Module II: Human Resource Management
PHILIPPINES SCIENCE HIGH SCHOOL

MODULE II
HUMAN RESOURCE MANAGEMENT
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Module 2
Human Resource Management

Section 21 of Book V, EO 292 (Administrative Code of 1987) states that opportunity for government employment shall be open to all qualified Filipino citizens and positive efforts shall be exerted to attract the best qualified to enter the service. Employees shall be selected on the basis of merit and fitness to perform the duties and assume the responsibilities of the positions.

I. RECRUITMENT AND SELECTION

The quality of the workforce plays an important role in determining organizational success. In many organizations, the quality of their workforce is directly correlated with the effectiveness of their process of selecting employees. An organization’s ability to achieve its goals is influenced either positively or negatively every time an employee is hired. Overall, an effective selection program helps reduce employee training time, absenteeism, and turnover and helps increase overall productivity of the organization.

A. Objectives

This Human Resource Management Operations Manual on Recruitment and Selection aims to:

1. Establish a system that is characterized by strict observance of the principles of merit, fitness and equality 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 Filipino men and women to enter the government service and for career advancement in the PSHS system; and

3. Serve as one of the bases for the expeditious processing and approval of appointments.

B. Scope

This Administrative Operations Manual covers career positions in the first and second levels as well as executive managerial positions in the Philippine Science High School (PSHS) System. It also includes non-career positions.

C. Definition of Terms

Career Service – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
Comparatively at Par – the pre-determined reasonable difference or gap between point scores of candidates for appointment established by the Personnel Selection Board (PSB) of each PSHS campus.

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

Department Head – is a duly designated Special Science Teacher (SST) to head and coordinate the functions, activities, and programs of the Science, Mathematics, and Technology and Humanities Departments.

Department Head – refers to the Presidential appointee who provides leadership directions to a sectoral division of the Philippine administrative system.

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

Designated Division Chief – is a duly designated personnel to head the Finance and Administrative Division (FAD), Curriculum, Instruction and Services Division (CISD), and Student and Services Division (SSD). The Division Chief of the FAD at the campus level is Salary Grade 18.

Division Chief – Chiefs of Divisions are generally career officials who have been appointed or designated to their positions by virtue of competence, qualifications and potential not to mention dedication and commitment to department or agency goals; are directly charged with translating into action the policies, plans and programs of a department or agency, whether these constitute line or staff activities (e.g. FAD Chief and RPAD Chief of OED).

Employee – is a duly appointed teaching and non-teaching personnel belonging to the first to third levels in the PSHS System. This may either be a faculty or staff for which employment relationship with the government of the Philippines is covered by the rules of the Civil Service Commission and the Commission on Audit.

Faculty – an individual with teaching load and whose employee-employer relationship with the Philippine Science High school System is governed by the rules of the Civil Service Commission and the Commission on Audit; teaching staff, staff, teachers, professors, lecturers. He/She is a duly appointed Special Science Teacher whose main function is to teach the subject in his/her area of specialization.

First Level Positions – those involving sub-professional work in a non-supervisory or supervisory capacity such as clerical, trades and crafts, and custodial services.

Job Requirements – 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 – a position which by reason of the hierarchical arrangement of positions in PSHS is determined to be in the nearest degree of relationship to a higher position as contained in the System of Ranking Positions (SRP) of PSHS.
Non-Career Service – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; (2) tenure which is limited to the duration of a particular project for which purpose employment was made; and (3) appointment which is coterminous with the appointing authority.

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

Promotion – the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary. Promotion may be from one department or agency to another or from one organizational unit to another within the same department or agency. (Rule III, Sec. 4.c, Revised Omnibus Rules on Appointments and Other Personnel Actions as per CSC MC No. 40, s. 1998)

Psycho-Social Attributes – the characteristics or traits of a person which involve both psychological and social aspects. Psychological includes perception of and reaction to things, ideas, beliefs and social situations.

Qualification Standards – the statement of the minimum and basic qualifications for a position, which shall include education, experience, training, eligibility, psychosocial attributes and personality traits required in the performance of the job.

Qualified Next-in-Rank – an employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the System of Ranking Position (SRP) of the PSHS who meets the minimum qualification 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 – the systematic method of determining the merit and fitness of a person on the basis of qualifications and the ability to perform the duties and responsibilities of the position.

Selection Line-Up – the 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, psycho-social attributes, personality traits and potential.

Staff – is a duly appointed rank-and-file non-teaching personnel performing the administrative and technical functions whose employee-employee relationship with the PSHS System is governed by the CSC rules and regulations. He/She is commonly called the support personnel.

Substitute Appointment – issued when the regular incumbent of a position is temporarily unable to perform the duties of his position, as when he is on approved leave of absence.
or is under suspension or is on scholarship grant or is on secondment. This is effective only until the return of the former incumbent. A substitute appointment is issued only if the leave of absence of the incumbent is at least three (3) months, except in the case of teachers. (Rule III, Sec. 2.c, Revised Omnibus Rules on Appointments and Other Personnel Actions as per CSC MC No. 40, s. 1998)

**Superior Qualifications** – 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** – 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:

1. organizational structure;
2. salary grade allocation;
3. classification and functional relationship of positions; and
4. geographical location.

**Third Level Positions** – generally require either Career Service Executive Eligibility (CSEE) or Career Executive Service Eligibility (CESE). These include Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Chief of Department Services and other officers of equivalent rank as provided by existing rules and relevant jurisprudence.

**Transfer** – the movement of an employee from one position to another which is of equivalent rank, level or salary without break in the service involving the issuance of an appointment. Such movement may be from one department or agency to another or from one organizational unit to another in the same department of agency. (Rule III, Sec. 4.d, Revised Omnibus Rules on Appointments and Other Personnel Actions as per CSC MC No. 40, s. 1998)

**Unit Head** – is any designated faculty member to head the subject area (e.g., among teachers teaching Filipino, a unit head is designated).

### D. The Executive Committee

The PSHS System Committee composed of the Campus Directors who are the automatic members headed by the Executive Director and the Deputy Executive Director of the PSHS System to act and decide on the Committee level or recommend to the Board of Trustees on administrative and academic matters.

The Executive Committee also serves as the management committee for the whole system whose primary function is to collegially discuss and decide on issues of operations and policy implementation on administrative and academic operations of the system.

1 The roles and responsibilities will be defined by PSHS ExeCom for approval of the Board of Trustees (BOT).
E. The Management Committee

The Campus Director shall constitute a consultative and recommending body which may act as a citizen’s arm to interpret the educational needs of the service area of the campus; serves as facilitating team for the deliverables as per planning and budgeting commitments per fiscal year; serves as consultative body for the Campus Director in deciding on daily operational concerns of a campus.

The Campus level decision-making body composed of the Campus Director, Division Chiefs and the Department Coordinators.

F. The Board of Trustees

The highest decision-making body headed by the Secretary of the Department of Science and Technology (DOST) as the chairperson, the Secretary of the Department of Education as Vice-Chairperson, Representative from the Senate of the Philippines, Committee on Science and Technology, Chair of the House of Representatives, Committee on Science and Technology and the nine (9) other members: President, University of the Philippines; Director, Science Education Institute; Executive Director, PSHS System; President, PSHS National Alumni Association; and the five (5) Representatives from the Private Sectors.

The members of the Board representing scientific and technological associations or societies, industry, and agriculture shall be appointed by the President of the Philippines upon recommendation of the Chairman of the Board of Trustees. Two of them shall serve for six years, one for four years, and one for two years.

The Vice-Chairman of the National Science Development Board and the Undersecretary of Education shall, in the absence of the heads of their respective agencies, act as ex officio Chairman and ex officio Vice-Chairman of the Board of Trustees, respectively.

The Board of Trustees shall exercise for the Philippine Science High School all the powers and prerogatives of a board of directors of a private corporation. It shall also have the following powers and duties:

(a) To affix the site of the Science High School;

(b) To receive and appropriate to the ends specified by law such sums as may be provided by law for the support of the High School;

(c) To approve appointments made and contracts entered into by the Director in connection with the employment of professors, instructors, lecturers, and other employees of the school, subject to the provisions of Section eleven of this Act; to fix their compensation and other conditions of employment; and to remove them for cause after an investigation and hearing shall have been had;

(d) To approve the curricula, course of study, and rules of discipline drawn up by the Executive Council as hereinafter provided;

\[\text{ibid}\]
(e) To provide fellowship for faculty members and approve the grant of scholarship, stipends and such other allowances to deserving students;

(f) To approve the issuance of certificates of diplomas to successful candidates for graduation;

(g) To provide its own rules of procedure, and to prescribe for the administration of the High School such general rules and regulations, not contrary to law, as are consistent with the purpose of the High School, as defined in Section two of this Act;

(h) To receive in trust legacies, gifts, and donations of real and personal property of all kinds and to administer the same in accordance with the directions and instructions of the donor, and in default thereof, in such manner as the Board of Trustees may in its discretion determine, for the benefit of the High School or for aid to any of its students; and

(i) To establish the criteria for the selection and admission of students which shall include, among others, national competitive examinations.

