions;
 - a. Other non-career positions; and

- a. Positions to be filled by existing regular employees in the agency in case of reorganization.
2. List of candidates aspiring for the vacant position, either from within or outside the agency, including qualified next-in-rank employees shall be evaluated. In the process, the following should be considered:
- a. An employee may be promoted or transferred to a position which is not more than three (3) salary pay or job grades higher than the employee's present position except, in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the SRP approved by the head of agency, or the lone or entrance position indicated in the agency staffing pattern.
 - b. An employee who is on local or foreign scholarship or training grant or pregnant or on maternity leave may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leave.

If promoted, the effectivity date of the promotional appointment shall be after the scholarship or training grant or maternity leave.

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

3. Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as: written examination, skills test, interview and others. After which, selection line-up shall be prepared and posted in three (3) conspicuous places in ASSCAT for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.

3.1 The selection line-up shall reflect the comparative competence and qualification of candidates on the basis of:

3.1.1 PERFORMANCE

For appointment by promotion, the performance rating of the appointee for the last rating two (2) periods prior to the effectivity date of the appointment should be at least very satisfactory.

For appointment by transfer, the performance rating for the last two (2) rating periods immediately preceding the transfer from the former office or agency should be at least very satisfactory.

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

3.1.3 EXPERIENCE and OUTSTANDING ACCOMPLISHMENTS – include occupational

history, relevant work experience acquired either from the government or private sector, and accomplishments worthy of special commendations.

4. Notify all applicants of the outcome of the preliminary evaluation.
5. Submit the selection line-up to the HRMPSB for deliberation.

Appointments to the following positions shall no longer be screened by the HRMPSB:

- a. Substitute appointments due to their duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position should be screened and passed by the HRMPSB;
 - c. Appointment to personal and primarily confidential positions; and
 - d. Renewal of temporary appointments.
6. Make a systematic assessment of the competencies and qualifications of candidates for appointment to the corresponding level of positions. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
 7. Submit the list of candidates for appointment from which the SUC President shall choose the applicant to be appointed.

The list of candidates should specify the top five (5) ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

8. The SUC President shall be guided by the HRMPSB's comprehensive evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five (5) applicants deemed most qualified for appointment to the vacant position.

The top five ranking candidates, however, should be limited to those whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

To determine candidates who are comparatively at par, the HRMPSB shall set reasonable differences or gaps between point scores of candidates for appointment.

9. Issue appointment in accordance with the provisions of the agency Merit Selection Plan.
10. Post a notice announcing the appointment of an employee in three (3) conspicuous places in ASSCAT a day after the issuance of the appointment for at least fifteen (15) calendar days. The date of posting should be indicated in the notice.

IX. COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRM-HRMPSB) FOR THE NON-TEACHING PERSONNEL (HRMPSB-NTP)

For the first and second level positions:

Chairperson:	The VP for Administration, Finance and Planning
Members:	The VP for Academic Affairs and Quality Assurance
	The Chief Administrative Officer
	The HRMO
	The Unit Head or the authorized representative from the career service of the organizational unit where the vacancy is
	Two (2) representatives of the rank-in-file employees, one from the first level and one from the second level, who shall both be chosen by ASSCAT Non-Teaching Personnel Association (ANPA).

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies in the second level. Both rank and file representatives shall serve for a period of two (2) years. For continuity

of operation, **ANPA the duly accredited association** may designate an alternate.

The **HRMO staff shall act as the secretariat to the HRMPSB of first and second level.**

The SUC President shall ensure equal opportunity for men and women to be represented in the **HRMPSB** for all levels.

X. FUNCTIONS AND RESPONSIBILITIES

- i.** The Human Resource Management Officer (HRMO) shall have the following functions and responsibilities:
 - a.** Disseminates copies of the ASSCAT **Revised** Merit Selection Plan (MSP) and its annexes to all non-teaching personnel after approval thereof by the Civil Service Commission. An orientation shall be conducted by the **HRMO Unit** within six (6) months upon approval of the **Revised** MSP. This orientation is meant to ensure awareness and understanding of the Plan. A report of the same shall be submitted to the Civil Service Field Office concerned for record purposes.
 - b.** Develop a System of Ranking Position which shall be submitted for approval of the SUC President, a copy furnished the Civil Service Commission and its Field Office concerned, for reference purposes.

