


MERIT SELECTION PLAN OF THE TEACHING PERSONNEL (MSP-TP)



 @asscathrm

 hrmo@asscat.edu.ph

I. GENERAL PRINCIPLES

The Agusan del Sur State College of Agriculture and Technology shall strictly adhere to the principles of merits and fitness and equality in the selection and promotion of teaching personnel. The selection of ASSCAT faculty members shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of the employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

II. OBJECTIVES

The objectives of this Merit Promotion System are the following:

1. To create system for recruitment, selection, hiring, appointment and promotion based on the existing policies, laws, memorandum, circulars from the Civil Service Commission and the Department of Budget Management rules;
2. To establish a sound procedure for recruitment, selection and appointment;
3. To design a standing institutional policy relative to Merit Selection and Promotion anchored on the knowledge, skills and attributes of the applicants and permanent teaching personnel following Qualification Standards exemplified in the Civil Service Laws and Rules;
4. To provide a guide for expeditious processing and approval of appointment;
5. To ignite passion and strengthen the culture of excellence among the employees as the institution is geared towards becoming the premier university in the Asia Pacific region;
6. To develop and maintain thoughtfully structured career path systems; and
7. To provide a guide for speedy and fair resolution against contested appointment.

III. SCOPE

This ASSCAT Merit Promotion Systems for Faculty shall apply to the closed career positions of Agusan del Sur State College of Agriculture and Technology. These are positions or ranks in the faculty such as the following:

Faculty Rank	Sub-Ranks
Instructor	I-III
Assistant Professor	I-IV
Associate Professor	I-V
Professor	1-IV
College Professor	

The classification of ranks and sub-ranks shall be subject to changes by the Department of Budget and Management (DBM), Commission on Higher Education (CHED), and Philippine Association of State Universities and Colleges (PASUC) Common Criteria for Evaluation of Faculty Members and in accordance with policies that maybe prescribed from time to time.

As used in this System, the following words or terms shall mean or refer, thus:

- a. **Appointing Authority**-refers to the ASSCAT Board of Trustees or the College President as the person or body authorized by law to issue appointments.
- b. **Board of Trustees**-refers to the highest policy-making body of ASSCAT.
- c. **Candidates**-refers to applicants found to be qualified for the position based on prescribed minimum standards.
- d. **Career Service Positions**-are 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.
- e. **Closed Career Position**-is any position in the faculty staff of ASSCAT.
- f. **Discrimination**-pertains to unfair treatment of an applicant or any person on the basis of their characteristics putting him/her at just disadvantage as compared to others.
- g. **Education**-refers to formal or non-formal academic, technical or vocational studies acquired by the candidates for appointment.
- h. **Eligibility**-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 Civil Service Commission, and other examinations such as PRC-conducted board examinations, the SC conducted bar examinations or CSC Professional and Sub-Professional Examinations.

- i. **Experience**-refers to occupational work history or experience and accomplishments, in either the government or private sector, whether full-time or part-time, worthy of special commendation and are functionally related to the position being filled.
- j. **Faculty**-regular plantilla-based set of people of the ASSCAT appointed to a faculty rank who are directly engaged in teaching, research and extension services.
- k. **Faculty Rank**-the classification of faculty into Professor, Associate Professor, Assistant Professor, and Instructor, which is further classified into sub-ranks pursuant to applicable laws, rules and regulations.
- l. **Full Timer**-is a regular faculty member occupying permanent plantilla position and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, and research and extension services).
- m. **Full Load**-consists of a number of hours spent in teaching or academic units plus quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research, extension services), the total of which is 40 hours of work a week.
- n. **Full Time Lecturer**-is a non-plantilla teaching staff member who is hired through a contract of service of a job order, whose work is full-time at ASSCAT with a maximum teaching load of 30 units.
- o. **Grievance**-refers to an employee's complaint regarding working conditions, working relationships or employment status.
- p. **Half-Timer**-is a teaching staff member who is either occupying a regular plantilla position or contract of service whose work is half-time.
- q. **Insider**-refers to a non-teaching employee of ASSCAT who is interested in joining the faculty or the members of the faculty who are aspiring for plantilla faculty position or promotion.
- r. **Merit Promotion System**-refers to the interactive policies and procedures to be observed in the recruitment, hiring and other personnel actions on candidates for appointment and promotion.
- s. **National Budget Circular No. 461**-a revision and an update of National Compensation Circular that established the position classification and compensation scheme for faculty positions in state universities and colleges.

