

LIGHTRAIL TRANSIT AUTHORITY

MERIT SELECTION PLAN

Pursuant to the provisions of Section 32, Book V of the Administrative Code of 1987 (EO No.292), CSC Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 38, s.1989, as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum Circular No. 8, s. 1999, CSC Memorandum Circular No. 3, s. 2001 this Merit Selection Plan (MSP) is hereby established for the information and guidance of all concerned.

I. OBJECTIVES

It is the policy of the LRTA to strictly adhere to the principles of merit, fitness and equality. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of a vacant position. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity or political affiliation. In this endeavor, the Merit Selection Plan aims to:

1. Establish a selection 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.
2. Create equal opportunities for employment to all qualified men and women to enter the government service.
3. Create equal opportunities for career advancement to all qualified and competent employees in the LRTA by ensuring fairness, uniformity and consistency.

II. SCOPE

1. This Merit Selection Plan covers all positions in the career service in the first, second and third levels and shall also include original appointments and other related personnel actions.
2. The same Merit Selection Plan shall be adopted for the LRTA-Managed Interim Positions, LRTA Project Management Offices, Project Management Staff and others.

III. BASIC POLICIES

1. Selection of employees for appointment in the government service shall be open to all qualified men and women according to the principle of merit and fitness.
There shall be equal employment opportunity for men and women at all levels of position in the agency, provided they meet the minimum requirements of the position to be filled.
2. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

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

In addition to the required qualifications, applicants for third level positions must possess executive and managerial competence.

4. For vacancies in the first and second levels, all qualified LRTA next-in-rank employees shall be automatically considered for promotion to the next higher position where the vacancy is.
5. The LRTA Personnel Selection Board (PSB) shall screen applicants for original appointments and candidates for promotion to vacant positions in the first, second and third levels.
6. For reasons of equity and morale, preference shall be given to the best qualified next-in-rank employee, all other circumstances being equal. However, the Administrator may promote an employee who is not next-in-rank, but who possesses superior qualifications and competence compared to a next-in-rank incumbent employee who merely meets the minimum requirement for promotion to the position, provided that the employee with superior qualifications has undergone the selection process.
7. An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grade points higher than the employee's present position except in very meritorious cases such as: If the vacant position is the next in rank as identified in the System of Ranking Positions (SRP) approved by the head of Agency, or the entrance position indicated in the LRTA staffing pattern.
8. 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 effective date of the promotional appointment shall be after the scholarship or training grant or maternity leave.
9. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

IV. PROCEDURES

1. LRTA shall use a duly approved Personnel Requisition Form to authorize the processing of candidates for hiring or promotion and other applicable personnel movements.
2. Personnel Unit shall publish the vacant position through CSC Bulletin of Vacant Positions or newspapers and post the same in three (3) conspicuous places in the LRTA office for at least ten (10) calendar days.

Vacant positions not filled within six (6) months should be republished.

The following positions are exempt from the public recruitment requirement:

- a. Primarily confidential positions;
- b. Positions which are policy determining;
- c. Highly technical positions;
- d. Other non-career positions;
- e. Third level positions (Career Executive Service); and
- f. Positions to be filled by existing regular employees in the agency in case of reorganization.

3. Personnel Unit shall prepare a list of candidates aspiring for the vacant position, either from the LRTA or outside applicants, including qualified next-in-rank employees, and submit the same to the PSB.

The pre-determined ratio of applicants for appointment or hiring quota shall be considered.

4. Personnel Unit shall 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 as may be required. After which a selection line-up shall be prepared and posted in three (3) conspicuous places in the LRTA office for at least fifteen (15) calendar days. The date of posting shall be indicated in the selection line-up.

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

4.1.1 PERFORMANCE

- For appointment by promotion, the performance rating of the appointee for the last two (2) rating periods prior to the effective 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".