The Board shall exercise the following powers:

(a) Formulate policies and guidelines for the administration and operation of the PSHS System;

(b) Formulate policies on the appointment, promotion, retention, removal, renewal, rewards and incentives for administrators, faculty and staff;

(c) Approve the curricula submitted by the Executive Director;

(d) Approve the criteria for the selection and admission of students;

(e) Approve the grant of scholarship, stipend and such allowances for students;

(f) Approve the graduation of successful candidates from the various PSHS campuses;

(g) Formulate policies and rules of discipline for students, faculty and staff;

(h) Approve the PSHS System budget and appropriate to the ends specified by law such sums as may be provided by law for the support of the System;

(i) Receive grants whether cash, land, buildings and improvements thereof; donations, contributions, bequest, gifts, and to formulate policies for the administration thereof;

(j) Develop policies for the expansion of enrollment in the campuses under the PSHS System;

(k) Set policies and criteria to rationalize the establishment of science high schools under the System, for its evaluation and approval thereof; and
(l) Prepare strategic plans to enhance the capability of the System in developing human resources with focus on youth with special talents in science and mathematics.

G. The Personnel Selection Board

A Personnel Selection Board (PSB) shall be established in each campus of the Philippine Science High School (PSHS) system. Pursuant to Civil Service Commission (CSC) Resolution No. 050059 dated January 18, 2005, the PSB shall assist the appointing authority in the judicious and objective selection of candidates for appointment in the PSHS in accordance with the approved PSHS Merit Selection Plan (MSP).

Composition

The PSB shall evaluate and screen all candidates for appointment to the first and second level positions. For this purpose, the PSHS campuses shall create their own respective PSBs with the following core compositions:

1. Agency Head (Campus Director) or his/her authorized representative;

2. Division or Unit Chief\(^3\) of the vacant position;

3. Human Resource Management Officer or Administrative Officer V (AO V);

   This function is done by the HRMO in the Office of the Executive Director and in the main campus, while the AO V assumes this function in the other campuses. There is no HRMO item in the campuses (except in the main campus); hence, the AO V assumes the task.

4. Two (2) representatives of the rank-and-file career employees (one each from the first and second levels, both of whom shall be chosen by the duly accredited employee associations in the campus);

   In case there is no accredited employee association in the agency, the rank-and-file representatives shall be chosen at-large by the employees through a general assembly. The candidate with the highest vote shall for each level shall be the representative, while those who garner the second highest votes shall automatically be the alternate representatives. Any other mode of selection agreed upon by the assembly may be conducted for this purpose.

   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

\(^3\) For example, if the vacancy exists in the Finance and Administrative Division (FAD) of the Office of the Executive Director, it is the Chief of FAD who will become part of the PSB. In other campuses, however, it will be the Administrative Officer V. In case of faculty positions, it is the Chief of the Curriculum and Instruction Services Division (CISD) who will become member of the PSB, while for support or student services; it will be the Chief of the Student Services Division (SSD).
level. For continuity of operation, the agency accredited employee association may designate an alternate.

5. The End User.

The End User, who serves as the non-voting resource person, can mean the immediate supervisor. In cases where the position is directly under the Division Chief, the End User as member of the PSB is usually omitted.

The End Users help in validating the entries in the applicant’s curriculum vitae. They also serve as a panel member during interviews. As such, the End User is able to participate actively in decisions pertaining to the selection process. Moreover, the End User also plays a major role in selecting the best-qualified applicant.

Representative members of the PSB shall serve for a period of two (2) years unless such designation is revoked. Ideally, new members of the PSB must undergo an orientation and/or workshop to be conducted by an expert from the CSC to discuss the selection and promotion process and CSC policies on appointments, if deemed necessary.

Annex A shows a sample of PSHS System Special Order creating the PSB for the Office of the Executive Director.

**Powers and functions**

The PSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions in order to assist the appointing authority in the judicious and objective selection of candidates for appointment.

Appointment to the following positions shall be exempt from the PSB screening and evaluation:

1. Substitute appointment due to their short duration and emergency nature. However, the appointing authority should ascertain that the substitute appointee meets the minimum qualification requirements of the position. In the event the position will be filled by regular appointment, candidates for the said position should be screened and passed upon by the PSB.

2. Appointment of faculty members and academic staff of PSHS who belong to the closed career service;

3. Appointment to entry laborer positions;

4. Renewal of temporary appointment issued to the incumbent personnel.

For vacancies in the first and second levels, all qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position except when they have signified in writing that they are not interested in the position.
The PSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.

Roles and responsibilities

The PSB shall perform the following roles and responsibilities:

1. Prepare an action plan (Annex B) for recruitment and selection which includes timetable/schedules for:
   i. Written psychological examination for applicants administered by the licensed Guidance Officer or to be conducted by an accredited private testing center for campuses with no available testing service;
   ii. Written proficiency or practical test for applicants, whichever is applicable; and
   iii. Panel interview of applicants with the members of the PSB.
2. Craft screening instruments together with the HRMO/AO
3. Determine how the instrument can be effectively used
4. Implement the screening procedures
5. Observe fairness in the application of the screening procedures
6. Request for necessary resource materials
7. Gather necessary information to enable the body to screen applicants for a position effectively
8. Use the instrument/s developed which are appropriate for the screening for the positions to be filled
9. Execute the action plan as agreed upon
10. Submit to the HRMO or AO at the end of every screening session relevant documents being used or used

A. The Campus Director

B. The Human Resource Management Officer

The Office of the Executive Director and the PSHS main campus has a Human Resource Management Officer (HRMO). There is no HRMO item in the campuses (except in the main campus); hence, the Administrative Officer V in the other campuses assumes the roles and responsibilities of an HRMO. Administrative Officer (AO) refers to Administrative Officer V position for the remaining parts of this document.

The HRMO/AO does the following tasks during the screening of applicants:

1. Acts as Secretariat:
2. Schedules meetings and provide venue/food

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4 The roles and responsibilities will be defined by PSHS ExeCom for approval of the Board of Trustees (BOT).
5 The Campus Director may assign someone to take over the roles and responsibilities of the HRMO/AO as the Secretariat of the PSB.
3. Prepares agenda
4. Prepares documents needed for the meeting
5. Ensures completeness of documents needed for the meeting
6. Coordinates with PSB Members
7. Documents proceedings
8. Ensures smooth conduct of meetings/assessment
9. Provides resource person/experts for tests or use of the instruments implementation of the PSB action plan
10. Monitors the timetable if followed
11. Re-checks/verifies candidates against prohibitions
12. Keeps custody and ensures confidentiality of all documents used by the PSB in the screening
13. Submits report to the Appointing Authority on the completion of the screening done by the PSB

Upon issuance of appointment by the BOT, it is the responsibility of the HRMO/AO to:

1. Prepare the appointment paper.
2. Review thoroughly and check the veracity and authenticity of all the requirements and supporting papers in connection with all cases of appointments before submission to the CSC Office concerned;
3. Re-check potential appointee against prohibitions on appointment (ineligibility of elective official during his/her tenure, nepotism, etc.)
4. Sign the following certifications at the back of the appointment
   a. Certification as to completeness and authenticity of requirements
   b. Certification as to publication of the position to be filled
5. Ensure that the Chairman of the Personnel Selection Board has signed the certification at the back of the appointment, when applicable
6. Ensure that all questions in the Personal Data Sheet (CSC Form 212) of the appointee are duly accomplished with his recent photograph attached, his right thumb mark affixed and his current Community Tax Certificate indicated therein;
7. Submit appointments with the prescribed transmittal form (copy attached) indicating the names of the appointees, their positions and the corresponding date of the issuance;
8. Facilitates oath taking of new employees; and
9. Submit a quarterly report of employee accession and separation to the CSC Office concerned.

