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Office of the President

1 June 2005

MEMORANDUM NO. 119

Series of 2005

- T O: All Chairmen and Members of the Academic Personnel Board and Non-Academic Personnel Board**
- R E: Memorandum Circular No. 4, s. of 2005 of the Civil Service Commission Amending Policy No. 12 of CSC MC NO. 3, s. of 2001 and Clarification of the Functions and Responsibilities of the Personnel Selection Board**

Quoted hereunder is the full text of MC No. 04, 2005 to wit:

“Pursuant to CSC Resolution No. 050059 dated January 18, 2005, the Commission has amended Policy No. 12 of CSC MC No. 3, s. of 2001 to read as follows:

“The PSB shall assist the appointing authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP). The appointing authority shall be guided by PSB’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 applicant’s deemed most qualified for appointment to the vacant position.”

The Commission has also clarified the functions and responsibilities of the Personnel Selection Board (PSB) as follows:

1. In the performance of the PSB’s role of assisting the appointing authority in the exercise of his/her wide latitude of discretion, the PSB shall perform the following functions and responsibilities, in addition to those enumerated in the model Agency Merit Selection Plan attached to CSC MC No. 3, s. 2001:

- a. Follow strictly the process on the selection of employees for appointment in the government service;
- b. Submit a comprehensive evaluation report of candidates screened for appointment so that the appointing authority will be guided in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled. The evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observation and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report;
- c. Comply with the policy on the 3-salary grade limitation on promotion. This policy is intended to minimize possible abuse of discretion in the appointment process and to exercise greater scrutiny in the screening of candidates. It should be pointed out that the 3-salary grade limitation shall apply only to promotion and not to transfer, reemployment, reappointment and reclassification/upgrading, including appointment from non-career service positions to career service position and vice-versa;
- d. Check the approved agency System of Ranking Positions (SRP) in identifying the next-in-rank positions to be considered in filling a vacant position;
- e. Ensure that the minutes of all deliberations are recorded, properly filed and maintained, which must be made accessible to interested parties upon written request, and for inspection and audit by the CSC, if necessary;
- f. Through the HRM Unit, make accessible the following information or documents upon written requests;
 - ◆ Screening procedure and criteria for selection, and its amendments;
 - ◆ Policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan; and Approved Agency MSP;
- g. Notify all applicants assessed by the PSB of their individual rating on the basis of education, training, experience, eligibility and interview, as well as of the outcome of the evaluation of the PSB; and
- h. Provide the information about the individual rating of a particular applicant upon written request subject to the approval of the appointing authority.

2. The membership of the Personnel Selection Board can be modified, provided it conforms to the position prescribed in CSC MC No. 3, s. of 2001. Agencies may add a reasonable numbers of members, but the prescribed composition may not be reduced. PSB members must be duly designated and their names posted in the agency bulletin board.

Any change in the composition of the PSB should be reported to the CSC Regional Office or Field Office concerned.

3. All complaints or grievances pertaining to selection and evaluation of applicants shall be submitted to the agency Grievance Committee.

This Circular amends all issuances that are inconsistent herewith.

Effective immediately, therefore, the above-quoted provisions should be followed by both APB and NAPB in the performance of their functions and responsibilities.

For strict compliance.


PACIENCIA P. MILAN
 President

cc: OVPAA
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