



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



ADMINISTRATIVE ORDER

No. 05-22

Series of 2022

SUBJECT : 2020 MARINA MERIT SELECTION PLAN (MSP)

Pursuant to the provisions of Executive Order No. 292, otherwise known as the Revised Administrative Code of 1987, specifically Book V, Section 32 thereof, and in consonance with the Civil Service Commission (CSC) Memorandum Circular (MC) No. 24, series of 2017 re 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), as revised on July 2018, this 2020 Merit Selection Plan of the Maritime Industry Authority (MARINA) is hereby established for the guidance and compliance of all concerned.

I. OBJECTIVES

It is the policy of the MARINA to strictly adhere to the principles of merit and fitness, equal employment opportunity in the selection, hiring and promotion of personnel in the first and second levels without discrimination on account of age/sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. The selection of personnel shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. Thus, in adherence to this, the MARINA Merit Selection Plan (MSP) aims to:

1. Establish a system that is characterized by strict observance of the merit and fitness, and equality principles in the selection of personnel in the MARINA career and non-career positions;
2. Create equal opportunities for employment and career advancement in the MARINA to all qualified and competent men and women, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation;
3. Ensure fairness, uniformity and consistency in the selection of the most qualified and competent applicants to fill vacancies by hiring and promotion; and
4. Facilitate the speedy and fair adjudication of protest cases relative to selection and promotion.

II. SCOPE AND APPLICATION

1. This MSP shall cover all career positions in the First and Second levels up to the Executive/Managerial (Director II) positions in the MARINA Central Office (CO) Services and MARINA Regional Offices (MROs).
2. There shall be two (2) Human Resource Merit Promotion and Selection Boards (HRMPSBs) for the: (1) First and Second Level Positions, and (2) Executive/ Managerial Level (Director II) Positions.
3. When positions in the various levels become vacant, applicants who are competent, qualified and possess all the appropriate qualifications in terms of eligibility, education, training, experience and attitude shall be considered for appointment
4. Merit and fitness shall be determined, as far as practicable, by competitive examinations. This MSP does not apply to appointment to positions which are policy determining, primarily confidential and highly technical.

III. DEFINITION OF TERMS

1. *Agency* – refers to the Maritime Industry Authority (MARINA).
2. *Appointing Authority* – refers to the Head of the Agency or the MARINA Administrator who issues/signs the appointments.
3. *Candidate* – refers to the pre-qualified applicants who satisfactorily pass the pre-qualification tests and assessments.
4. *Career Service* – refers to positions in the civil service characterized by (1) entrance to position based on merit and fitness to be determined as far as practicable by competitive examinations or based on highly technical qualification; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
5. *Deep Selection* – is the process of selecting a candidate for appointment who is not next-in-rank but possess superior qualifications and competence, measured through the administration of Additional Selection Instruments such as Management Aptitude Test Battery (MATB; and paper and pencil test), case study (in-basket/essay-type test) and panel interview. This process is primarily administered to contenders of supervisory and managerial/executive positions.

6. *Disability* – refers to 1) physical or mental impairment that substantially limits one or more psychological, physiological or anatomical function of an individual or activities of such individual; (2) a record of such an impairment; or 3) being regarded as having such an impairment.
7. *Discrimination* – refers to a situation wherein a qualified applicant is not included in the selection line-up on account of age, sex, sexual orientation and gender identity, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.
8. *Executive/Managerial Positions (Director II)* – includes professional, technical and scientific positions, the functions of which are managerial in character, exercising management over people, resource, and/or policy and exercising functions such as planning, organizing, directing, coordinating, controlling and overseeing the activities of an organization, a unit thereof or of a group, requiring some degree of professional, technical or scientific knowledge and experience, application of managerial skills required to carry out basic duties and responsibilities involving leadership, functional guidance and control. These positions require intensive and thorough knowledge of a specialized field.
9. *First Level Positions* – refers to clerical, trades and crafts, and custodial service positions, which involved sub-professional work in non-supervisory capacity requiring less than four (4) years of collegiate studies.
10. *Human Resource Actions* – refers to any action denoting the movement or progress of human resource in the Civil Service which shall include promotion, transfer, reinstatement, reemployment, detail, reassignment, secondment, demotion and job rotation.
11. *Human Resource Merit Promotion and Selection Board (HRMPSB)* – is the body duly constituted to assist the appointing authority in the exercise of sound discretion; select, insofar as practicable, from among the candidates the top five (5) ranking applicants deemed most qualified for appointment to the vacant position.
12. *Integrity Check* – is the process of establishing the moral and social fitness of applicants for hiring through background investigation. It involves the verification of documents submitted by the applicants, their materials statements, references, and behaviors relative to previous employments.
13. *Job Requirements* – refers to requisites not limited to the Qualification Standards of the position, but may include skills, competencies, potential and physical qualities necessary for the successful performance of the duties required of the position.
14. *Merit Selection* – is the systematic method of choosing candidates for hiring/appointment on the basis of their qualifications, fitness, and ability to perform the duties and responsibilities of the positions to be filled.