H. Procedure

The first phase in the employment procedure is Recruitment. It is the process of finding, screening and selecting the best-qualified person for placement/hiring. Selection of employees for appointment in the Philippine Science High School (PSHS) system shall be open to all qualified Filipino 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 positions in the PSHS System provided they meet the minimum and basic qualification requirements of the positions to be filled. There shall be no discrimination in the
selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

The following procedure shall be observed in filling any vacant position whether in the first or second level in the career service. Figure 1 presents the summary of the recruitment and selection process. Each step will be discussed in detail in the following sections.
Figure 1. Recruitment and selection process

1. Identification of vacant positions
2. Publication of vacant positions
3. Pre-screening and reviewing of documents
4. Teaching demonstration (For faculty positions only)
5. Administering of tests
6. Preliminary interview
7. Panel interview
8. Background investigation
9. Final interview
10. [New] Presentation to the Executive Committee
11. Deliberation and Selection
12. Approval of appointments
13. Induction

End
Figure 1b. Recruitment and selection process (Alternative diagram)

**Applicant**
- START
  - Inquire on the process of application
  - Accomplishes PDS*
  - Submit/present application either online or walk-in
  - Attaches/Presents requirements
    - Transcript of records
    - Civil service eligibility
    - Certificates of training/seminars attended
    - Service records
    - 2 x 2 recent ID photo
  - Takes the Psychological and Proficiency Exams

**Search Secretariat/HRM Unit**
- Provides PDS* and list of requirements to applicants

**Search/Selection Committee/HRM Unit**
- Verifies authenticity of documents (5 mins)
  - Are documents complete and authentic?
    - No
      - Informs Applicant of Lacking Documents
    - Yes
      - Schedules applicant for appropriate examination (within one month)
        - Psychological exams with PSHS Guidance Office
        - Proficiency exams with HRMO
      - Administers Examinations (1 day)
      - Evaluates/Assesses Performance/Short Listing (1 day)
  - Evaluates/Assesses Performance/Short Listing (1 day)
    - PASSED?
      - Yes
        - Prepare Appointment/Assist with Employment Requirements/New Employee Orientation
        - Inform Applicant
        - Prepare Appointment/Assist with Employment Requirements/New Employee Orientation
        - Prepare Exam Results for Search/Selection Committee (10 mins)
  - No
    - Refer for Panel Interview
    - Schedule of Neuro-Psychological Exam (for Supervisory Positions only)

**Executive Director (ED)/Campus Director (CD)**
- Final Interview by the ED/CD
- Presentation to the Executive Committee (ExeCom)
- Final Selection by the PSHS System Board of Trustees (BOT)

*Personal Data Sheet
Step 1: Identification of vacant positions

The selection process begins when a position becomes vacant or a new position is created. In this instance, the supervisor or unit head notifies the Human Resource Management Officer (HRMO) or Administrative Officer (AO) that an opening exists.

The duties and/or actions of the HRMO/AO in the Recruitment Process are as follows:

1. Verify the availability of vacant positions;
2. Know the extent of functions of the identified vacant positions;
3. Match priorities with actual organizational needs by checking the budget to make sure that there is fund appropriated for the position; and
4. Check the Qualification Standards (QS) of the position on a wider context to promote merit and fitness in the recruitment.

When a position in the first, second, or managerial executive level becomes vacant, applicants for employment who are competent, qualified and possess appropriate eligibility shall be considered for such vacancy. For third level positions, applicants must possess executive and managerial competence in addition to the required minimum qualifications.

Once the workforce needs for the vacant position has been determined, the process of selecting new employees can begin. Selection is comprised of several steps, beginning with employee recruitment and ending with job placement.

Step 2: Publication of vacant positions

In compliance with Republic Act No. 7041 (Publication Law), vacant positions are required to be published in at least three (3) conspicuous places in the PSHS system for at least ten (10) calendar days and transmit a copy of the said list and the corresponding qualification standards to the Civil Service Commission (CSC) not later than the tenth day of every month. The date of posting, the requirements to be submitted and the deadline for submission of applications shall be indicated in the notice. The said list of vacant positions shall also be published in the CSC Bulletin of Vacant Positions or in the newspapers and in the CSC website. If the vacancy is published in the CSC Bulletin of Vacant Positions, it is no longer necessary to have it published in the newspapers. Other appropriate modes of publication shall also be considered (i.e., online on the PSHS System and campus websites). This is to allow equal opportunity to qualified personnel to apply for the positions to be filled up. Annex C shows a sample of a publication of vacant position. Box 1 presents the suggested guidelines to consider when posting job vacancies.

<table>
<thead>
<tr>
<th>Box 1. Suggested guidelines to consider when posting job vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campuses are recommended to announce staffing needs for temporary and permanent positions in websites and bulletin boards and should be submitted to the CSC. A template for job posting should include the plantilla item, position, salary grade and the approving officer.</td>
</tr>
</tbody>
</table>

[19]
Vacant third level positions in government agencies, which are authorized to be filled, shall be published; publication shall include the qualification standards for each position [CSC Res. 070630; MC No. 11, s. 2007].

The publication of a vacant position shall be valid until filled but shall not extend beyond nine (9) months reckoned from the date the vacant position was first published, provided the process of application and screening started within six (6) months from publication. Vacant positions not filled within nine (9) months from the date of its publication shall be re-published [CSC MC No. 16, s. 2005].

Selection and screening of qualified applicants for purposes of filling up vacant positions in the PSHS system shall commence after ten (10) calendar days from publication as long as there are qualified candidates who have submitted the required documents for evaluation.

**Step 3: Pre-screening and reviewing of documents**

All applicants except those who are next-in-rank must submit a letter of application to the HRMO/AO together with the required supporting documents within the specified period, as indicated in the announcement of vacancy. The letter of application should be addressed to the Head of Agency (i.e., Campus Director, Executive Director), attention the HRMO/AO.

A next-in-rank employee shall be considered as an automatic candidate for promotion to the next higher vacant position in the first or second level. In case the next-in-rank does not wish to be evaluated, he/she must submit a “letter of waiver” for documentation purposes. In the absence of this waiver, the next in rank shall also undergo the same screening process, and shall be informed of all the requirements that have to be submitted.

During pre-screening, the HRMO/AO pre-assesses applicants for existing vacancies guided by the following:

1. Applicant’s Personal Data Sheet (PDS) (Appendix 1) completely filled-up;
2. Submitted requirements (e.g., valid license, eligibility) as proof of qualifications;
3. Qualification standards of the position (i.e., educational background, eligibility, training and experience);
4. Organizational needs and priorities; and
5. Exigency in the interest of public service.

The HRMO/AO also conducts the following activities as part of the pre-screening process:

1. Checks if the applicant falls under any of the prohibitions in the selection of personnel in the career service (i.e., nepotism, dismissed from service for cause, double compensation, conflict of interest, and security risk);
2. Identifies the counting degrees of relationship (whether first, second or third degree of consanguinity);
3. Considers the work attitude with previous peers and/or supervisor’s work performance;
4. Conducts background investigation;
5. Considers behavior, conduct and other circumstances as necessary; and
6. Crafts screening instruments together with the PSB.

The HRMO/AO shortlists qualified applicants based on qualification standards and submitted documents. Interested applicants who do not submit the requirements as per set deadline shall be excluded from the evaluation.

Qualified applications for teaching positions are then endorsed to the concerned division/unit chief for teaching demonstration (Step 4). Shortlisted applicants for administrative positions are scheduled for written proficiency and psychological examinations (go to Step 5).

**Step 4: Teaching demonstration (For faculty positions)**

Applicants who are applying for faculty positions are scheduled for teaching demonstrations with the PSB and members of the concerned department (i.e., Biology, English, Social Science) as the observers.

For uniformity, it is ideal that the observers use a Teaching Demonstration Form (TDF), similar to the one illustrated in Figure 2. The TDF will aid the screening team in documenting and assessing the performance of the applicant while demonstrating his/her teaching skills.

Furthermore, it is suggested that the observers also use checklists while the teaching demonstration is ongoing. This will ensure objectivity in evaluating the applicant. Figure 3 and 4 illustrate the suggested checklists for assessing lecture/discussion and laboratory skills, respectively.
### Figure 2. Example of a teaching demonstration form

<table>
<thead>
<tr>
<th>Teaching Demonstration Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor:</td>
</tr>
<tr>
<td>Course Title:</td>
</tr>
<tr>
<td>Topic(s) of the Day:</td>
</tr>
<tr>
<td>Instructional Method(s):</td>
</tr>
</tbody>
</table>

**I. Classroom environment** (seating, lighting, acoustics, temperature, size)

**II. Instructor**
- a. **Knowledge and Preparation** (relevance of content, knowledgeable, appropriate examples, clear goals)
- b. **Enthusiasm and Motivation** (use of questions and nonverbal cues to gain attention and interest; personal interest)
- c. **Clarity and Organization** (introduction, coherent presentation, reference materials/readings, answer students questions fully, effective transitions)
- d. **Presentation: Verbal and Non-verbal Style** (delivery, pacing, speech/voice, gestures, eye contact, mannerisms)
- e. **Engagement and Motivation of Students** (build rapport, ask relevant questions, equitable social interaction)
- f. **Disclosure and Evaluation** (clarity about requirements, exams/grading, learning goals)

**III. The Students**
- a. **Student Attentiveness and Engagement** (beginning, middle, end)
- b. **Student Comprehension/Level of Critical Thinking**
- c. **Overall classroom atmosphere** (relationship to peers and instructor)
Figure 2. Example of a teaching demonstration form (continued)

IV. Subject Matter and Course Materials
   a. Appropriate level of challenge/difficulty (given expected preparation)

   b. Integration of instructional elements (lecture, blackboard, handouts, technology)

   c. Up-to-date in discipline and adequate knowledge shown

V. General Comments and Summary (on the class, outcomes, recommendations)

Source: Duke University Center for Instructional Technology. Licensed under a Creative Commons Attribution 3.0 United States License.