- c.** Identify vacant positions that may be **published in the CSC Bulletin of Vacant Positions.**
- d.** Develop a Plan which shall set forth the number, knowledge and skills of personnel needed to achieve the ASSCAT, goals, objectives and programs;
- e.** Develop and maintain an updated qualification databased of NTP of ASSCAT to include education, training, skills, competencies, and other similar information;
- f.** Develop a program to fast track the career movement of the NTP with superior qualifications; and
- g.** Publish vacant position in the CSC Bulletin of Vacant Position or through other mode of publication and post the same in three (3) conspicuous places in the Agency for at least ten (10) calendar days;

Vacant positions which are not filled within six (6) months should be re-published.

In the issuance of appointments, the requirements for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from date of publication.

Should no appointment be issued within the nine (9) month period, the agency has to cause the re-publication of the vacant position.

The following positions are exempt from the publication requirements:

- a. Primarily confidential positions;
 - b. Positions which are policy determining;
 - c. Highly technical positions;
 - d. Other non-career positions; and
 - e. Position to be filled by existing regular employees in the agency in case of reorganization.
- h.** Prepare a list of candidates aspiring for the vacant position either from within or outside ASSCAT, including qualified next-in-rank employees within fifteen (15) days from completion of the preliminary evaluation. In the process, the following should be considered.
- a. The pre-determined ratio of applicants for appointment of hiring quota.
 - b. An employee may be promoted or transferred to a position which is not more than three (3) salary pay, or job grades higher than the employee's present position except, in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the SRP approved by the SUC President, or the lone or

entrance position indicated in the ASSCAT Staffing pattern.

- c. An employee who is on local or foreign scholarship or training grant or pregnant or on maternity leave may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the ratings for the last two (2) rating periods immediately prior to the scholarship or training grant or maternity leave.

If promoted, the effectivity date of the promotional appointment shall be after the scholarship or training grant or maternity leave.

- d. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- i. Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as: written examination, skills test, interview and others. After which, selection line-up shall be prepared and posted in the three (3) conspicuous places in ASSCAT

for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice;

- j.** Notify all applicants of the outcome of the preliminary evaluation;
- k.** Submit selection line-up to the **HRMPSB-NTP** for deliberation.

Appointment to the following shall no longer be screened by the **HRMPSB**:

- a. Substitute appointment due to their short duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position should be screened and passed upon by the PSB **HRMPSB**;
 - b. Appointment to personal and primarily confidential positions; and
 - c. Renewal of temporary appointments.
- ii. The Non-Teaching Personnel shall be responsible for updating their Personal Data Sheet **in the HRIS**, if deemed necessary, and submit supporting documents thereto to the HRM Office.
 - iii. The **Human Resource Merit and Promotion Selection Board for the Non-Teaching Personnel (HRMPSB-NTP)** for first level and second levels shall have the following functions and responsibilities:

- a. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - a.1 Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - a.2 Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
- b. Disseminate screening procedures and criteria for selection to all agency officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated.
- c. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates. Towards this end, the **HRMPSB** may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and qualified candidate;
- d. Evaluate and deliberate En banc, the qualifications of those listed in the selection line-up;

- e. Submit the list of candidates for appointment from which the appointing authority shall choose the applicant to be appointed.

The list of candidates should specify the top five (5) ranking candidates whose over-all point scores are comparatively as par based on the comparative assessment under Procedure 3.1 hereof.

- f. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC; and
- g. Orient the officials and employees in the agency pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan.

4. The SUC President shall have the following functions and responsibilities:

- a. Establish a HRMPSB-NTP and see to it that all **HRMPSB** members undergo orientation and workshop on the selection/promotion process and CSC Policies on appointments. The SUC President shall, as far as practicable, ensure equal opportunity for men and women to be represented in the **HRMPSB** for all levels;
- b. The SUC President shall be guided by the **HRMPSB's** comprehensive evaluation report of candidates screened for appointment and in the exercise of sound discretion, select,

in so far as practicable, from among the top five (5) applicants deemed most qualified for appointment to the vacant position.

b.1 The top five (5) ranking applicants deemed most qualified to the vacant position;

b.2 Applicants who have undergone deep selection and found to possess superior qualifications; and

b.3 Pool of the Brightest for the Bureaucracy Program (BBP) pursuant to CSC MC 25, s. 1995 and further implemented per CSC MC No. 30, s. 1998.

c. Issue appointments in accordance with the provisions of the ASSCAT Merit Selection Plan

XI. EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE

The Agusan del Sur State College of Agriculture and Technology is an equal opportunity employer-agency and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, or any other status protected by applicable law.