15. *Next-in-Rank Position* – refers to a position which, by reason of hierarchical arrangement of positions, is determined to be in the nearest degree of relationship to a higher position, as contained in the System of Ranking Positions (SRP).
16. *Non-Career Service* – refers to the positions expressly declared by law to be in the non-career, or those entrance in the service is characterized by 1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and 2) tenure is limited to the duration of a particular project for which purposes employment was made.
17. *Open/Entry Positions* – refers to the lowest position in each category to which no position is considered next-in-rank or residual positions of each level that may be filled by lateral/vertical entry.
18. *Pending Administrative Case* – refers to a situation when the disciplining authority has already filed a formal charge against any officer or employee after finding a prima facie evidence.
19. *Potential* – 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.
20. *Pre-Qualifying Examinations* – refers to the set of examinations given to shortlisted applicants from pre-screening that make them eligible to undergo the next phase of the evaluation process.
21. *Primarily Confidential Positions* – refers to those positions requiring utmost confidence on the part of the appointing authority and the relation between the appointees and the former involves the highest degree of trust.
22. *Promotion* – is the listing of incumbents of positions next-in-rank to a vacancy as well as those who, though not next-in-rank, are deemed qualified and competent, together with all the necessary comparative information about each incumbent
23. *Psycho-Social Attributes and Personality Traits (PSATPT)* – refers to the characteristics or traits of a person, which involve both psychological and social aspects, that enables one to assume the duties of the position to be filled and those of higher or more responsible positions. Psychological includes the way a person perceives things, ideas, beliefs and understanding and how the person acts and relates these things to others and in social situations.
24. *Qualification Standards (QS)* – refers to the minimum qualifications for a position which shall include education, experience, training, civil service eligibility and physical characteristics required in the performance of the job.

25. *Qualified Next-in-Rank* – refers to an employee appointed on a permanent status to a position previously determined to be 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.
26. *Second Level Positions* – refers to positions in the professional, technical or scientific work in a non-supervisory or supervisory capacity up to Director II level (Executive/Managerial positions) requiring at least four (4) years of collegiate studies.
27. *Selection* – refers to 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.
28. *Selection Line-Up* – refers to a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to the comparative information of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, physical characteristics and potential.
29. *Superior Qualifications* – refers to the outstanding relevant work accomplishments, educational attainment, and relevant trainings for the position to be filled up. This includes demonstration of exceptional job mastery and potential in major areas of responsibility.
30. *System of Ranking Positions (SRP)* – refers to the hierarchy arrangement of positions from highest to lowest, which shall be a guide in determining which positions are next-in-rank, taking into consideration the following:
- organizational structure;
 - salary grade allocation;
 - classification and functional relationship of positions; and
 - geographical location

IV. BASIC POLICIES IN THE SELECTION AND PROMOTION PROCESS

1. The selection of employees for appointment in the Agency shall be opened to all qualified persons according to the principles of merit and fitness. There shall be equal employment opportunity for all in the first and second levels of position in the Agency. **There shall be no discrimination in the selection of employees because of age/sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, social status, income class, paternity and political affiliation or other similar factors/personal circumstances that run counter to the aforementioned principles, provided they meet the minimum qualification requirements, as well as the specific competency requirements of the position to be filled.**

2. All candidates for appointment to first and second level positions shall be screened and evaluated by the Human Resource Merit Promotion and Selection Board (HRMPSB). As a proof, a certification signed by the HRMPSB Chairperson at the back of the appointment and a copy of the minutes of the Board's deliberation shall be submitted together with the appointment to the Appointing Authority. The issuance of appointment shall not be earlier than the final screening/deliberation of the HRMPSB.

The following appointments shall no longer be subject to the screening of the HRMPSB (Sec. 94, Rule IX of CSC Resolution Np. 1800692):

- a. Substitute appointment due to the short duration and emergency nature;

Substitute appointment is an appointment issued when the regular incumbent of a position is temporarily unavailable to perform the duties of the position, as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until the return of the incumbent and is allowed only if the leave of absence is at least three (3) months.

- b. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no other qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods; or
- c. Appointments to casual, contractual, coterminous and other non-career positions as identified under section 9, Subtitle A, Title 1, Book V of EO 292.

3. In addition to the required minimum Qualification Standards (QS), the MARINA may identify specific qualifications (on education, training and work experience) appropriate to the vacant position/s, subject to the approval of the Civil Service Commission.

Further, applicants for executive and managerial level positions must possess the necessary executive and managerial competence.

4. Vacant positions in MARINA in the 1st, 2nd level, including executive/managerial positions and third level positions that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, shall be published and posted in at least three (3) conspicuous places in the agency, and MARINA website for at least 10 calendar days in accordance with Republic Act. No. 7401 (Publication Law) and its implementing guidelines. **If not filled within**

nine (9) months, reckoned from the date the vacant positions were published, said positions should be re-published and reposted. Other appropriate modes of publication shall be considered. Failure to comply with the publication requirement shall subject the HRMPSB Secretariat concerned to administrative discipline, subject to existing civil service rules and regulations.

5. List of vacant positions, authorized to be filled and their qualification standards and plantilla item numbers (CS Form No. 9, Revised 2018) in electronic and printed copies shall be submitted to the CSC FO concerned, pursuant to Sec. 25, Rule VII of CSC Resolution No. 1800692.

In case of retirement, resignation or transfer, the publication of anticipated vacancies shall not be earlier than thirty (30) days, prior to such events, pursuant to Section 30, Rule VII of CSC Resolution No. 1800692.