- t. **Outsider**-refers to an applicant for a faculty position who is not yet employed by ASSCAT.
- u. **Part Timer**-is a non-plantilla teaching staff member who is hired through a contract of service or a job order, whose work is part-time at ASSCAT with a maximum teaching load of 9 units. The personnel must secure a working permit from his/her employer to be given assignment. The personnel must secure a working permit from his/her employer to be given assignment to teach.
- v. **Performance**-this refers to accomplishment of a given task measured against preset known standards of accuracy, completeness, cost and speed. For promotion, this shall be on the last two (2) performance rating of the personnel.
- w. **Performance Rating**-this refers to a certain value or scale that represents the employee's overall quality of work for a particular position. Performance ratings are done on a semi-annual basis, covering two rating periods: January to June and July to December to provide systematic evaluation of the employees' contribution to the organization, conduct, efficiency and to make sure that employees are meeting the standard performance level of the institution.
- z. **Personnel Action**-is any action denoting the movement or progress of personnel in the civil service, such as original appointment, reappointment, promotion, transfer, reinstatement, reemployment, secondment and demotion.

IV. Equal Employment Opportunity Policy

Agusan del Sur State College of Agriculture and Technology (ASSCAT) adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its employment procedures. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, reemployment and transfer.

Opportunity for suitable employment shall be open to all qualified applicants. No applicants shall be denied access to opportunities for suitable employment. Equal opportunities will be created for advancement of all qualified and competent employees and at the same time provide the same to all qualified men and women who aspire to enter in this institution.

Specific Objectives:

1. Each applicant shall be given a fair and equitable chance to compete for appointment and promotion regardless of gender, age, civil status, political affiliation, national origin, race or color, physical disability and ethnicity.
2. Recruitment personnel shall ensure invitation for interview and examination and shall ask all candidates about any adjustments due to a disability that may have to be made during the selection process.
3. If a candidate has specified in their application that they have specific requirements to enable them to attend an interview, complete a test or another part of the selection process because of their disability, reasonable adjustment shall be made to address the special needs of differently abled applicant. Efforts shall be exerted to provide qualified PWDs equal opportunity in the selection process based on qualification standards prescribed for an appointment to a position.
 - 3.1 Reasonable facilities or accommodation shall be provided or made available to address the special needs of individuals with disability such as but not limited to:
 - a. providing ramp for wheelchair user or improvement of existing facilities used by employees in order to render these readily accessible to a person with disability;
 - b. providing accessible rooms for interviews and exams;
 - c. acquisition or modification of equipment or devices inclusive of wheelchairs, crutches, etc. that would aid them in the recruitment process;
 - 3.2 Reasonable adjustment shall also be made during assessment process of applicants with disabilities such as:
 - a. modification of examination and other policies pertaining to hiring and promotion like giving an additional time for exam and interview and/or providing other options on how to take the examination provided that the test to be administered is design to measure the skills/abilities of applicant in carrying out the functions of the position;
 - b. interview questions will focus on the applicants' qualifications and skills and their ability to perform specific job or tasks. Questions related to their disability or medical records will be avoided. It will only be discussed with them after they have been assessed and qualified for the position.

4. Should a selection process require applicant to take a test, the test should be necessary and related to the job and recruitment personnel shall not exclude people or individual with disabilities.
5. If considering a candidate with disability for a specific job, the college and staff shall be open to making adjustments if required in the workplace, workstations and work conditions, to maximize the ability of the said candidate to perform the job.
 - Provision of flexible work hours
 - Adjustment to work duties
 - Physical adaptations made to workplace, ramp, wheelchair, accessible toilets
 - Changes to the employee's workstation, different desk and chair
6. If an applicant or employee requests an accommodation in the dress code because of his disability or pregnancy, or the dress code conflicts with an individual's religious practice, modification on the dress code or permission for an exception to the dress code shall be made.