Subject to all existing policies of ASSCAT, the recruitment, selection and placement of personnel shall be based on competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of

employees on account of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

a. Publication of Vacancies

a.1 Subject to all existing policies of ASSCAT, the College shall not print or publish or cause the printing, in any form of media, including the internet, any notice of advertisement relating to employment, suggesting preferences, limitations, specifications and discrimination or decline any employment application because of an individual's age, gender, civil status, disability, religion, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

a.2 Subject to all existing policies of ASSCAT, all vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of the principles of merit and fitness for the job and equal employment opportunity.

b. Assessments and Examinations

b.1 ASSCAT shall base its assessment on the policy of equal employment opportunity.

b.2 During the preparation of database of applicants, the HRMO shall note if there are differently-abled or senior citizen applicants so that proper assistance shall be provided.

c. Human Resource Merit Promotion and Selection Board (HRMPSB) Panel Interview

c.1 All applicants must be properly informed of their interview schedule.

c.2 The HRMPSB shall only ask questions related to the selection criteria. Questions shall not pertain to age, gender, civil status, disability, religion, factors/personal circumstance which run counter to the principle of merit and fitness for the job and equal employment opportunity.

d. Monitoring Mechanisms

d.1 ASSCAT shall ensure that the Recruitment, Selection and Placement (RSP) process of the College shall be harmonized with the agency's EEOP.

d.2 The HRMOs shall maintain records of the total number of applicants, including data on

classification of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factor/personal circumstances.

d.3 Should the HRMO encounter applicants within the specialized groups, such shall be recorded and proper assistance shall be provided to them.

d.4 The HRMOs shall inform HRMPSB on the diverse status of applicants during the initial meeting and orient them with the assistance and consideration that ASSCAT has accorded to them.

X. RECRUITMENT, SELECTION AND PLACEMENT OF PERSONS WITH DISABILITY IN COMPLIANCE TO RA 7277

ASSCAT is a model public employer of persons with disabilities. It employs the following strategies for recruitment, selection and placement of employees with disabilities. One (1) % of the total workforce of the College is reserved to persons with disability.

a. Policies In Hiring Applicants With Disabilities

a.1 The Annual Recruitment Plan incorporates the hiring of persons with disabilities. As such, the HRMO maintains data on existing recruitment and

hiring practices to identify and eliminate barriers to recruiting and hiring PWDs.

a.2 The PWDs eligibility criteria shall be reviewed thoroughly.

a.3 The HR Office retains and reviews applications from applicants with disabilities. It shall provide a separate file of applications for PWDs and create a pool of applicants with disabilities.

b. During the Actual Assessment of PWD Applicants

b.1 A Strategic area in the ASSCAT Main Building which is the Office of the HRM is identified as the assessment area for applicants with disabilities. The head of this office is informed through a memorandum for this purpose.

b.2 A Memorandum Order shall be served to the staff of the Office as the designated persons to assist applicants and clientele with disabilities.

b.3 The Public Assistance and Complaints Desk (PACD) located at the lobby of the ASSCAT Building is also designated as help desk for persons with disabilities.

c. On Interviewing Applicants With Disabilities

c.1 Interview questions shall focus on the applicant's qualifications and skills and their ability to perform specific job or tasks.

c.2 Questions related to their disability or medical records shall be avoided. It shall only be discussed with them after they have been assessed and qualified for the position.

d. On Placement of PWD Applicant

d.1 Orientation and On-Boarding Programs. Once appointed, employees with disabilities will undergo orientation and on -boarding program to orient them with the relevant policies and procedures of employment. This is also a way to acclimatize them with the College culture and work standards.

d.2 Orientation would also include disability-specific information like reasonable accommodation procedures (designation of appropriate work areas and furniture, office equipment etc.).

d.3 Orientation materials shall be in accessible formats.

XII. RECRUITMENT PROCESS

ASSCAT adopts three (3) core recruitment strategies in filling up vacancies in the plantilla of permanent positions:

a. Publication of Vacancies

“Vacant positions marked for filling shall also be posted in at least three (3) conspicuous places in

the agency for at least ten (10) calendar days. Other appropriate modes of publication shall be considered”.

It shall be published in the CSC Bulletin, and posted in the ASSCAT Main Bulletin Boards in the Administration and Academic campus, ASSCAT Trento External Center, HR FB pages, and other modes of publication for at least 10 calendar days.