6. Non-filling-up of vacancies, resulting from promotion until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission pursuant to Section 96, Rule IX of CSC Resolution No. 1800692 and/or the conferment of the PRIME-HRM Bronze/Silver/Gold Award, pursuant to CSC MC No. 21, 2. 2019.
7. In the filling-up of vacancies, MARINA employees may, as much as possible, be given preference over outsiders; candidates from within the Division may be preferred over those from other Offices or Divisions; those from within the Service may, likewise, have priority over those from the outside; provided however, that in all cases, the qualifications of the insiders are at least equal or comparable to those from outside the Division, Office, Service or Agency.
8. Any qualified employee, whether or not next-in-rank may apply for the vacant position. Application shall be considered if the employee files the same with complete supporting documents on or before the deadline set by the Human Resource Management and Development Division (HRMDD). Applications filed beyond the deadline or without the documentary requirements shall not be accepted or shall be disregarded.
9. All qualified next-in-rank incumbents shall be considered for promotion to the next higher vacant position, upon submission of intent and complete application documents. However, being next-in-rank does not guarantee that one will be recommended or selected for the position. Applications from employees who are not next-in-rank who meet the minimum qualification requirements of the vacant position shall also be considered in the selection process.

10. Performance Rating of very satisfactory in the last rating period prior to the date of the screening, shall be required from applicants for promotion and transfer for employment in MARINA.

11. The Administrator, as the Appointing Authority, shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.

The Administrator may appoint an applicant who is ranked higher than the next-in-rank, but who possess superior qualifications and competence and has undergone selection process compared to a next-in-rank employee who barely meets the minimum requirements of the position being filled.

12. All applicants who will undergo the HRMPSB deliberation should have already passed the pre-screening process, based on the criteria prescribed in the QS (minimum requirements for education, training, experience and eligibility). Therefore, applicants will be given points corresponding to the credentials earned over and above the minimum requirements prescribed for the position.

13. No promotion of employees within six (6) months prior to compulsory retirement, except as otherwise provided by law pursuant to Section 128 of Rule XII of CSC Resolution No. 1800692.

14. No employee may be promoted to a position which is more than three (3) salary, pay or job grades higher than the employee's present position except when the promotional appointment falls within the purview of any of the following exemptions (Section 97 of CSC Resolution No. 1800692:

- a. The position occupied by the person is next-in-rank to the vacant position as identified in the MSP and System of Ranking Positions (SRP) of the MARINA;
- b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern;
- c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions;
- d. The vacant position is unique and/or highly specialized, such as Maritime Education and Training Standards Supervisor, Shipping Operations/Shipbuilding Specialist;

- e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:
 - i. Educational achievements
 - ii. Highly specialized trainings
 - iii. Relevant work experience
 - iv. Consistent high-performance rating/ranking
 - f. Other meritorious cases, such as:
 - i. When the appointee is the lone applicant who meets all the requirements of the position and passed through deep selection process;
 - ii. When the qualified next-in-rank employees waived their right over the vacant position in writing;
 - iii. When the next-in-rank position as identified in the MARINA SRP is vacant;
 - iv. When the next-in-rank employee/s is/are not qualified;
 - v. When the qualified next-in-rank employee/s did not apply.
15. The counting of salary grades shall be the actual number of salary grades from the present position of the candidate up to the position being applied for, based on the DBM-approved MARINA Personal Service Itemization and Plantilla of Personnel (PSIPOP).
16. The three-salary grade limitation shall apply only to promotion within the MARINA. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:
- a. Transfer incidental to promotion provided that the appointee was subjected to deep selection;
 - b. Reappointment involving promotion from non-career to career provided the appointees was subjected to deep selection;
 - c. Reappointment from career to non-career position;
 - d. Reemployment; and
 - e. Reclassification of position.
17. An employee who is on official leave of absence/maternity leave, scholarship or training grant (local/abroad) shall be considered for promotion, provided all the selection procedures/criteria and requirements have been satisfied. The performance rating for the last rating period, filed with the HRMDD prior to the official leave of absence/scholarship grant, should at least be Very Satisfactory (VS).

18. The effectivity date of the promotional appointment of an employee who is on official leave of absence/maternity leave, scholarship or training shall be upon assumption to duty or upon return from official leave of absence, scholarship or training.
19. An employee who has pending administrative case/s may be considered for promotion.
20. For Supervisory, Division Chief and Executive/Managerial positions (Division Chief and Director II positions), the area of selection shall be MARINA-wide. Evaluation and selection of candidates shall undergo a two-step process:
 - a. Evaluation of paper qualifications; and
 - b. Deep selection process - Written Test & panel interview by HRMPSB.
21. In case of equal or the same total point scores in the deliberation of Supervisory and Executive/Managerial positions, with insider and outsider applicants, the HRMPSB may apply a more stringent evaluation instruments and engage third-party assessors, with honoraria, such as: HR consultancy organizations or private HR practitioners.
22. When there is a mix of contenders (insiders and outsiders) vying for one (1) position, all contenders will be assessed based on: Education, Training and Experience (ETE), Technical Competencies and Potential, and Psycho-Social Attributes and Personal Traits (PSAPT). They shall undergo written and oral examinations for the HRMPSB to gauge their technical competencies and potentials. Background investigation and interviews shall be used to measure the PSAPT. All candidates, whether for hiring or for promotion shall undergo the aforementioned written and oral examinations.
23. Seniority in the service may only be considered when the contenders are of equal qualifications, or when all criteria shall have been thoroughly applied and the results show that contenders have the same scores and ranks.
24. All test results, scores, evaluation tables, ranking and other selection data and documents prepared by the Secretariat are for the exclusive use of the HRMPSB. They are not conclusive until the HRMPSB has reviewed and confirmed the same. Accordingly, these papers are not for dissemination to the candidates, the employees or the public. However, candidates may request for their respective scores.
25. Should there be a failure of selection for any reason, the selection process shall be declared null and void. Said position shall be re-published for filling-up upon

declaration of nullity, subject to the usual process. Previous applicants shall be allowed to reapply, and will be reassessed together with the new applicants.