Figure 3. Suggested lecture/discussion skills checklist

<table>
<thead>
<tr>
<th>Lecture/Discussion Skills Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor:</td>
</tr>
<tr>
<td>Course No.:</td>
</tr>
<tr>
<td>No. of Students:</td>
</tr>
<tr>
<td>Topic of the Day:</td>
</tr>
<tr>
<td>Instructions:</td>
</tr>
<tr>
<td>Organization/Clarity</td>
</tr>
<tr>
<td>1. Stated purpose of class session clearly.</td>
</tr>
<tr>
<td>2. Related explicitly the day’s topic to previous class.</td>
</tr>
<tr>
<td>3. Presented/Discussed content in a systematic, organized fashion.</td>
</tr>
<tr>
<td>4. Asked relevant questions.</td>
</tr>
<tr>
<td>5. Used clear examples.</td>
</tr>
<tr>
<td>7. Periodically summarized important points.</td>
</tr>
<tr>
<td>8. Adjusted tempo when necessary.</td>
</tr>
<tr>
<td>9. Summarized day’s main ideas.</td>
</tr>
<tr>
<td>10. Effectively Used Blackboard, Overheads, Instructional Technology.</td>
</tr>
<tr>
<td>Materials/Media Use</td>
</tr>
<tr>
<td>11. Information presented on board, slides, overheads meaningful.</td>
</tr>
<tr>
<td>12. Materials used added to students’ understanding of the topic.</td>
</tr>
</tbody>
</table>
Figure 3. Suggested lecture/discussion skills checklist (continued)

<table>
<thead>
<tr>
<th>Interaction with Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Asked relevant questions to gauge student understanding.</td>
</tr>
<tr>
<td>15. Involved students effectively in class discussion.</td>
</tr>
<tr>
<td>16. Allowed sufficient time for students’ answers.</td>
</tr>
<tr>
<td>17. Offered meaningful encouragement and support.</td>
</tr>
<tr>
<td>18. Made eye contact with students.</td>
</tr>
<tr>
<td>19. Listened carefully/Responded effectively.</td>
</tr>
</tbody>
</table>

Comments/Recommendations:

Source: Adapted from: http://www.tap.msu.edu/PDF/TA_Eval.pdf

Figure 4. Suggested laboratory skills checklist

<table>
<thead>
<tr>
<th>Lab Skills Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor:</td>
</tr>
<tr>
<td>Course No.:</td>
</tr>
<tr>
<td>No. of Students:</td>
</tr>
</tbody>
</table>

Topic of the Day:

Instructions: Respond to each of the following statements by indicating Excellent (E), Good (G), Satisfactory (S), Needs Improvement (NI), or Not Applicable (NA).

Lab Organization/Presentation Clarity

1. Set up Classroom/Lab Experiment Safely and Effectively.
2. Defined Lab objectives clearly.
3. Presented content in a systematic, organized way.
4. Presented clear examples, illustrations.
5. Explained difficult concepts well.
6. Summarized the day’s main ideas.
7. Used Board, Overhead, Slides, etc. well.
8. Lab Demonstration performed competently.

Materials/Use of Lab Equipment/Media

10. Handouts, etc. added meaningfully to day’s discussion.
11. Safely handled lab materials.

Student Performance/Lab Management

12. Asked questions to ascertain student understanding.
13. Allowed sufficient time for students’ answers.
14. Offered meaningful encouragement and support.
15. Encouraged effective student partnerships.
16. Encouraged student safety.
17. Managed Lab effectively.

Comments/Recommendations:

Source: Adapted from: http://www.tap.msu.edu/PDF/TA_Eval.pdf
Step 5: Administering tests

Applicants who met the minimum qualification requirements of the vacant position are scheduled for proficiency and psychological tests to be facilitated by the HRMO/AO. The questionnaires and answer sheets for the proficiency test are prepared by the PSB, while the psychological test is administered by the psychometrician or authorized licensed personnel from the Guidance Office. In cases where the Guidance Office of a campus does not have the capability to administer a psychological test, the campus can refer the applicant to the services of a private institution or a psychometrician duly licensed to administer such test.

Proficiency test

The proficiency test measures the suitability of an applicant for an office job. This test helps determine how well an applicant can perform those tasks for which he or she is being considered.

The questions being asked in the proficiency test are crafted and agreed upon in a meeting by the members of the PSB. The schedule, venue and test administrator are also set during the said meeting. Box 2 presents a sample proficiency test given to an applicant for the Administrative Officer I position.

Box 2. Example of a proficiency test

Competency Examination for Administrative Officer I (Supply Officer)  
February 29, 2012

For a maximum of two (2) hours, please answer the following in the provided sheets of paper:

1. If you were instructed by your Supervisor to prepare an Annual Procurement Plan of a government agency, what considerations will you have in drafting the plan? What information would you need in order to be able to submit a responsive Plan?
2. What qualities must a Supply Officer of an efficient government agency have?
3. Through a flowchart, illustrate the processes that are necessary to facilitate a request for an equipment (photocopier) by a head of a division of a government agency.
4. Would you recommend a friend/relative to participate in a bidding process? Why or why not? How would you conduct yourself in such a situation?

Please submit your answer sheets and this list of questions to the test administrator, Mr. Adrian Sablan.

Thank you and good luck! – PSHS System
Psychological testing

Psychological testing is the systematic use of tests to assess the psychophysical behavior, abilities, and problems and to take predictions about psychological performance of the candidates.

All qualified applicants are required to take the psychological test to be conducted by the Guidance Office. In case the campus does not have a psychometrician, only the top three applicants will be required to take the test from a reputable private institution. Results of the psychological examination are also taken into consideration during the interview. Rating for personality may be taken from the results of the panel interview. This test also influences the selection decision of the Appointing Authority.

The psychological exam is administered by the psychometrician of the PSHS Guidance Office, or a private agency, if the school guidance counselor is not authorized to perform such functions. The concerned division/unit chief submits the list of qualified applicants for the position to the PSB.

Drug testing

This section will be discussed and proposed by the ExeCom for approval of the Board of Trustees (BOT). The detailed process, which will include the guidelines on administering or requiring qualified applicants to take a drug test to prevent the detrimental effects of drug use and abuse may cause in the workplace, approved by the BOT will form part of this module.

Step 6: Preliminary interview

Considered by many to be the most crucial step as well as the most widely used tool in the hiring process, the selection interview is designed to predict an applicant’s job performance based on his or her responses to a series of questions. The selection interview serves a variety of functions including the following:

- The interviewer can ask questions to clarify any ambiguous areas about the applicant’s background.
- The interviewer can emphasize areas of particular concern to the organization.
- The applicant can ask additional questions about the job and the organization.
- The applicant can emphasize certain areas about his or her background that might be helpful in making an employment decision.

The interviewer can do much to enhance the success of the interview by doing several things. One effective way is to engage in preplanning and to become as well prepared as possible. Furthermore, at the beginning of the interview, the interviewer also needs to establish rapport with the interviewee, which can be done by doing and saying things that put the applicant at ease. In addition, the interviewer needs to make sure the questions he or she asks are relevant to the position of interest. During the closing of the interview, the applicant should be invited to ask any questions that remain
unanswered. Once the interview has been completed, the interviewer should prepare written notes unless he or she does so during the interview.

The head of the concerned division/unit where the vacancy exists shall conduct a preliminary interview of the applicants. This is characterized as being conducted rather quickly because the interviewer asks only those questions directly related to the interviewee's background and his or her qualifications for a particular job.

Afterwards, the division/unit head where the vacancy exists shall submit to the HRMO/AO the shortlist of candidates based on the results of the proficiency and psychological tests and preliminary interview together with a written justification for consideration of PSB.

The HRMO/AO shall prepare all the necessary documents for the PSB panel interview, which includes the interview guide, criteria for hiring and score sheet template.