The Notice of Publication shall not suggest preferences, limitations, specifications and discriminations based on age, sex, gender preferences, civil status, disability, ethnicity status, religious or political affiliations.

In the publication, it shall indicate the required qualifications, vis-à-vis: education, relevant experience and training and eligibility, if applicable. Competencies needed to the position and the job description shall also be stipulated in the posting. Other information shall include:

1. Position title, salary grade and annual salary of the position;
2. General description of the functions of the vacancy;
3. Item number, if applicable, and place of assignment;

4. Documents to be submitted and where to submit;
5. Deadline of submission of applications.

b. Through Information-Dissemination Efforts

ASSCAT shall also consider the following strategies in sourcing out applicants maybe by Local Job Fairs.

Other modes of publication to be considered but not limited to:

- a. College Website;
- b. Social Media; and
- c. Other modes deemed appropriate and responsive.

3. Pool of Casual and Job Order Personnel

The existing personnel who are hired under a Casual Plantilla or Job Order basis have rendered services for a considerable period of time already. Thus, they shall be informed and encouraged to apply for the vacancies.

XIII. SCREENING PROCESS

1. Competency Evaluation

The Job Competencies shall comprise 100% in the overall rating of the applicants. The HRMPSB shall be guided with the Competency Assessment Matrix in the mapping out of the competencies required for the position vis-à-vis the methods to be used, if applicable, in the actual screening of applicants, on the following methods:

- a) Behavior-Based Interview
- b) Essay/Written Test
- c) Simulation/Role Playing/Oral Presentation
- d) Practical Test (Computer operation, recording, filing, etc.)
- e) In-Basket
- f) Focus group discussion

2. Conduct of Background Investigation

The top five (5) ranking applicants shall be subject for B.I. to know better the applicants from the information of their previous employers, colleagues, community involvement. Results shall be submitted to the appointing authority as a reference and guidance to whom from the top.

XIV. COMMUNICATION PLAN

A communication plan outlines how the agency disseminates its Recruitment, Selection and Induction Plan. It identifies who to communicate with, about what and how it is going to be done. Sample template may be used:

COMMUNICATION PLAN MATRIX				
What to Communicate?	Who to Communicate with?	How to Communicate <i>Formal</i>	When to Communicate?	Person/s in-Charge
<i>The Content of this MSP Manual</i>	<i>- ASSCAT Key Officials -Middle Management -Faculty -Staff</i>	<i>Launching -General Assembly</i>		<i>HR Department Head -HR Staff</i>

XV. MONITORING AND EVALUATION OF THE MSP-NTP PROCESSES

The Monitoring mechanism has the following objectives:

1. To determine the effectiveness of the plan by verifying the critical process in every aspect of the recruitment and hiring processes;
2. To ensure that HRMPSB Policies and pertinent guidelines are followed;
3. To provide accurate percentage of accomplishment of the plan as may be provided:

MONITORING PLAN MATRIX

What do we want to monitor?	How will we know it?	Method?	Who will capture the data?	When will the data be captured?	Estimated Cost
<i>The HRMPSB Compliance to the RSP Processes</i>	<i>No. of HRMPSB Deliberations</i>	<i>Document Review</i>	<i>HR Office</i>		
<i>The HRM Office Compliance to the RSP Standards in the Documentation and Recruitment Plan</i>	<i>No. of Documentation Reports</i>	<i>Interview Meetings</i>	<i>HR Office</i>	<i>Every Semester</i>	

In the evaluation mechanisms identified strategies may be used which may be done annually:

- a. Survey
- b. Focus group Discussion
- c. Interview
- d. Meetings
- e. Direct Observation

XVI. PROBATIONARY PERIOD

Generally, a six (6) month period of thorough assessment of the performance and character of the appointee is required for all original appointments.

1. The probationary period shall cover the following employees:

- a. Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the positions;
- b. Non-Career Service employees who are reappointed/reemployed to a career position under permanent status;
- c. Temporary appointees who are after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change status to permanent)
- d. Those are reemployed under permanent status;
- e. First time appointees to closed career positions;
- f. Appointees to Category III positions as provided in CSC MC No.11, s. 1996, as amended shall under probation for a period of one (1) year; and
- g. Appointees whose positions require probationary period as may be provided by law;

A notation stating that the appointee is under probation shall be specified in the issued appointment.