V. Faculty Applicant Assessment Point Allocations;

The Agusan del Sur State College of Agriculture and Technology (ASSCAT) applies the selection criteria for applicants based on Attitude, Skills and Knowledge (ASK) to measure applicants level of competencies on top of the Qualification Standard based assessment.

Part 1. Assessment and Evaluation (Teaching Demonstration, Behavioral-based Interview, and Written Examination)		
Teaching Demonstration:	<ul style="list-style-type: none"> • Delivering/Mastery (10 points) -Confidence, Preparedness, Knowledge of process and clarity of voice • Content (10 points): -Objectives, Rationale, Creativity and Presentation on the subject matter 	20 points
Interview:	<ul style="list-style-type: none"> • Core (1 points) -Communication -Championing and Applying Innovational • Research and Extension 	30 points

	<p>(10 points) <i>(not applicable to Instructor I to Assistant Professor I)</i></p> <ul style="list-style-type: none"> Organizational (10 points) <ul style="list-style-type: none"> -Exemplifying Integrity -Problem Solving and Decision Making -Planning and Delivering -Leading and Managing Innovative Technology 	
Written and Practical Examination:	<ul style="list-style-type: none"> Proposal and Research Writing (30) <ul style="list-style-type: none"> -Organization of Ideas -Quality of Writing -Grammar Usage and Mechanics Table of Specification & Test Questionnaire (20) <ul style="list-style-type: none"> -Range 1-5 = 1 -Range 6-11 = 2 -Range 12-17 = 3 -Range 18-23 = 4 -Range 24-30 = 5 	50 points
Total		100 points

VI. The Human Resource Merit, Promotion and Selection Board

- ASSCAT shall create a HRMPSB, its members of the College are the following:
 - The Vice-President for Academic Affairs as chair;
 - Vice-President for Administration, Finance and Planning
 - All College Deans
 - Human Resource Management Officer
 - President of ASSCAT Faculty Association
 - Second Level Representative
 - First Level Representative
- The HRMPSB shall submit to the appointing officer/authority the top five ranking candidates deemed most qualified for appointment to the vacant position.
- The HRMPSB shall assist the appointing officer/authority for judicious and objective selection of candidates and shall be guided by the report of HRMPSB assessment of candidates from among the top five (5) candidates deemed most qualified for appointment to a vacant teaching position in accordance with the approved MSP of the College.

4. The HRMO staff shall perform secretariat and technical support to assist the HRMPSB's activities.
5. The HRMPSB shall maintain fairness and impartiality in the assessment of candidate's appointment.
6. The HRMPSB shall make its activities and decisions transparent.
7. Identification and formulation of assessment tools and processes.
8. Periodic review to further improve the recruitment policy system.

VII. Recruitment, Selection and Appointment

A. Recruitment and Appointment

General Policy:

Agusan del Sur State College of Agriculture and Technology, through its Board of Trustees, shall establish its own internal policies, procedures and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the CSC for approval.

The established ASSCAT policies and procedures on recruitment and appointment of faculty members shall be in accordance with the following Civil Service policies and procedures:

Subject to all existing policies of ASSCAT, the recruitment, selection and placement of personnel shall be based on the merit and fitness, qualification and competency to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.

During interviews, examinations, and other evaluation processes, the HRMO shall provide proper assistance and preparations for applicants with disability, senior citizens, and pregnant women.

The appointee shall, after undergoing the usual ceremonies associated with appointment, be informed or made aware of his/her role and the expectations of the office, his/her supervisors, peers and/or direct reports. An

onboarding activity will be conducted to the appointee in accordance with ASSCAT Onboarding Policy. For purposes of onboarding, distinction shall be made between (1) those required to undergo a probationary period, and (2) those that are not. All newly hired employees regardless of status are required to undergo onboarding activity that include orientation program to discuss HR Policy and other HR matters in accordance to CSC policy and issuances. Newly hired employees are on probationary status for six (6) months.