4.1.2 EDUCATION and TRAINING – these 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.

4.1.3 EXPERIENCE and OUTSTANDING ACHIEVEMENTS – these include occupational history, relevant work experience, acquired either from the government or private sector, the requirements worthy of special commendation.

4.1.4 PHYSICO-SOCIAL ATTRIBUTES and PERSONALITY TRAITS – these refer to the characteristics or traits of an individual that make him/her fit for the job, especially psychological traits like the way he/she perceives things, likes, beliefs and understandings and how he/she will react in various situations after undergoing certain situations.

4.1.5 POTENTIAL - this refers to 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.

4.2 A greater percentage weight shall be allocated to performance.

5. Personnel Unit shall notify all applicants of the outcome of the preliminary evaluation and submit the selection line-up to the PSB for deliberation *en banc*.

6. The PSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions. They shall evaluate and deliberate *en banc* the qualifications of those listed in the selection line-up.

7. After deliberation, the PSB shall submit the list of recommended candidates for appointment to the Administrator. The list should specify the top five (5) individuals with over-all point scores that are comparatively at par based on the comparative assessments made.

To determine candidates who are comparatively at par, the PSB shall set reasonable difference or gap between point scores of candidates for appointment.

8. The Administrator shall assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, the most suitable individual(s) qualified for appointment to the vacant position.

9. The Administrator shall issue the appointments to the chosen applicants in accordance with the provisions of LRTA Merit Selection Plan.

10. Personnel Unit shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the agency a day after the issuance of the appointment Decree letter (D.L.) (5) days. The date of posting should be indicated in the notice.

V PERSONNEL SELECTION BOARD

1. The Personnel Selection Board shall be composed of the following:

1.1 For first and second level positions

a. As Chairperson, the Administrator or his/her designated representative from the corresponding service;

b. Eligible official responsible for personnel management;

c. Division Chief or his authorized representative from the unit/division organization which is serving as

d. Agency Head or his/her designee or eligible official directly responsible for personnel management;

to representatives of the rank employees, one from the first level and one from the second level, who shall both be chosen by the duly accredited employee association.

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, the duly accredited employee association may designate an alternate.

1.2. For third level positions:

- a. As Chairperson — preferably the highest career executive service officer responsible for personnel administration; and
- b. Members — at least three (3) career executive officers to be designated by the Administrator.

The Personnel Unit shall act as the Secretariat for the PSB of first, second and third levels.

The Administrator shall ensure equal opportunity for men and women to be represented in the PSB for all levels.

2. The Personnel Selection Board for 1st, 2nd and 3rd levels shall have the following functions and responsibilities:

2.1 Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:

a. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position;

b. Criteria for evaluation of qualifications of applicants for appointments must suit the job requirements of the position.

2.2 Disseminate screening procedure and criteria for selection to all officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated.

2.3 Participate a systematic assessment of the competencies and qualifications of candidates for appointment. In addition, fairness and transparency in the conduct of appointments, the Agency (is and) the DPA may employ the assistance of external or independent resource persons and may initiate innovative schemes in conducting the test and the interview of candidates.

2.4 Recruit and duly evaluate from the publications of the National Job Information System, qualified personnel.

2.5 Conduct the final evaluation process and list for appointment. The final list of eligible candidates shall be submitted to the DPA, dated,

The list of recommended applicants should specify the top five (5) ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under *Procedure 4*.

2.6 Maintain records of deliberations which shall be made accessible to interested parties upon written request and for inspection and audit by the CSC; and

2.7 Orient the officials and employees pertaining to policies relative to personnel action including the gender and development dimensions of the Merit Selection Plan;

3. The Human Resource Management Officer (HRMO) shall have the following functions and responsibilities:

3.1 Disseminate copies of the Merit Selection Plan (MSP) and its annexes to all personnel after approval thereof by the Civil Service Commission. An orientation shall also be conducted by the Personnel Unit within six (6) months upon approval of the MSP. This orientation is meant to ensure awareness and understanding of the MSP. A report on the same shall be submitted to the Civil Service Field Office concerned for record purposes;