2. The appointee's performance during the probationary period shall be based in the set targets and outputs and shall be reviewed as follows:

- a. The immediate supervisor (rater) shall regularly gather feedback on the appointer's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance.
- b. The performance appraisal/evaluation shall be done at least twice during probationary period and within every three (3) months or six (6) months depending on the duration of the probationary period, as required by the position;
- c. The performance review shall be conducted within ten (10) days before the end of every rating period during the probationary period.
- d. The critical factors to be reviewed shall be based on the performance dimensions indicated in the Strategic Performance Management System and may include competency, and job-related critical incidents, such as habitual tardiness and continuous absence from work.
- e. The performance evaluation report shall be reviewed and certified by the Performance Management Team; and

- f. The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, performance evaluation reports and/or recommendation for the continuity of the permanent appointment of the probationer.

The service of the appointee can be terminated for the unsatisfactory conduct or want of capacity before the end of the second performance review or depending on the duration of the probationary period as required by the position.

Issuance of termination of service by the appointing authority for cases proven to be demonstrations of unsatisfactory conduct or want of capacity shall adhere to prescribed CSC rules and regulations on probationary period. Notice of termination shall be issued fifteen (15) days immediately after it was proven, it shall state the reason/s for termination and supported by at least two (2) of the following:

- Performance Evaluation Report
- Report of the Immediate Supervisor
- Other valid Documents

The same may be appealed to the CSC RO concerned, within fifteen (15) days from receipt of the employee concerned but shall be

executory pending appeal and must be included in the employee's 201 file, furnished the CSC FO concerned.

XVII. EFFECTIVITY AND SUBMISSION OF APPOINTMENTS

1. An appointment issued in accordance with pertinent laws and rules shall take effect immediately on the date it was signed by the appointing officer/authority. The date of signing shall be indicated below the signature of the appointing officer/authority in the appointment form.
2. The date of the appointment shall not fall on a Saturday, Sunday or holiday, except in cases where the date of issuance is specifically provided in a special law such as the appointment of personal and confidential staff of Constitutional officials and elective officials and where the service should not constitute a gap such as in transfer and reappointment.
3. If the appointee has taken his/her oath of office and assumed the duties of the position, he/she shall be entitled to receive his/her salary at once without awaiting the

approval/validation of his/her appointment by the Commission. The appointment shall remain effective until disapproved/invalidated by the Commission. In no case shall an appointment take effect earlier than the date it was signed except in cases authorized by law.

4. No official or employee shall be required to assume the duties and responsibilities of the position without being furnished with a copy of his/her appointment by the HRMO after it is signed by the appointing officer/authority. The appointee shall acknowledge receipt of the appointment by signing on the acknowledgement portion at the back of the appointment form.
5. The appointment of officials and employees who are on official leave of absence, training or scholarship grant, shall be effective upon assumption or upon return from official leave of absence, scholarship or training.
6. The appointment shall be submitted to the Commission within thirty (30) calendar days from the date of issuance.

7. The delay in the submission of appointment or RAI to the CSC FO shall not be taken against the appointee. The effective date of appointment shall not be adjusted based on the delay, thus the original date of appointment shall be retained. However, the responsible official/s who caused the delay of the submission or non-submission of the appointment may be held administratively liable for neglect of duty.
8. An appointment issued by the appointing officer/authority may be cancelled if the appointee does not assume office or report within thirty (30) calendar days from receipt of the written notice of the appointment.
9. The services rendered by any person who was required to assume the duties and responsibilities of any position without an appointment having been issued by the appointing officer/authority shall not be credited nor recognized by the Commission and the payment of salaries and other benefits shall be the personal liability of the person who made him/her assume office.
10. The date of the actual assumption of duties of the appointee, as indicated in the Certificate of Assumption to

Duty (CS Form No. 4, Series of 2017), shall be the basis for the payment of his/her salary and determination of service rendered in government. This shall be submitted to the CSC Field Office concerned for proper notation in the service card of the appointee.

XVIII. PROHIBITIONS

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.
2. No elective or appointive public officer or employee shall receive additional, double or indirect compensation, unless specifically authorized by 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.
3. A person who lost in an election, except Barangay election, shall not be eligible for appointment or reemployment to any office in the government or government-owned or controlled corporation within one year following such election.

4. 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 six-month period following such election.
5. No detail or reassignment shall be made within three (3) months before any election unless with the permission of the COMELEC.
6. No appointment in the national government or any branches or instrumentality thereof, including government-owned or controlled corporations with original charters, shall be made in favor of a relative of the appointing authority within the 3rd degree of consanguinity or affinity.