**Step 7: Panel interview**

The panel interview is a way for PSHS to ascertain the communication and skill levels and interaction within a group of the candidate. This kind of interview is conducted by an interviewing panel that is made up of the supervisor where the vacancy exists and some members of the PSB. The Campus Director may participate in the interview panel although this depends to the kind of position that PSHS is filling up.

Questions will be asked from all the panel members, sometimes the same question by different panel to build the connection between interview panel and the candidate. The interview aims to assess the communication, skill and competence levels of the applicant.
Figure 5 presents the interview guide being used by the PSHS Office of the Executive Director.

Figure 5. Interview guide

<table>
<thead>
<tr>
<th>Office of the Executive Director</th>
<th>Philippine Science High School System</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINUTES OF THE INTERVIEW SESSION</td>
<td></td>
</tr>
<tr>
<td>Position: Administrative Officer</td>
<td></td>
</tr>
</tbody>
</table>

| Applicant’s Name: |

1. Tell me about yourself.
2. Tell me your ideas about PSHS.
3. Why do you want to leave your job? Why did you leave your most recent job? Why are you applying for this position?
4. What experiences do you have in your current position/previous employment that qualifies you to the position?
5. How do your colleagues usually describe you?
6. Tell me something about any problem you had with any supervisor.
7. What types of decisions do you make in your current work/position?
8. What decisions are easiest to make and what are the most difficult?
9. Would you be willing to travel? Render overtime?
11. Do you have any training on conflict management or resolving grievances?
12. How would you implement systems and procedures directly related to the work of a Supply Officer?
13. Do you have any questions for us?

The PSB shall conduct a panel interview and in depth evaluation of the applicant/s based on the criteria approved by the Board of Trustees. Resolution No. 2000-01-01-PM specifies the criteria for hiring new PSHS faculty (Table 1) and administrative staff (Tables 2 and 3).
### Table 1. Criteria for hiring new Faculty Members

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Highest Educational Qualification</td>
<td>25</td>
</tr>
<tr>
<td>a. Bachelor’s degree</td>
<td>10</td>
</tr>
<tr>
<td>b. MS/MA units</td>
<td></td>
</tr>
<tr>
<td>c. Master’s degree</td>
<td>20</td>
</tr>
<tr>
<td>d. PhD units</td>
<td></td>
</tr>
<tr>
<td>e. Doctoral degree</td>
<td>25</td>
</tr>
<tr>
<td>f. Others (Honors and Awards)</td>
<td>25</td>
</tr>
<tr>
<td>2. Teaching Competencies</td>
<td>55</td>
</tr>
<tr>
<td>a. Demo Teaching</td>
<td>20</td>
</tr>
<tr>
<td>b. Lesson Plan</td>
<td>10</td>
</tr>
<tr>
<td>c. Mastery of Subject Matter</td>
<td>25</td>
</tr>
<tr>
<td>3. Personality</td>
<td>10</td>
</tr>
<tr>
<td>4. Teaching Experience</td>
<td>5</td>
</tr>
<tr>
<td>5. Relevant Experience</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

Source: Board of Trustees Resolution No. 2000-01-01-PM, 31 January 2000.

### Table 2. Criteria for hiring new First Level Administrative Staff

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personality</td>
<td>15</td>
</tr>
<tr>
<td>2. Competence (written and/or performance evaluation)</td>
<td>25</td>
</tr>
<tr>
<td>3. Relevant Experience</td>
<td>20</td>
</tr>
<tr>
<td>4. Educational Qualification</td>
<td>15</td>
</tr>
<tr>
<td>a. High School graduate</td>
<td>10</td>
</tr>
<tr>
<td>b. Bachelor’s degree holder</td>
<td>15</td>
</tr>
<tr>
<td>5. Relevant Training</td>
<td>15</td>
</tr>
<tr>
<td>6. Special Skills</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

Source: Board of Trustees Resolution No. 2000-01-01-PM, 31 January 2000.

### Table 3. Criteria for hiring new Second Level Administrative Staff

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Educational Qualification</td>
<td>20</td>
</tr>
<tr>
<td>a. Bachelor’s degree</td>
<td>10</td>
</tr>
<tr>
<td>b. MS/MA units</td>
<td></td>
</tr>
<tr>
<td>c. Master’s degree</td>
<td>15</td>
</tr>
<tr>
<td>d. PhD units</td>
<td></td>
</tr>
<tr>
<td>e. Doctoral degree</td>
<td>20</td>
</tr>
<tr>
<td>2. Competence (written and/or performance evaluation)</td>
<td>20</td>
</tr>
<tr>
<td>3. Relevant Experience</td>
<td>20</td>
</tr>
<tr>
<td>4. Personality</td>
<td>15</td>
</tr>
<tr>
<td>5. Relevant Training</td>
<td>15</td>
</tr>
<tr>
<td>6. Special Skills</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

Source: Board of Trustees Resolution No. 2000-01-01-PM, 31 January 2000.
The results of the psychological examination are also taken into consideration during the interview. Rating for personality may be taken from the results of the panel interview and psychological exams.

The PSB ranks the applicants and submits all qualified applicants who passed the tests to the Campus Director. The PSB uses a score sheet template as presented in Figures 6 and 7. Annex D shows an actual filled-out score sheet with rankings for the Administrative Officer I position being filled.
Figure 6. Sample score sheet template for a Second Level Administrative Staff position

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Age/Sex/Civil Status</th>
<th>Education (20 points)</th>
<th>Competence (20 points)</th>
<th>Personality (15 points)</th>
<th>Relevant Experience (20 points)</th>
<th>Relevant Training (15 points)</th>
<th>Special Skills (10 points)</th>
<th>Total</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Interview (7.5 points)</td>
<td>Psychological exam (7.5 points)</td>
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<td></td>
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</table>

PERSONNEL SELECTION BOARD

CHAIRPERSON MEMBER MEMBER MEMBER MEMBER
Figure 7. Sample score sheet template for a teaching position

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Age/Sex/Civil Status</th>
<th>Education (25 points)</th>
<th>Teaching Competencies (Demo Teaching, Lesson Plan, Mastery of Subject Matter) (55 points)</th>
<th>Personality (10 points)</th>
<th>Teaching Experience (5 points)</th>
<th>Relevant Training (5 points)</th>
<th>Total</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

PERSONNEL SELECTION BOARD

CHAIRPERSON
MEMBER
MEMBER
MEMBER
MEMBER
Step 8: Background investigation

Background checks are often requested by PSHS on job candidates, especially on candidates seeking a position that requires high security or a position of trust, such as Campus Directors and in higher positions of the PSHS. These checks are traditionally administered by a government agency for a nominal fee, but can also be administered by private companies and the HRMO/AO. Results of a background check typically include past employment verification, credit score, and criminal history.

The HRMO/AO conducts a background check on the top candidates and verifies the validity and authenticity of documents they have submitted. Applicants found falsifying information at the point of entry or after hiring will be disqualified depending on their employment status.

Results of the background investigation shall form part of the documents for examination of the Management Committee (MANCOM), Executive Committee (EXECOM) and the Board of Trustees (BOT).

Figure 8 presents the Background Investigation Form to be used by the HRMO/AO, while Annex E shows an actual report of a background investigation. The Background Investigation Form aims to validate interviews, submitted application documents and the results of the competency and psychological exams.

Figure 8. Background investigation form

<table>
<thead>
<tr>
<th>Background Investigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Applicant:</td>
</tr>
<tr>
<td>Position Applying for:</td>
</tr>
<tr>
<td>Name of Reference Person:</td>
</tr>
<tr>
<td>Position:</td>
</tr>
<tr>
<td>Office/Agency:</td>
</tr>
<tr>
<td>Contact Nos.</td>
</tr>
</tbody>
</table>

**Instructions:**
On a scale of 1-5, 5 being the highest, please rate the applicant. Encircle the number corresponding to your choice.

<table>
<thead>
<tr>
<th>Factors/Traits</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Competence</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>2. Potential</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>3. Human Relations</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
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<td>5. Professional Ethics</td>
<td>1 2 3 4 5</td>
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</table>

**Comments:**

Conducted by: __________________________
Position: __________________________ Date: __________________________
Step 9: Final interview

The PSB discusses/deliberates and agrees on determining how or to what extent/degree an applicant has met the criteria set in the screening procedures.

The Campus Director conducts the final interview of all qualified applicants recommended by the PSB. The HRMO/AO then prepares the documents for deliberations during the Campus Management Committee Meeting.

Step 10: Presentation to the Executive Committee

The Campus Director endorses and defends choice of applicant to the Executive Committee. The OED transmits the documents for the approval of the Board of Trustees.