For this purpose, the ORAOHRA shall apply to determine who needs to go on probation and who need not. This distinction shall not be construed as discrimination or unfair as this is for a valid and legitimate purpose. Appointees required to undergo probation shall be informed of such fact as well as of the details of their probation. They will be subjected to a thorough assessment of their performance capabilities and character. For purposes of assessing their performance, the equal opportunity policy under performance management, as far as applicable, shall be observed.

Specific Policies:

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

1. Transferees from other state or local universities and colleges may be admitted at their present faculty rank or higher in the absence of qualified faculty members in ASSCAT.
2. Highly technical positions in ASSCAT with established Merit Systems are exempt from the publication and posting requirements.

However, the College may publish if deems necessary to entice more qualified and competent personnel for appointment to vacant faculty positions.

3. For vacancy needs, the College Deans will recommend the candidates for the open items. Applicants shall then be subjected to the Merit and Selection procedures to be conducted by the HRMPSB.
4. For appointment by promotion or transfer, the Performance Rating of the appointee should be at least Very Satisfactory in the last rating period prior to the date of screening.
5. The status of appointment for the faculty members are the following:

- Permanent- shall be issued to a person who meets the qualification standards established for the faculty rank.
- Temporary appointment shall be issued to a person who:
 - a. meets all the requirements of the position except the education but only in the absence of a qualified faculty in the region, place or locality who possess the minimum educational qualification, as certified by the appointing officer/authority. Temporary appointment may be issued until the required Master's degree is met/complied with.
 - b. does not meet any of the education, training or experience requirement for positions that are hard to fill.
 - c. lacks the required experience or training for position which involves practice of profession but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority.
- Contractual-issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year, but can be renewed for another year or months, depending on the need for the service, performance or until the completion of the project or specific work. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.
- Substitute appointment shall be issued to an appointee when the regular incumbent of the position is temporarily unable to perform the duties of the position and shall be effective until the return of the incumbent. The substitute appointee shall be required to possess R.A No. 1080, if applicable.

B. Recruitment/Talent Sourcing

- a. ASSCAT shall not publish any notice of vacancy or recruitment notices/ announcement suggesting preference, limitations, specifications and discrimination or filter any employment application on account of age, sex and gender, civil status, physical characteristics and attributes, religion, belief, family background, political affiliation, socio-economic standing, and other attributes of any applicant not relevant to the position or positions applied for.

- b. Notices of vacancies and any form of recruitment shall indicate ASSCAT's Equal Employment Opportunity Principle.
- c. ASSCAT through the Human Resource Management Unit shall undertake continuous proactive talent sourcing through job fairs, posting, and other methods to attract pool of talents.
- d. All recruitment efforts shall be in such a manner that it shall not cause discrimination nor hinder any person from pursuing his or her application.

C. Interview/Behavioral Event Interview

- a. The interview shall be conducted by the qualified members of the pool of interviewers and/or members of the HRMPSB.
- b. The interview shall be conducted in a venue where interviewers and applicant- interviewee are reasonably afforded the privacy and confidentiality. The venue should also be prepared in such a manner that it is not intimidating to the interviewee or cause him/her to be self-conscious about her/his looks.
- c. The HRMPSB members shall only ask questions related to the selection criteria, their past experiences, accomplishments, and other particular job-related questions. There shall not have questions pertaining to age, sexual orientation, gender identity, civil status, disability, religions, ethnicity, social status, income, class, political affiliation or other similar factors/ personal circumstances.
- d. The HRMPSB committee shall give attention and consideration for the applicants belonging to Special Needs Group during the interview.
- e. The location or site for an interview may be arranged to be able to provide access to a person/applicant with a mobility disability. The venue should also be prepared in such a manner that it is not intimidating to the interviewee.
- f. Applicants with special needs shall be afforded the assistance needed for the interview.
- g. The interview shall always observe equal opportunity principles during the conduct of the interview and shall not in any way make any remarks, gestures, or other forms of perceptible communication that shall suggest

preferences, bias, discrimination, prejudice, or unfair treatment towards the applicant.