The following are exempted from the operation of the rules on nepotism:

- b.** Persons employed in a confidential capacity
- c.** Teachers
- d.** Physicians
- e.** Members of the Armed Forces of the Philippines
- f.** Science and technology personnel under RA No.8439

g. Other positions as may be provided by law

The nepotism rule covers all kinds of appointments whether original, promotion, transfer, and reemployment regardless of status, including casual, contractual and coterminous but are not primarily confidential.

7. 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 or 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 the appointment is filed, the Rules on Protest under the 2017 RACCS shall apply.

8. 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.

9. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
10. No person who has reached the compulsory retirement age of 65 years can be appointed to any position in the government, except to a primary confidential position.
11. 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.
12. Unless allowed by the Commission in meritorious cases, heads of oversight agencies and their staff are prohibited from transferring or being appointed to any position in the department/agency/office/local government unit which their unit is assigned or designated to oversee within one year after the termination of such assignment or designation.
13. No consultant, contractual, non-career or detailed employee shall be designated to a position exercising control

or supervision over regular and career employees, except as may be provided by law.

14. No discrimination shall be exercised, threatened or promised against or in favor of any person examined or to be examined or employed by reason of his/her political or religious opinions or affiliations, sex, sexual orientation and gender identity, civil status, age, disability or ethnicity.

15. No officer or employee, whether in a permanent or regular capacity, temporary, casual or hold-over, shall engage directly or indirectly in any private business or practice of profession. Exemptions may be allowed, subject to the limitations provided under RA No. 713 and other special laws. Provided, further that the following requirements/conditions are met:

- a. Written permission from the head or agency must be secured and renewed annually;
- b. Time devoted outside of office hours shall not impair in any way the efficiency or the officer or employee nor pose a conflict or tend to conflict with the official functions and must be fixed by the head of agency; and

c. Government facilities, equipment and supplies shall not be used while engaged in private business or practice of profession.

16. A person with dual citizenship shall not be appointed in the government unless he/she renounces his/her foreign citizenship pursuant to the provisions of Republic Act No.9225. However, even if he/she has renounced his/her foreign citizenship, but continues to use his/her foreign passport in travelling after renunciation, he/she shall not be considered for appointment in the government service. This rule shall not be considered for appointment in the government service. This rule shall not apply to Filipino citizens whose foreign citizenship was acquired by birth.

17. The right to be appointed to any public office in the Philippines cannot be exercised by, or extended to, those who are candidates for or are occupying any public office in the country of which they are naturalized citizens and/or are in active service as commission or non-commissioned officers in the armed forces of the country of which they are naturalized citizens.

XIX. GRIEVANCE

A qualified next-in-rank employee may present the grievance with the agency grievance machinery under the following conditions:

- a. Non-compliance with the selection process;
- b. Discrimination on account of gender, civil status, disability, religion, ethnicity, religious belief or political affiliation;
- c. Disqualification of the applicant to a career position for reason of lack of confidence of the appointing authority;
and
- d. Other violations of the provisions of this MSP-NTP.

XX. PROTEST ON APPOINTMENTS

- a. A protest on appointment shall no longer be acted upon through the grievance machinery.
- b. Qualified next-in-rank employee shall have the right to appeal to the head of the agency, then to the Civil Service Commission Regional Office and then to the Civil Service Commission proper; and

- b. Except for the venue on the filing of protest cases, the Rules on Protest under Rule V-A of the uniform Rules on Administrative Cases in the Civil Service (CSC Memorandum Circular No. 19, s. 1999; CSC Resolution No. 99-1936 dated August 31, 1999) **as amended in Rule 17, Section 79-81 of the Revised Rules on Administrative Cases in the Civil Service** shall be applicable in resolving protest cases.

XXI. EFFECTIVITY

The Merit Selection/Promotion Plan of ASSCAT for the Non-Teaching Personnel herein established and the subsequent amendments shall take effect immediately after approval by the Civil Service Commission.

XXII. COMMITMENT

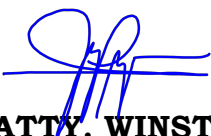
I hereby commit to implement and abide by the provisions of this Merit Selection/Promotion Plan. It is understood that his MSPP-NTP shall be the basis for expeditious approval of appointments.



JOY C. CAPISTRANO
College President

Date: _____

APPROVED:



Digitally
signed by
Plaza
Winston
L. Plaza
ATTY. WINSTON L. PLAZA
CSC Regional Director

Date: 20 December 2023



AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Bunawan, Agusan del Sur