26. The deferment on the filling-up of vacant positions shall be upon the approval of the Administrator, as the Appointing Authority, as recommended by the HRMPSB based on any one of the following grounds:

- a. No qualified applicant; and
- b. The requesting Service Unit Director intends to administer further screening/evaluation.

27. Appointments duly approved by the Administrator, and confirmed by the MARINA Board (for Division Chief and Director II positions) shall be posted/announced a day after the issuance of the Appointment in three (3) conspicuous places in the Agency, for at least 15 calendar days.

V. COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

The HRMPSB for the MARINA Central Office shall be created to be composed of the following:

Members	First and Second Level Positions	Executive/Managerial, 2 nd Level Positions
Chairperson	Highest Official in-charge of human resource management or Authorized Representative-Director, MFAS (MARINA)	[Undersecretary or Vice-President] - Deputy Administrator for Planning (MARINA)
Members	First and Second Level Positions	Executive/Managerial, 2 nd Level Positions
Members	Head of organizational unit where the vacancy exists, or Designated Alternate	[Assistant Secretary or its equivalent, or Authorized Representative or Designated Alternate]-Director Level Position (MARINA)
	Human Resource Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection	Director for Administration or Authorized Representative or Designated Alternate-

	and placement, or Designated Alternate	Director II, MFAS (MARINA)
	Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association of the Agency	
Secretariat	Human Resource Management and Development Division (HRMDD)	Human Resource Management and Development Division (HRMDD)

For MROs

An HRMPSB for MROs shall be created at their respective areas to cater the filling-up of positions for salary grade 18 and below to be composed of the following:

Members	First and Second Level Positions
Chairperson	MRO Director
Members	Supervising MIDS Administrative Officer Section Head of organizational unit where the vacancy exists, or Designated Alternate Two (2) regular and alternate Alliance of MARINA Employees (AME) Representatives from the first level and second level
Secretariat	(3) Designated Administrative Assistant

The first level representative or alternate shall participate during the screening of candidates for vacancies in the first level; the second level representative or alternate 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.

VI. FUNCTIONS AND RESPONSIBILITIES:

A. THE ADMINISTRATOR AS APPOINTING AUTHORITY

1. Ensure that the principle of equal employment opportunity for men and women to be represented in the HRMPSB for all levels is upheld;

2. Assess the merits of the Board's comprehensive evaluation report and, in the exercise of sound discretion, select, insofar as practicable, from among the following:
 - a. Top-ranking applicants deemed most qualified to the vacant position;
 - b. Applicants who have undergone deep selection process and found to possess superior qualifications; and
3. Issue appointments in accordance with the provisions hereof.

B. THE HRMPSB (MARINA Central Office & MROs)

1. Assist the appointing authority in the judicious and objective selection of candidates for appointment in MARINA in accordance with the CSC-approved MARINA MSP (*Section 85 Rule IX, of CSC MC No. 14, s. 2018*);
2. Follow strictly the process on the selection of employees for appointment in the government service and ensure that the candidates for appointment are qualified and competent;
3. Ensure that all Board members undergo orientation and workshop on the selection/promotion process and the CSC policies on appointments;
4. Comply with the policy of the three (3) salary grade limitation on promotion, unless otherwise justified, to minimize possible abuse of discretion in the appointment process and to exercise greater scrutiny in the screening of candidates;
5. Check the approved Agency System of Ranking Position (SRP) in identifying the next-in-rank positions;
6. Adopt the screening procedure and criteria for the evaluation of candidates for appointment as specified in this Order, taking into consideration the following:
 - a. Reasonable and valid standards and methods of evaluating the competence and qualifications of applicants competing for a particular position;
 - b. Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position;
7. Prepare a systematic assessment of the competence and qualification of candidates for appointment while maintaining fairness and impartiality. Towards this end, the Board may employ the assistance of external or independent

resource persons and may initiate innovative schemes in determining the best and most qualified candidate;

8. Supervise the conduct of background/integrity check by the Secretariat to applicants/contenders, when necessary, to serve as supporting documents for the Board in determining the best qualified candidates;
9. Conduct additional selection processes (panel interview and written examination), and evaluate and deliberate *en banc* the qualifications of those listed in the selection line-up;
10. Submit to the appointing office/authority the top five (5) ranking candidates, deemed most qualified for appointment to the vacant position. The evaluation report should indicate the candidates' meeting the qualification standards, and their 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;
11. 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;
12. The MRO HRMPSB shall submit the complete deliberation documents to the HRMDD, MFAS, prior to endorsement/ submission to the Administrator for approval;
13. Through the HRMPSB Secretariat, make accessible the following information or documents upon written request:
 - a. Screening procedures and criteria for selection, and its amendments;
 - b. Policies relative to human resource action, including the gender and development dimensions of the MSP;
 - c. Approved Agency MSP; and
14. Provide information about the individual rating of a particular applicant upon request in writing by the non-selected candidate, subject to the approval of the appointing authority.