3.2 Develop a System of Ranking Positions which will be submitted for approval of the Administrator/Appointing Authority, copy furnished the Civil Service Commission and its Field Office concerned, for reference purposes;

3.3 Identify vacant positions that may be enrolled in the Brightest for the Bureaucracy Program (BBP);

3.4 Develop a plan which shall set forth the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives and programs;

3.5 Develop and maintain an updated qualification database of employees of the LRFA to include education, training, experience, skills, competencies, and other similar information;

3.6 Develop a program to fast track the career movement of employees with superior qualifications; and

3.7 Publish vacant positions in any newspaper and post the same in three (3) conspicuous places for at least ten (10) calendar days.

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

3.8 Prepare list of qualified aspirants for the vacant position either from within or outside the LRFA, including certified and regular employees within fifteen (15) days from completion of the preliminary evaluation. In the process, the following provisions stated in *Procedure 3* should be observed.

3.9 Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment, after which, selection line-up shall be prepared and posted in

three consecutive places for at least fifteen calendar days. The date of posting shall be indicated in the notice.

3.9 Submit selection line-up to the PSB for deliberation *en banc*. Appointment to the positions stated in *Procedure 2* shall no longer be screened by the PSB.

4. The Administrator/Appointing Authority shall have the following functions and responsibilities:

4.1 Establish a Personnel Selection Board and see to it that all PSB members undergo orientation and workshop on selection/promotion process and CSC policies and requirements. The Administrator shall, as far as practicable ensure equal opportunity for men and women to represent in the PSB for all levels.

4.2 Assess the merit of the PSB's recommendation for appointment and in the exercise of sound discretion, select, and so far as practicable, from among the following:

- Top Five (5) ranking applicants deemed most qualified to the vacant position;
- Applicants who have undergone deep selection and found to possess superior qualification; and
- Pool of the Brightest for the Bureaucracy Program (BBP);

4.3 Issue appointment in accordance with the provision of the LRTA Merit Selection Plan.

5. The employees shall be responsible for updating their Personal Data Sheets annually, if deemed necessary, and submit supporting documents thereto to the Personnel Unit.

VI. GRIEVANCE

1. A qualified next-in-rank may present the grievance with the LRTA Grievance Committee the following conditions:

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

2. The protest shall be written in clear, simple, and concise language, in a systematic manner, and shall have a caption. The aggrieved party shall be called the "Protestant" and the proposed appointee, the "Protee". Provided: That where the Appointing Officer, after evaluation finally decides in favor of the protestant, the protestee who decides to file his protest shall be called the "Protee-Appellant" and the former protestant, the "Protestant-Appellee". The protest shall contain the following:

- a. The position contested including its item number and salary per annum;
 - b. The full name, office, position and salary per annum of both the protestant and protestee;
 - c. The specification of the protest;
 - d. The comparative qualifications data of both the protestant and protestee showing their education and training, experience, outstanding accomplishments, civil service eligibility, latest performance rating accompanied by a certified true copy of the approved organizational chart/s of the Authority where either or both belong as well as the updated personal data sheets of the protestee and protestant.
3. The protest may be filed within fifteen (15) days from notice by the protestant of the issuance of the appointment or promotion. Failure to file a protest to the Grievance Machinery within the prescribed period shall be deemed a waiver of one's right and no protest shall thereafter be entertained.
 4. The Grievance Committee will provide the necessary action.

VII. EFFECTIVITY

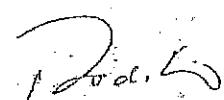
The Merit Selection Plan and subsequent amendments thereto shall take effect immediately after the approval by the Civil Service Commission Regional Office.

VIII. COMMITMENT

I hereby commit to implement and abide by the provisions of this Merit Selection Plan. It is understood that this MSP shall be the basis of expeditious approval of appointments.