Step 11: Deliberation and selection

The HRMO/AO submits a report to the Appointing Authority, which contains the following information:

1. Minutes of the proceedings in the screening of candidates for existing vacant positions using the template shown in Figure 5.
2. The list of candidates and the corresponding results of the screening (ranked from highest to lowest) with the corresponding individual scores each got from specific dimensions and the overall scores using the template shown in Figure 6.
3. The screening results are presented in template form entitled PSB Assessment Report.

Step 12: Approval of appointments

An applicant who satisfies the requirements will be given an appointment paper to fill up existing vacant positions in accordance with law. It is vesting on the selected employee the authority to discharge the functions of his/her office and it is a precondition of an employee’s performance of work and assumption to rights and responsibilities as a government personnel.

For PSHS faculty members, the initial appointment to the PSHS Career Teacher Path places the appointee in the rank commensurate with his educational qualifications. This appointment is temporary for a period of one (1) academic year. A temporary appointment may be renewed for another academic year if the appointee has a performance rating of at least Very Satisfactory. In no case should such temporary appointment exceed two years. A permanent appointment shall be given to a special science teacher with two (2) consecutive performance ratings of at least Very Satisfactory his/her temporary appointment.
It is the responsibility of the HRMO/AO to:

a. Review thoroughly and check the veracity and authenticity of all the requirements and supporting papers in connection with all cases of appointments before submission to the CSC Office concerned;

b. Re-check potential appointee against prohibitions on appointment (ineligibility of elective official during his/her tenure, nepotism, etc.);

c. Sign the following certifications at the back of the appointment:
   i. Certification as to completeness and authenticity of requirements
   ii. Certification as to publication of the position to be filled

d. Ensure that the Chairman of the Personnel Selection Board has signed the certification at the back of the appointment, when applicable;

e. Ensure that all questions in the Personal Data Sheet or CSC Form 212 (Annex F) of the appointee are answered properly and completely with his recent photograph attached, his right thumb mark affixed and his current Community Tax Certificate No. indicated therein. Annex G provides a guide to filling up the Personal Data Sheet.

f. Submit appointments with the prescribed transmittal form indicating the names of the appointees, their positions and the corresponding date of the issuance; and

g. Submit a monthly report of employee accession and separation to the CSC Office concerned.

Basic documents required

Unless otherwise specifically required in certain cases, each appointment shall be accompanied only by the appointee’s Personal Data Sheet (CSC Form 212).

All supporting documents which are not original copies shall be submitted as certified true copies by the Records Officer or a duly authorized official of the agency.

Each appointment shall be prepared in the prescribed form and duly signed by the appointing authority. Each appointment shall be accompanied by the following:

a. Personal Data Sheet (CS Form 212);

b. Job Description Form (CS Form 122-D);

c. Certification by the appointing authority or his duly authorized representative in the agency concerned to the effect that all requirements have been complied with, reviewed by him, and found to be in order;

d. Certified true copy of the decision in the administrative or criminal case or any official record thereof of the appointee, if any;

e. For original appointment, NBI Clearance

f. For reinstatement/re-employment

g. NBI Clearance

h. Clearance from previous /former office or agency

i. Renewal of temporary, casual, or contractual appointment, none required

j. KSS Form Blg.33

k. Submission of Appointment to CSC
PSHS appointments are submitted to the CSC Office concerned within 30 days from the date of issuance, which shall be the date indicated by the signing authority below his signature, otherwise they shall become effective 30 days from date of submission.

PSHS Accredited Agencies submit its Report of Appointment Issued (RAI) to the CSC Office concerned not later than the 15th day of the succeeding month from the date of issuance of the appointments. A template of the RAI is provided in Figure 9.

**Effectivity of Appointment**

The effectivity of an appointment shall be the date of actual assumption of duty by the appointee but not earlier than the date of issuance of the appointment, which is the date of signing by the signing authority.

Approved appointments must be duly received by the appointee himself/herself and a formal taking oath of office of the new appointee must be conducted.

**Conditions of disapproved appointments**

Appointments are disapproved when:

- the appointee does not meet the minimum qualifications for the position; or
- has been found guilty with finality of a crime involving moral turpitude, or of infamous, disgraceful conduct or addiction to narcotics; or dishonesty; or
- Has been dismissed from the service for cause, unless an executive clemency has been granted; or
- has intentionally made a false statement of any material fact or has practiced or attempted to practice any deception or fraud in connection with his appointment; or
- has been issued such appointment in violation of existing Civil Service Law, rules and regulations.

**Implications of disapproved appointments**

- The services of the appointee should be terminated unless a timely motion for reconsideration has been filed.
- Services rendered by a person for the duration of his/her disapproved appointment shall not be credited as government service for whatever purpose.

**Liability of appointing authority and the HRMO/AO**

Appointing Authority shall be liable for the salary of appointees whose appointment have been disapproved for violation of pertinent law, such as Republic Act No. 7041 (An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds therefore, and for Other Purposes).

Appointees whose appointment was disapproved for being lapsed/ineffective due to non-submission to the CSC within the 30-day period, shall be entitled to payment of salary from the government for a period not exceeding 30 days for actual services rendered. After 30 days payment of salary shall be the personal liability of the person responsible for the delay in the submission of appointment.
Figure 9. Report of Appointment Issued (RAI) Template

REPORT ON APPOINTMENTS ISSUED (RAI)
For the month of __________ (Year)

**Agency:** Philippine Science High School [Include Unit]
**Address:** [Campus Address]

**Sector:**
**CSCFO in-charge:**

**Important:** Please accomplish this form completely.

### Part 1 - Pertinent data on appointments issued

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</table>

**REMARKS/ COMMENTS/RECOMMENDATIONS:**

Prepared by: ______________________________
Reviewed/Submitted by: _______________________
Checked/Verified by: _______________________

____________________________  ____________________________  _______________________
HRM Unit Head/Planning Officer  Chief Administrative Officer  CSC Field Officer
# REPORT ON APPOINTMENTS ISSUED (RAI)

For the month of _________ (Year)

Agency: Philippine Science High School [Include Unit]
Address: [Campus Address]

Sector: __________________

CSCFO in-charge: ______________

Important: Please accomplish this form completely.

Part II - Pertinent data on appointees

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<th>RELEVANT TRAINING</th>
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<td>DATE OF BIRTH</td>
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</table>

REMARKS/COMMENTS/RECOMMENDATIONS

Prepared by:
Reviewed/Submitted By:
Checked/Verified by:

___________________________  ______________________________  ______________________________
HRM Unit Head/Planning Officer  Chief, Finance and Administrative Division  CSC Field Officer

[38]
Step 13: Induction

PSHS gives the right induction that will benefit the new employee. This induction period can be considered as the foundation for getting the most out of the employee and to determine their long-term success in the PSHS System. The quality of induction will have an effect on how the employee visualizes PSHS and how well they will integrate into it.

Induction Program for the New Employees of the PSHS System

I. Objectives:
   A. General:
      a. Increase the efficiency and effectiveness
      b. Systematically implement a uniform set of system policies.
      c. Transmit the culture of excellence from the seasoned employees and to the beginning workers.
      d. Develop a collaborative culture in the community.
   B. Specific:
      a. Leveling of expectations.
      b. Help new staff become competent and confident.
      c. Help develop understanding of the local school and community cultures.
      d. Improve services and skills of employees.
      e. Develop the right attitude of employees towards work and responsibility.
      f. Promote personal and professional well being of employees.
      g. Instill in the employee the importance of lifelong learning.
      h. Inculcate in the employee the sense of selfless service.
      i. Develop the employee’s loyalty and trust for the institution.

II. Benefits

   Both the worker and the institution shall benefit from a well-planned and effective induction program.
   