C. THE HRMDD AS SECRETARIAT

1. Perform secretariat and technical support functions to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also evaluate

and analyze results of structured background investigation for second level, supervisory and executive/managerial positions;

2. Disseminate copies of the CSC-approved MSP and its annexes to all officials and employees and conduct MARINA-wide orientation to ensure awareness and understanding of the Plan;
3. Develop the SRP, attached as Annex "A" for review and recommendation of the HRMPSB and approval of the appointing authority, copy furnished the CSC Regional Field Offices for reference purposes;
4. Publish vacant position/s in the career service, including vacant executive/managerial positions in the second and third level that are authorized to be filled together with their corresponding qualification standards and plantilla item numbers, in the CSC Bulletin of Vacant Positions, the Agency website, and post the same in at least three (3) conspicuous places in the Office, for at least 10 calendar days:
 - a. Publication of a particular position shall be valid until filled but not to extend beyond nine (9) months, reckoned from the date the vacant positions were published;
 - b. In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancies are filled not later than nine (9) months from the date/s of publication;
 - c. Should no appointments be issued within the 9-month period, the HRMDD-Secretariat has to cause the **republishing and reposting** of the vacant position;
 - d. Request for publication shall be submitted to the Civil Service Commission, for other modes of publication.
5. The following positions are exempt from the publication and posting requirements:
 - a. Primarily Confidential;
 - b. Policy determining;
 - c. Highly technical;
 - d. Coterminal with that of the appointing officer/authority, including other non-career positions, such as contractual and casual identified under Section 9, Subtitle A, Title 1, Book V of EO No. 292;
 - e. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996 as amended; or
 - f. Reappointment (renewal) of those appointed on Temporary status;

- g. Those to be filled by existing regular employees of the Agency in case of reorganization/rationalization, provided the approved staffing pattern is posted in the Agency bulletin boards and other conspicuous places in the Central and Regional/Satellite Offices.
6. Conduct/Facilitate the preliminary evaluation (pre-screening) of the qualifications of all candidates. Those initially found qualified shall undergo further assessment such as the pre-qualifying examinations.
 7. Notify all applicants who did not qualify for the preliminary evaluation;
 8. Administer appropriate tests to qualifying applicants, the results of which will be used by the HRMPSB in its deliberation;
 9. Facilitate the conduct of deep selection processes (for supervisory/managerial/executive positions and lower positions that need to undergo the same);
 10. Prepare the Comparative Evaluation Sheet Summary of qualified contenders, including next-in-rank and outsider applicants, within 15 days from completion of examinations;
 11. When necessary or as instructed by the HRMPSB, conduct background investigation/integrity check to contenders using reference questionnaire and authenticated documents (e.g., resume, Diplomas/Transcript of Records, Certificate of Eligibility, BAR/Board examination certificates, certificate/s of previous employment, attestations and/or testimonies, etc.) submitted by the contenders under oath. The result of the background check shall be submitted to the HRMPSB during its deliberation;
 12. Submit the Comparative Evaluation Sheet Summary of qualified candidates and their dossiers (individual candidate folders) to the HRMPSB for deliberation;
 13. Record the proceeding during the deliberation and prepare the Minutes of Deliberation for signature of the HRMPSB;
 14. Prepare the Appointment/Position Description Form of the appointee and other necessary attachments, and course the same through the HRMPSB Chairperson for signature of the appointing authority;
 15. Notify all applicants regarding the status of their application after all the recruitment and selection procedures have been completed; and

16. Maintain all evaluation documents and records of the deliberation, which must be made accessible to interested parties upon written request to the HRMPSB, approval of the Administrator, and for inspection and audit by the CSC.

D. THE APPLICANTS

1. Applicants shall be conclusively bounded by the rules, proceedings, procedures, evaluation and results of application;
2. MARINA employees-applicants shall be responsible for updating their respective Personal Data Sheets (PDS) and for the submission of complete supporting documents to HRMPSB;
3. Walk-in applicants shall submit complete documentary requirements (original or certified true copies) within the set deadline. Failure to do so shall be a ground for disqualification from the selection process; and
4. All applicants (insider/outsider) must possess the qualification requirements of the position being applied for.

VII. PROCEDURES FOR HIRING AND PROMOTION

A. Publication and Posting of Vacancies

1. The HRMPSB shall immediately cause the publication in the Civil Service Commission (CSC) Bulletin of Vacant Positions, agency website and other modes. Information for publication shall include the position's qualification standards, salary grade, item number, general description of the nature of work and functions, required competencies, and other position attributes. Published vacant positions shall likewise be posted in at least three (3) conspicuous places in the agency, through a Notice of Vacancy/Filling of Position, for at least 10 calendar days.
2. Positions vacated as a result of promotion, and requested for publication, may be published only upon receipt of CSC validation of Appointment of the promoted personnel, except upon the grant and/or conferment of the PRIME-HRM Bronze/Silver/Gold Award, pursuant to CSC MC No. 21, s. 2019.
3. In addition to the posting of announcements of the vacancies to be filled in the bulletin boards, the HRMPSB shall also inform the next-in-rank employees, in writing, of the qualifications for the position, the requirements, and the deadline for the submission thereof.