TEODORO B. CRUZ, JR.
Administrator

APPROVED BY:


AGNES D. PADILLA
Director IV
CSC-NCR

MAR 04 2003

ATTACHMENT: DEFINITION OF TERMS

Career Service are positions in the civil service characterized by competitive examination, (1) based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

Comparatively at Par is a predetermined reasonable difference or gap between point scores of candidates for appointment established by the PSB.

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

Discrimination is 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.

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

Geographical Location shall mean the location of the position to be filled and positions to be considered next-in-rank to the same. If the position to be filled is in the first level, the determination of the next-in-rank positions may be limited in a particular Office/Department/Division where the position is. For the second level positions, however, the determination of the next-in-rank positions shall be LRTA-wide basis regardless of the location of the position.

Hiring Quota is the predetermined 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 are requisites not limited to the qualification standards of the position, but may include skills, competencies, potential 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 the agency or in the government is determined to be in the nearest degree of relationship to the higher position as contained in the System of Ranking Positions (SRP).

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

Occupational Grouping of Positions is a series of classes of positions in the same occupation or occupational area, arranged by level of difficulty and complexity of work, from the lowest to the highest.

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

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

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

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

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

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

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

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

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

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

- a. organizational structure/s as reflected in the approved organizational chart;
- b. salary grade allocation as indicated in the approved plantilla of the Authority;
- c. classification and functional relationship of positions as reflected in the position chart and the qualification standards, respectively; and
- d. geographical location of the position.

Third Level Position generally require either Career Service Executive Eligibility (CSEE) or Career Executive Service Eligibility (CES). This includes Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Asst. Regional Director, Chief of Department Services and other officers or equivalent rank.

EVALUATION GUIDE FOR CANDIDATES
FOR PROMOTION

1. Latest Performance Rating 30%

| | |
|-------------------|----|
| Outstanding | 30 |
| Very Satisfactory | 26 |
| Satisfactory | 22 |
| Fair | 15 |
| Unsatisfactory | 5 |

2. Education and Training 20%

2 or more years of secondary/collegiate education (or 16 or more units of masteral/higher studies); above requirement 20

1 - 2 years of secondary/collegiate education (or at least 8 units of masteral/higher studies) above requirement 17

Equal to educational requirement 15

Up to two (2) years education less than experience requirement 12

More than two (2) years below experience requirement 10

An additional one (1) point is given for every academic honor (with top three of graduating class; or cum laude and above), 100 extra credit hours of work-related training courses or seminars attended and for successfully passing a relevant professional examination not a requirement for appointment, the total for education and training not to exceed 20 points.

3. Work Experience/Outstanding Accomplishment 20%

Two (2) or more years more than experience requirement 20

8 - 23 months more than experience requirement 17

Equal to or less than 8 months more than experience requirement 15

1-50% less than experience requirement 12

* Education & Training acquired by the employee concerned after entrance in the government service.

More than 50% less than experience requirement

10

An additional one (1) point each is given for every work-related award given by former/present Head of Agency or an outstanding accomplishment, the total for work experience and outstanding accomplishment not to exceed 20 points.

4. Physical Characteristics and Personality Traits 10%

| <u>Classification</u> | <u>Assigned Points</u> |
|-----------------------|------------------------|
| Outstanding/Excellent | 10 |
| Very Satisfactory | 8 |
| Satisfactory | 6 |
| Fair | 4 |
| Unsatisfactory | 2 |

5. Capability and Potential 20%

| <u>Classification</u> | <u>Assigned Points</u> |
|-----------------------|------------------------|
| Outstanding/Excellent | 20 |
| Very Satisfactory | 17 |
| Satisfactory | 15 |
| Fair | 12 |
| Unsatisfactory | 10 |

INTERPRETATION:

TOTAL POINTS

| | |
|------------|-------------------|
| 97 - 100 | Outstanding |
| 85 - 96 | Very Satisfactory |
| 75 - 84 | Satisfactory |
| 60 - 74 | Fair |
| 59 & below | Unsatisfactory |