   A. For the worker:
      a. Better adjustment of beginners to the work culture
      b. Accelerated success and effectiveness
      c. Greater self-confidence
      d. Heightened job satisfaction
      e. Improved personal and professional well-being
      f. Increased opportunity for interaction with the community

   B. For the institution:
      a. Conducive working environment
      b. Retention of good workers
      c. Development of leadership skills of staff
      d. Increased standards of service and performance.
      e. Efficient resource development and management.
III. Phases:

a. Pre-orientation – between hiring and the first day of work/immediately upon hiring
   • Getting to know the co-workers
   • Guided tour of the work area
   • Submission of required document/signing of contract (if applicable)

b. Orientation – upon arrival up to 1 or 2 months
   • Mission, vision, philosophies of the institution (about the school)
   • Detailed job description/work targets
   • Rules and regulations in the specific place of work
   • Administrative regulations related/relevant to work
   • Responsibility for the safety of other people entrusted to worker (students, subordinates)
   • Benefits and privileges
   • Policies governing PSHS employees (system or campus level)

c. Systematic sustained support – for the next 6 months to 1 year or more
   • Mentoring by seasoned employees
   • Modeling/demonstrations by seasoned supervisors (e.g. dorm managers can observe how the guidance counselors perform group counseling/dynamics)
   • Team planning – i.e. work in collegial manner in: identifying and solving problems, improving services, celebrating success (everyone in the unit should participate in planning workshops, making accomplishment reports, coming up with a needs list, etc.)
   • Networking – i.e. with other groups/offices in the same institution, in other related agencies e.g. through committee work, staff meetings, etc.
   • Performance evaluation – measuring success, analysis of failures and problems encountered, incentives program,( pre- and post evaluation conference between supervisor, mentor and employee, incentives are non-promotional in nature)
   • Upgrading, rebuilding, redesigning – seminars/workshops, short courses, training, in-service trainings (e.g. In-service trainings can be conducted by the school guidance counselors for the dorm managers/dorm utility workers during class hours when the dorm is closed).
II. PROMOTION

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.

A. Faculty

This section will include the Revised Guidelines on Teacher’s Career Path

B. Staff

The Draft Process

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<td>- HRMO</td>
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Reference Omnibus Rules Implementing Book V of EO No. 292, Rule VI, Sections 1 to 20
III. APPOINTMENTS

A. Status of Appointment

Career Service

Permanent – Issued to a person who meets all the minimum qualification requirement of the position to which he is being appointed, including the appropriate eligibility prescribed, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof.

An appointment issued by the appointing authority under a temporary status to a person who meets all the requirement to the position to which he is being appointed, shall be disapproved for violation of section 27 (1), Book V of the Executive order of No. 292 except when its pertains to occupational groups where the agency requires additional/special qualifications (i.e., fellow/diplomate). In such cases, prior clearance to issue temporally appointment should first be obtained from the Commission.

Temporary – issued to a person who meets the education, experience and training requirements to the position to which he is being appointed except for the appropriate eligibility but only for the absence of a qualified eligible actually available, as certified by the Civil Service Regional Director or Field Officer. The appointment shall not exceed twelve months reckoned from the date it was issued but the appointee maybe replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available.

Substitute – issued when the regular incumbent of a position is temporarily unable to perform the duties of his position, as when he is on approved leave or absence or is under suspension or is on scholarship grant or is on secondment. This is effective only until the return of the former incumbent. A substitute appointment is issued only if the leave or absence of the incumbent is at least three (3) months, except in the case of the teachers.

Non-Career Service

Co-terminus – issued to a person whose entrance and continuity in service is based on the trust and confidence of the appointing authority or of the head of the organizational unit where assigned; or co-existent with the incumbent; or limited by the duration of the project; or co-existent with the period for which an agency or office was created. Specially with the categories of co-terminus appointment are:

1. Co-terminus with the appointing authority.
2. Co-terminus with the head of the organizational unit where assigned.
3. Co-terminus with the incumbent.
4. Co-terminus with the project, and
5. Co-terminus with the life span of the agency

Appointments of personnel under foreign-assisted projects shall be issued and approved as co-terminus with the duration of the project, in which case, the name of the project and its completion date shall be indicated in the appointment.
Contractual – issued to a person who shall undertake a specific work or job for a limited period not to exceed for one (1) year. The appointing authority shall indicate the inclusive period covered by the appointment for purposes of crediting services.

Casual – issued only for essential and necessary services where there are not enough regular staff to meet the demand of the service.

**B. Nature of Appointment**

The nature of appointment shall be as follows:

Original – refers to the initial entry into the career service of persons who meet all the requirements of the position. This includes those appointed under CSC MC No. 10, s. 1980, as amended by MC No. 11, s. 1996.

It is understood that the first six months of the service following an original appointment will be probationary in nature and the appointee shall undergo a through character investigation. A probationer may be dropped for unsatisfactory conduct or want of capacity anytime before the expiration of the probationary period. Provided that such action is appealable to the CSC.

However, if no notice termination for unsatisfactory conduct is given by the appointing authority to the employee before the expiration of the six (6) month probationary period, the appointment automatically becomes permanent.

Initial – refers to all other appointments of a person entering the government service for the first time (whether career or non-career) which are not covered by the definition of the original appointment.

Promotion – is the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by the law, and usually accompanied by an increase in salary. Promotion maybe from one department or agency or another or from one organizational unit to another within the same department or agency.

Transfer – is the movement of an employee from one position to another, which is equivalent rank, level or salary without break on the service involving the issuance of the appointment.

The transfer maybe from one department or agency to another or from one organizational unit to another in the same department or agency. Provided however, that any movement from the non-career service to other career service shall not be considered as a transfer.

An employee who seek transfer to another office shall secure permission from the head of the department or agency where he is employed stating the effective date of transfer. If the request to transfer of an employee is not granted by the head of the agency where he is employed, it shall be deemed approved after the lapse of 30 days from the date of notice to the agency head.
If, for whatever reason, the employee fails to transfer on the specified date, he shall be considered resigned and his reemployment in his former office shall be at the discretion of its head. The affectivity of the transfer shall be the day of the service in the former agency.

Heads of oversight agencies and their staff are prohibited from transferring to a department/agency/office/ where they are assigned or designated to oversee within one year after the termination of such assignment/designation.

This prohibition contemplates only transfer of officials of those offices/units who are in position to exert pressure or influence on the new or accepting agency but not to cover those occupying clerical and skilled positions such as clerk and drivers.

**Reemployment** – is the reappointment of a person who has been previously appointed to a position in the career service under permanent status but was separate there from as a result in reduction in force, reorganization, retirement, voluntary resignation or of any non-disciplinary actions such as dropping from the rolls. Reemployment presupposes a gap in the service.

No prior authority shall be required from the reemployment of a person who has been previously retired and who has not reached the compulsory retirement age of 65

**Reappointment** – is the reissuance of an appointment during reorganization, devolution, salary standardization, re-nationalization or similar events or subsequent appointment of subtitle teachers. Reappointment presupposes no gap in the service.

**Reinstatement** – is the issuance of an appointment to a person who has been previously appointed to a position in the career service and who has, through no delinquency or misconduct, been separated there from or to one who has been exonerated on the administrative services unless the decisions exonerating him specifies restoration to his previous position.

It is understood that one who has been exonerated or who has been illegally terminated is deemed not to have left the service.

**Renewal** – refers to the subsequent appointment issued upon the expiration of the appointment of the contractual/casual personnel, or temporally appointment, if a qualified eligible is not actually available, as certified by the Civil Service Regional Director or filled Officer. Renewal presupposes no gap in the service.

**Reappointment** – the appointment is issued to a temporary employee when he acquired the appropriate eligibility or becomes fully qualified for the position to which he is appointed.
C. Change of Status of Appointment

**Demotion** – is the movement of an employee from one position to another with reductions in duties, responsibilities, status or rank, which may or may not involved in reduction in salary and is not disciplinary in nature.

In case a demotion involves reduction in salary but non-disciplinary, a written consent shall be secured from the demoted employee.

**Upgrading/Reclassification** – refers to the change in position title with the corresponding increase in salary grade. Position are upgraded in order to attained effectively the functions and duties attached to the positions and for the employee to perform all around adaptability in meeting diverse work assignments. This requires issuance of appointment.

Upgrading/reclassification usually involves abolition and collapsing of positions which are agency finds insignificant to augment the salaries assigned to the upgraded/reclassified position.

The incumbent of a position in a permanent capacity which has been upgraded/reclassified shall be appointed to the upgraded/reclassification position without change in employment status, irrespective of whether or not he meet the qualification requirements thereof. However, he shall no longer be promoted to the next higher position unless he meet the qualifications requirements.

Adjustment or movements of personnel which do not involved change in position title, rank or status do not need the issuance of appointment, provided that the existing appointment does not specified the working stations. Such adjustment shall include the following:

1. Change in item number only
2. Salary adjustment
3. Step-increment
4. Reinstatement (to the same position)

A notice of such change or movement shall be submitted to the CSC office concerned for record purposes.

The following personnel movement, which will require issuance of an appointment, shall nevertheless require an office order by duly authorized official:

**Reassignment** – movement of an employee from one organizational unit to another in the same department or agency which does not involved in reduction in rank, status or salary. If reassignment is without the consent of the employee being reassigned, it shall be allowed only for a maximum period of one year. Reassignment is presumed to be regular and made in the interest of public service unless proven otherwise or if it constitutes constructive dismissal.
Constructive dismissal exists when an employee quits his work because of the agency head’s unreasonable, humiliating, or demeaning actuations, which render continued work impossible. Hence, the employee is deemed to have been illegal dismissed. This may occur although there is no diminution or reduction of salary of the employee. It may be a transfer from a position of dignity to an amore service or menial job.