B. Acceptance of Application

1. All interested applicants shall officially signify their interest in writing addressed to the HRMPSB through the HRMDD as the Secretariat. An updated Personal Data Sheet (PDS), supporting requirements including a copy of performance evaluation ratings for the last rating period shall be submitted together with the Letter of Intent, within the deadline set in the Notice of Vacancy/Filling of Position.
2. Applicants who were unable to meet the deadline for reasons not attributed to their own fault or negligence, may request the Board in writing for an extension of not more than three (3) additional working days to submit the requirements.
3. Next-in-rank personnel who are on official travel abroad shall be duly notified immediately and be given 10 days to comply with the requirements either personally, email or through an authorized representative.

C. Screening of Applicants

1. As a general rule, the HRMDD shall administer a Pre-Placement Examination (Bio-Profile and General Aptitude Test) to applicants for positions in the Central Office Services and MROs through the Administrative Officers. MARINA employees who are presently employed need not be given the test, except those in the first level positions applying for second level positions.
2. The HRMDD shall evaluate all candidates/applicants using the CSC QS and the criteria as prescribed in the succeeding Articles for a minimum period of 15 working days, from the date of Posting/Notice of Filling Positions in the Central and Regional Offices.
3. The HRMDD shall inform in writing all those applicants/candidates who did not meet the requirements within 10 days after the deadline, indicating the reasons or bases for disqualification.
4. The HRMDD shall prepare the shortlist of candidates, using the Comparative Appraisal Form, showing a tabulation of the candidates' qualifications. The duly filled-out forms, supporting documents and papers shall be submitted to the Board at least one (1) day before the scheduled deliberation. These documents shall be treated with utmost confidentiality.

D. APPLICANTS WITH SPECIAL NEEDS

The following EEO measures shall be observed in managing applicants with special needs:

1. For Pregnant women, Physically Challenged (lame, wearing crutches, wheelchairs, etc.

- a. The applicant/s shall be assisted on the use of wheelchair, available at the entrance near the security guard located at the ground floor of the MARINA building;
- b. The applicant shall be assisted by the designated HR staff and be given preference to use the elevator of the MARINA Building;
- b. The venue for the screening process shall be provided with railings and easily accessible to the applicant/s.

2. Person with Visual and Hearing Impairment

- a. The MARINA shall allow the applicant to be accompanied by a relative who shall assist him throughout the process;
- b. If not accompanied, a designated staff from the HRMDD shall assist the applicant during the screening process;
- c. The applicant/s shall be assisted on the use of wheelchair, available at the ground floor entrance, as well as in the Clinic located at the 7th floor of the MARINA building;
- d. The applicant shall be given preference to use the elevator;
- e. The MARINA shall engage the service/s of a person trained/proficient in sign language or shall ensure the availability of a Braille writing system.

To ensure the safety of the applicant with special needs, the MARINA registered nurse on duty shall be allowed to enter in the screening room if deemed necessary.

The Human Resource Merit Promotion and Selection Board (HRMPSB), through its secretariat, shall set the proper setting of the schedule and the manner of screening process conducive to the person/applicant. Further, the HRMPSB shall also ensure proper coordination with all concerns.

Hence, it shall be the policy of this Authority that applicants under special cases shall at all times be treated with utmost respect, dignity, and fairness.

E. Deliberation of HRMPSB

1. As scheduled, the Board shall deliberate on the data and information of the candidates in relation to the pre-established standards, requirements and criteria and rank them in accordance with their scores.
2. The Board shall submit to the Administrator, as the Appointing Authority, its comprehensive narrative report on the candidates screened, for decision and issuance of appointment. The report shall be accompanied by the Minutes of Deliberation, Comparative Appraisal Form and other supporting documents.

It shall endorse the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.

VIII. DEEP SELECTION PROCESS

1. Scope of Application

The deep selection process is mandatory in the filling-up of all vacant Supervisory, Division Chief and Director II positions (SG22 up to SG26). However, positions with Salary Grades 15 to 21, may also be subjected to a deep selection process upon the request of the head of the Division/Service unit concerned.

2. Nature of Deep Selection Process

The process seeks to determine the qualifications of the candidates in addition to those that are available in their 201 files and in the records of the HRMDD insofar as they relate to their leadership, managerial or supervisory aptitude, competence and experience.

While the process considers performance, present position, experience, education, training and awards, it gives emphasis to the possession of certain traits, skills, attitudes, disposition and capabilities that equip and make a candidate ready and suitable to perform functions of a Division Chief or Director II. The process will also give weight to the knowledge of a particular contender on the vacant position.

3. Basic Policies in the Deep Selection Process

3.1 The basic policies and procedures in the regular selection process shall likewise apply in the deep selection process.

3.2 The candidates shall have first passed the criteria in the regular selection process. This constitutes Part I of the deep selection process. Those who scored a total of at least 75% of Part I will advance to Part II of the deep selection process to be administered in phases or a series of weekly elimination, consisting of the MATB 1 & 2, In-Basket tests/Case Study, Panel Interview, and/or practicum/skills tests, when applicable.