- h. The comparative assessment report shall not contain any disclosures and observations especially if it will only result in influencing the selection by the appointing authority to the disadvantage of the applicant.

Administration of Prequalifying Examination, Technical, Skills or Trade Test

In the administration of prequalifying examination, technical, skills or trade test, it must be ensured that the person with a disability shall be provided with the needed assistance during the examination. Further, the venue of the examinations may be arranged to be accessible to said applicants. In all cases, it must be ensured that persons with a disability are not at any substantial disadvantage compared to other applicants.

1. All qualified applicants shall be informed in writing of the schedule of the written exams and what to bring on exam day if any.
2. Qualified applicants with coded identities may be provided with a computer to key in their answers to the exams.
3. Applicants with special needs shall be granted an extension of at least half an hour for the duration of the written exams provided that the extension is necessary and reasonable and shall not constitute undue advantage to them.

Other Tools and Instruments

1. The agency in coordination with the HRMO and HRMPSB shall provide appropriate tools, equipment, instruments according to the needs of the applicants.
2. If necessary, the institution shall avail professional services for differently-abled applicants and senior citizen or coordinate with the other agency, organization, or union to lend services appropriate for the applicants with special needs.

The College shall ensure that applicants with disabilities would be able to effectively communicate themselves during interviews and examinations and be afforded ease of access to the interview or aptitude test (examination) rooms. In placement of persons with disabilities, the College shall accord due regard to the individual's qualities, vocational

goals and inclinations to ensure a good working atmosphere and efficient production.

Any applicant who feels that he/she has been discriminated due to his/her race, religion, creed, color, gender, origin, age, political affiliation, disability or any such characteristic shall have the right to seek a remedy through the grievance or discrimination complaint procedure.

Background Investigation (BI)

1. The HRMPSB secretariat shall conduct the background investigation using the approved BI form.
2. The members of the HRMPSB shall ensure that Equal Opportunity Principles (EOP) are observed and practiced. If a member finds that he/she cannot maintain or find it difficult to maintain objectivity or uphold the equal opportunity principles, she/he must inhibit him/herself from further joining the proceedings and deliberations.
3. HRMPSB members shall conduct themselves in such a manner expected of prioritizing equal employment opportunity and shall refrain from any act that may unduly jeopardize the opportunity of any person to be selected or appointed for the position applied for. No member shall exert any influence on another member or on the entire body to the advantage or disadvantage of any one or more applicants if such violates the principles prescribed herein.
4. Should a member of the HRMPSB find that another member is violating or unable to maintain the equal opportunity principles, he/she must point out such findings or observations to the chair of the HRMPSB who shall then act on such information with urgency.

Preparation of the Comparative Assessment Report

1. The preparation of the comparative assessment report shall be in such a manner that only relevant information is contained therein and that the policy herein prescribed is observed. For this purpose, the comparative assessment report shall be viewed by the HRMPSB to ensure that equal opportunity policies are not violated.
2. The comparative assessment report shall not be submitted unless and until signed by the members of the HRMPSB that shall signify their

approval of the contents thereof as well as the observance of all the policies, rules and regulations including Equal Employment Opportunity Principles (EEO) Policy.

Placement

1. Selection by the appointing authority

- a. Decisions on appointment shall be based on merit, fitness, and sustainability of the candidates for the position being filled, the need of the College, and the office concerned. Guided by the HRMPSB's assessment of the candidates and in the exercise of sound discretion the Appointing Authority shall select from among the HRMPSB nominees the person deemed most qualified for appointment to the vacant position. All candidates shall be assessed based on their abilities, experience, commitment, and qualification in line with the requirements of the position.
- b. The decision of the appointing authority, as to a candidate for appointment or even to not appoint any of the nominees for appointment, shall be respected and should not be taken as a violation of the equal employment opportunity principle unless a pattern can be established from the records that suggests a bias for or against certain persons belonging to a specific category.