For objectivity and fairness, the MARINA-HRMPSB may opt to request the CSC or other agencies, either government or private, to conduct the deep selection examinations.

3.3 Only those candidates who passed the first phase of Part II shall advance to the remaining phases, each with a passing score of 75%, until the candidate most fit for the position shall be determined and declared.

- 3.4 In all of these activities, the candidates who qualified for advancement to the succeeding phases will be notified of the schedules. Candidates who did not qualify shall likewise be notified accordingly.
- 3.5 Candidates who fail to show up for the scheduled activities shall be disqualified from the selection process. The contenders shall be notified of any change in schedule at least five (5) days prior to the holding of the examinations.
- 3.6 All members of the HRMPSB and requesting office shall abide by the weekly scheduling of examinations in submitting their examination materials, and the results thereof, to the Secretariat. They are enjoined to ensure that the contents of the examination materials to be given are not confined only to matters pertaining or related to the vacant position, but also on the behavior of the applicants.
- 3.7 Candidates may not need to undergo the entire series of examinations in Part II. In the event that only one (1) from among the remaining candidates passed the threshold (75%) in any phase, the Board may submit the results to the appointing authority for disposition.

4. Procedures for Evaluation in the Deep Selection Process

- 4.1 One (1) week after the evaluation of candidates in Part I and after determining those who will advance to Part II, the Secretariat shall schedule the MATB 1 & 2. Candidates shall get at least 75% of the total MATB score to qualify for the next phase.
- 4.2 A week after, the Secretariat shall schedule the In-Basket/Case Study for those who passed the MATB. Candidates who got at least 75% shall advance to the next phase.
- 4.3 Another week after, the Secretariat shall schedule the HRMPSB Panel Interview or Assessment Center.
- 4.4 When Practicum or Skills Demo is necessary, the Secretariat shall also schedule the holding thereof one (1) week after the Panel Interview or Assessment Center.
- 4.5 The Secretariat shall summarize, tabulate and systematically arrange the results of the tests and other relevant selection data in every phase, rank the candidates according to their scores, and present the same to the HRMPSB for evaluation and deliberation.

- 4.6 The HRMPSB shall deliberate on the scores obtained by the candidates in every phase and submit to the Appointing Authority the list of ranked candidates for decision.

X. APPOINTMENT PREPARATION AND ANNOUNCEMENT

1. After the HRMPSB deliberation, the Secretariat shall prepare the Minutes of Deliberation and Board Resolutions for signature of the HRMPSB members and submit the same together with the summary of evaluation and ranking (first five (5) ranking contenders), and results of examinations, to the Administrator, being the Appointing Authority. These documents shall be the bases for the Administrator to choose the appointee from among the final contenders.
2. The Administrator/Appointing Authority shall return the documents, indicating the choice of appointee, to the Secretariat for the preparation of appointment.
3. The Secretariat shall prepare the appointment and route the same to the concerned authorities for signature, complete with attachments (Position Description Form, Personal Data Sheet, and Minutes of HRMPSB Deliberation). After which, the HRMDD, being the Secretariat, shall indicate its attestation of the same.
4. The Secretariat shall submit the Report on Appointments (RAI) issued and a copy of the appointment to the concerned CSC Field Office for attestation or for notation within 30 days upon issuance of said appointment.
5. The Secretariat shall also distribute copies of the appointment to the following:

5.1 Appointee	-	Original Copy
5.2 Budget, Accounting and Cashiering (General Services) Divisions, MFAS, Resident COA Auditor and CSC	-	Certified True Copies
5.3 201 File	-	Certified True Copy
6. A notice announcing the appointment of an employee shall be posted in three (3) conspicuous places in the Agency a day after the issuance of the appointment for at least fifteen (15) days.
7. Appointment issued to Director level position shall only be posted or announced after confirmation by the MARINA Board.
8. The proposed appointee shall assume office within 30 days after receipt of appointment; otherwise the appointment may be cancelled by the Appointing Authority.

9. The Secretariat shall notify the concerned employee of the submission of the required documents to facilitate the release of the 1st salary (for new entrants) or salary differential (for newly promoted personnel).

XI. NOTICE TO CONTENDERS

1. The Secretariat shall notify the contenders on the results of the deliberation, within five (5) working days after the issuance of the appointment to the selected candidate, except in the deep selection process where disqualified candidates are notified immediately after each phase.
2. In case of Failure of Selection, the Secretariat shall also notify the candidates of such failure.

XII. PROTEST PROCEDURES

The following shall be the procedures and requirements governing protest cases for promotional appointments.

1. Who May File a Protest

Only officer/s or employee/s who are qualified next-in-rank may file a protest against an appointment made in favor of another who does not possess the minimum Qualification Standards (QS) prescribed for the position.

2. Where to File the Protest

A qualified next-in-rank employee/official shall have the right to appeal initially to the Head of Agency/Appointing Authority. If not satisfied of the Decision of the Appointing Authority the protestant may file an appeal to the CSC Field Office or to the CSC Regional/Central Office.

3. When to File the Protest

A protest may be filed within 15 days from the announcement and/or posting of Appointment which is subject of protest.

4. Forms and Contents of Protest

The protest shall be written in clear, simple and considered language and in systematic manner and shall contain the following:

- 4.1 The position contested including its item number and the salary per annum attached thereto;

- 4.2 The full name, office, position and salary per annum of both the aggrieved party ("Protestant") and the proposed appointee ("Protestee"); provided that, where the Appointing Authority, after evaluation, finally decides in favor of the protestant, the protestee who appeals therefrom shall be called the "Protestee-Appellant" and the former protestant, the "Protestant-Appellee";
- 4.3 The specifications (or grounds) of the protest: (preferably in enumeration form); and
- 4.4 The comparative qualification data of both the protestant and protestee showing their education and training, experience, outstanding accomplishments, civil service eligibility, their latest performance ratings, accompanied by a certified true copy of the approved organizational chart/s of the Agency where either or both belong, as well as the updated Personal Data Sheets of the protestee and protestant.

5. When Protest is Deemed Filed

- 5.1 A protest is deemed filed in case the same is sent by registered mail, on the date shown by the postmark on the envelope. In case of personal or hand delivery, on the date stamped by the concerned Office.

6. Procedures When to File a Protest

- 6.1 The aggrieved next-in-rank employee/official, who is competent and qualified, shall file a protest in triplicate directly with the Appointing Authority within 15 days from the receipt of the notice of issuance of an appointment. Failure to file a protest within the prescribed period shall be deemed a waiver of one's right and no protests shall, thereafter, be entertained.
- 7.2 The Appointing Authority shall decide the case within 30 days from receipt of the protest or may refer the protest to the official in-charge of administrative matters to assist the former in evaluating it.
- 7.3 If the protest is referred for evaluation to the official in-charge of administrative matters, the latter may constitute a body to assist in the evaluation. The constituted body assigned to evaluate the protest shall, within 15 days from receipt thereof, submit a written report to the Appointing Authority stating therein its findings and recommendations. The Appointing Authority shall finally decide on the case within 15 days from receipt of the findings and recommendations.

7.4 A copy of the decision of the Appointing Authority shall be furnished to the official or employee affected within five (5) days from receipt thereof by the HRMDD.

7.5 If the aggrieved party is not satisfied with the decision of the Appointing Authority, the concerned employee may elevate the protest to the CSC Regional Office (CSC-RO), and then if not satisfied to the CSC Central Office within 15 days from receipt thereof.

7. Effect of Protest on the Appointment

7.1 A protest shall not render an appointment ineffective, unless otherwise declared null and void by the CSC. The appointment may be approved if the appointee meets the qualification standards prescribed for the position subject, however, to the final outcome of the protest case.

7.2 In case the protest is finally decided against the protestee, the approval of the appointment shall be recalled and be considered disapproved. The protestee shall be reverted to the original position, if applicable.

7.3 As a matter of right, a protest may be withdrawn at any time. The withdrawal of the protest shall terminate the protest case.

7.4 The acceptance of an appointment by the protestant to a similar or comparable position shall render the protest moot and academic.

8. Ground for Dismissal of Protest Cases

A protest shall be dismissed on the following grounds:

8.1 The "Protestant" is not next-in-rank;

8.2 The "Protestant" is next-in-rank but not qualified;

8.3 The protest is not directed against a particular protestee but to "anyone who is appointed to the position" or directed to two (2) or more protestees;

8.4 The protest is not in accordance with the required form as prescribed in CSC Resolution No. 1101502 dated 08 November 2011 (Revised Rules on Administrative Cases in the Civil Service);

8.5 No appointment has been issued or the appointment has been disapproved;

8.6 The protest is filed outside the 15-day reglementary period as provided in Section 81 of the abovementioned Resolution;

8.7 Non-payment of the filing fee in the amount of Php500; and

8.8 Non-submission of a certificate of non-forum shopping.

XIII. DISSEMINATION

Upon approval by the CSC, this 2020 MARINA MSP shall be furnished to all MARINA Officials, Directors of Service Units and Division Chiefs and MARINA Regional Offices (MROs). Also, copies thereof shall be posted in all MARINA Bulletin Boards and MARINA website.

XIV. REPEALING CLAUSE

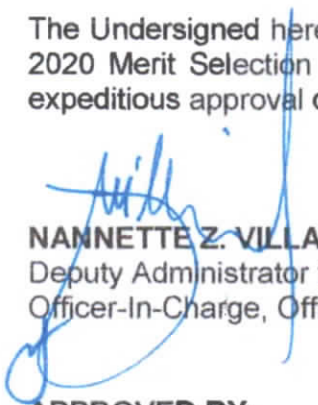
All previous issuances that are inconsistent herewith are hereby deemed superseded, amended, or repealed accordingly. Any subsequent amendment to this Plan shall be submitted to the CSC – National Capital Region (NCR), for approval.

XV. EFFECTIVITY

This MARINA 2020 MSP and subsequent amendments thereto shall take effect and/or implemented immediately upon approval by the CSC.

XVI. COMMITMENT

The Undersigned hereby commits to implement and abide by the provisions of this 2020 Merit Selection Plan. It is understood that this Plan shall be the basis for expeditious approval of appointments.


NANNETTE Z. VILLAMOR-DINOPOL, CESO V
Deputy Administrator for Operations
Officer-In-Charge, Office of the Administrator

APPROVED BY:


ATTY. JUDITH A. DONGALLO-CHICANO
Director IV, CSC-National Capital Region

Date:

Cc: Ms. Maricar T. Aquino
Director III, CSC Field Office – BSP