Onboarding

1. Newly appointed employees shall follow the approved onboarding program process.
2. All newly hired employees regardless of their age, sex, sexual orientation, and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status, or any other characteristics protected by law will have the opportunity to experience onboarding.
3. Distinction shall be made between those required to undergo a probationary period, and those that are not.
4. The venue of the onboarding of employees shall be accessible to persons with mobility disorders, pregnant women, and other newly selected employees that need special attention.

5. Applicants who are PWD or with a mobility disability, shall be provided with a wheelchair that would ferry them to the venue.
6. The venue of the orientation should have a ramp and be located on the ground floor of the building.
7. Newly selected employees belonging to ethnic minorities are given the option to wear their tribal garments during the conduct of the orientation.

The College shall make sure to create a positive and safe environment that is free from discrimination and prejudice should an applicant from a vulnerable and disadvantaged group be selected for appointment.

VIII. Promotion

General Policy:

1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank if he/she meets the minimum requirements of the position, including performance rating of at least Very Satisfactory in the last rating period.
2. The evaluation report should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria.
3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion. An employee who has been found guilty of an administrative offense shall be disqualified for promotion for the same period of suspension or fine.
4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
5. Positions belonging to the closed career system are exempted from the three (3) salary grade limitation on promotion.
6. A faculty member who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion

IX. Other Personnel Actions

Agusan del Sur State College of Agriculture and Technology (ASSCAT) shall formulate its own internal rules on the following personnel actions subject to CSC rules and regulations on the matter:

1. **Transfer**-the movement of a faculty member from one college to another within ASSCAT or from one position in the administrative department to a faculty position in the academic department within the College without break in the service. It involves issuance of an appointment.
2. **Reassignment**-movement of faculty member across the organizational structure within the same department or other agency, which does not involve a reduction in rank, status or salary, and does not require issuance of an appointment but an office order by duly authorized official.
3. **Detail**- temporary movement of a faculty member from one department or agency to another, which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by duly authorized official.
4. **Secondment**-movement of a faculty member from one department or institution to another which is temporary and which shall require the issuance of an appointment, either involve reduction or increase in compensation.
5. **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 presuppose a gap in the service.
6. **Reappointment**-the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, re-categorization, rationalization or similar events, including the following:
 - a. The issuance of appointment from temporary to permanent, career to non-career or vice versa, non-career to another non-career, all of which entails no gap in the service.
 - b. The renewal of temporary, contractual and casual appointment upon the expiration of the appointment of subsequent appointment of substitute teachers, which entails no gap in the service.
7. **Reclassification**-a form of staffing modification and/or position classification action such as upgrading, downgrading, and recategorization which is 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.

X. Probationary Period

Probationary period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form.

Generally, a six (6) months 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 appointment 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 education requirements for a permanent appointment in the career service are reappointed (change of status to permanent).
- d. Those who 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.

XI. Transitory Provisions

Except as otherwise provided in this Merit Promotion System, rights vested or acquired under established system prior to the effectivity of this System shall be respected.

XII. Responsibility

The Board of Regents, the President, all the Vice-Presidents, the College Deans, the Director, the Heads of Departments/Units, and the Human Resource Management Officer shall be responsible for the implementation and maintenance of this Merit Promotion System. The initiative and active participation of the HRMO shall be expected in the proper implementation of this Merit Promotion System.

XIII. Amendment

This Merit Promotion System shall be subject to amendment/revision by any DBM National Compensation Circulars, DBM National Budget Circulars, CHED Circulars, and Civil Service Commission rules and regulations, by Academic and Administrative Councils

XIV. Effectivity

This Merit Promotion System shall take effect upon approval of the Civil Service Commission.



JOY C. CAPISTRANO
College President

APPROVED:



ATTY. WINSTON L. PLAZA
CSC Regional Director

11 July 2024