No reassignment shall be undertake if done indiscriminately or whimsically because the law is not intended as a convenient shield for the appointing/disciplining authority to harass or oppress a subordinate on the pretext or advising a promoting public interest.

Reassignment of small salaried employees is not permissible if it causes significant financial dislocation.

Sufficient reason to warrant the continued reassignment of the employee and performance of function other than those attached to the position must be established.

Detail – temporally movement of the employee from one department or agency to another which does not involved reduction in rank, status or salary.

The employee detail receives his salary only from his mother unit/agency.

Detail shall be allowed only from a maximum period of one year in the case of employees occupying professional, technical and scientific position. In the case of other employees, detail beyond one year maybe allowed provided it is with the consent of the detailed employees.

If the employee believes that there is no justification for the detail, he may appeal his case to the commission. Pending appeal, the detail shall be executory unless otherwise ordered by the commission.

Secondment – movement of the employee from one department or one agency to another which is temporally from nature and which may or may not require the issuance of appointment but may either involve reduction or increase in compensation.

Secondment shall be governed by the following general guidelines:

1. As a general rule, secondment shall be limited to employees occupying professional, technical and scientific positions.
2. Secondment for a period of one year or more than shall be subjected to approval by the commission.
3. Secondment to international bodies/organization recognized by the Philippines government maybe allowed.
4. Secondment shall be upon the request of the mother agency and shall be always covered by a written agreement by the mother agency and the receiving agency and concurred in by the employee seconded. Such agreement shall be submitted to the commission for record purposes.
5. Payment of salaries of seconded employees shall be borne by the receiving agency. In case of higher compensation covered by a duly issued appointment with in the Philippine government, the same maybe use for the purposed of computing his retirement benefits but not for the purpose of commutation of leaves credits earned in the mother agency. In case of the
lower compensation, the mother agency shall pay the difference. This rule does not apply in cases of secondment to international agencies.

6. The seconded employee shall be on leave without pay in his mother agency for the duration of his secondment, and during such period, he may earn leave credits which are commutable immediately thereafter and payable by the receiving agency.

Job Rotation – the sequential reciprocal movement of an employee from one office to another or from one division to another within the same agency as a means for developing and enhancing the potentials of people of an organization by exposing them to other work functions of the agency.

The duration of the job rotation program shall be within the period described by the department/agency head but shall not exceed twelve (12) months.
IV. CONTRACT OF SERVICES/JOB ORDERS

Contract of Services/Job orders, are distinguished from those covered under Sec. 2 (e) and (f), Rule III of CSC Rules, need not to be submitted to the Commission. Services rendered are not considered government services.

Contract of Services/Job Orders refer to the employment described below:

1. The contract covers lump sum work or services such as janitorial, security or consultancy services where no employer-employee relationship exists.

2. The job orders cover piecework or intermittent job of short duration not exceeding six months on a daily basis.

3. The contracts of services and job orders are not covered by Civil Service law, Rules and Regulations, but covered by COA rules.

The employee’s involved in the contracts or job orders do not enjoy the benefits enjoyed by government employees, such as PERA, COLA and RATA.
V. MODES OF SEPARATION

A. Resignation

The following documents shall be submitted to the commission for the record purpose:

1. The voluntary written notice of the employee informing the appointing authority that he is relinquishing his position and the effectivity of the date of the said resignation; and

2. The acceptance of resignation in writing by the agency head or appointing authority which shall indicate the date of the effectivity of the resignation.

An officer or an employee under investigation maybe allowed to resign pending decision of his case without prejudice to the continuation of the preceding until finally terminated.

B. Dropping from the Rolls

Officers and employees who are either habitually absent or unsatisfactory or poor performance or have shown to be physically and mentally unfit to perform their duties maybe dropped from the rolls subjected to the following procedures:

Absence without approved leave

1. An officer or employee who is continuously absent without official leave (AWOL) for at least thirty (30) calendar days shall be separated from the service or dropped from the rolls without prior notice. He shall be informed of his separation from the service not later that five (5) days from its effectivity which shall be sent to the address appearing on his 201 files; and

2. If the number of unauthorized absence incurred is less than thirty (30) calendar days, written Return-to-Work order shall be served on the official or employee at his last known address on record. Failure on his part to report for work within the period stated in the order shall be a valid ground to drop him from the rolls.

 Unsatisfactory or Poor Performance (For non-teaching staff only)

1. An official or an employee who is given two (2) consecutive unsatisfactory rating maybe dropped from the rolls after due notice. Notice shall mean that the officer or employee concerned is informed on writing of his unsatisfactory performance for the semester and is sufficiently warned that a succeeding unsatisfactory performance shall be warrant his separation from the service. Such notice shall be given not later than thirty days from the end of the semester and shall contain sufficient information, which shall enable the employee to prepare an explanation.
2. An official or an employee, who for one evaluation period is rated poor in performance, maybe dropped from rolls after due notice shall mean the officer or employee is informed in writing on the status of his performance not later than the 4th month of that rating period with sufficient warning that failure to improve his performance within the remaining period of the semester shall warrant his separation from the service. Such notice shall also contain sufficient information, which shall enable the employee to prepare an explanation.

**Physically and Mentally Unfit**

1. An official or an employee who is continuously absent for more than one (1) year by the reason of an illness maybe declared physically unfit to perform his duties and the head of office in the exercise of his sound judgment may consequently drop him from the rolls.

2. An officer or an employee who is intermittently absent by reason of illness for at least 260 working days during a 24-month period may also be declared physically unfit by the head of the office.

3. An officer or an employee who is behaving abnormally for an extended period which manifest continuing mental disorder and incapacity to work as reported by his co-workers or immediate supervisor and confirmed by the head of the office, my likewise be dropped from the rolls.

For the purpose of three (3) preceding paragraphs, notice shall be given by the employee containing a brief statement of the nature of his incapacity to work.

The officer or the employee who is separated from the service through any of the above modes has the right to appeal his case to the CSC or its regional office within fifteen (15) days from receipt of such order of notice of separation.

The order of separation immediately executory pending appeal, unless the Civil Service Commission on meritorious grounds, direct otherwise.

This mode of separation from the service for unauthorized absences or unsatisfactory or poor performance or physical and mental incapacity in non-disciplinary in nature and shall not result in the forfeiture of any benefits on the part of the official or employees nor in disqualifying him for reemployment in the government.

The written notice mentioned in the preceding paragraphs maybe signed by the person exercising immediate supervision over the official or employee. However, the notice of separation shall be signed by the appointing authority or head of the office.

**C. Dismissal**

A certified true copy of the decision rendered where the penalty of dismissal was imposed shall be submitted to the CSC.
D. Other Modes

For other modes of separation such as termination/expiration of temporary appointment, retirement, or death, a notice stating the date of such separation shall be submitted to the CSC.

VI. GOVERNMENT WORKING HOURS

This section refers to the minimum working hours that officials and employees are required to render for a week.

The prescribed government working hours is 8 hours a day for five days a week or 40 hours a week exclusive of time for lunch.

• Working hours: 8:00-12:00am and 1:00-5:00 pm
• Working day: Monday to Friday except Saturdays, Sundays and holidays
• Flexible working hours: 7:00 am to 7:00 pm
• Lunch break is not included as a working hour.

Reference: CSC Resolution No. 93-924 dated March 4, 1994 (Lesaca, Bernadette M.)

Although the law and rules do not specifically provide for the number of hours which may be allowed for lunch break, the same may be implied from the number of working hours a day which is exclusive of time for lunch. The reason for which is to give each officer/employee time to eat and to enable him to work anew in the afternoon with equal vigor and enthusiasm.

Whether one takes it for five (5) minutes or thirty (30) minutes would be of no moment. What is important is that the employees’ eight (8) hours is not diminished thereby. There is really no 30-minute extension in the work schedule of the employee when they are made to serve for eight hours and thirty minutes shift. This merely means that there is a half-hour break time for the workers. (CSC Res. No. 95-0225 dated January 12, 1995, Francisco, Pano)

A. Use of Bundy Clock

POLICY ON GOVERNMENT WORKING HOURS FOR GOVERNMENT OFFICIALS AND EMPLOYEES (CSC MC NO. 21, S. 1991)

Use of bundy clock and other records of attendance

1. All officers and employees shall record their daily attendance on the proper form or, whenever possible, have them registered on the bundy clock. Any other means of recording attendance may be allowed provided their respective names and signatures as well as the time of their actual arrival to and departure from office are indicated, subject to verification. **
This shall include those serving in the field, that is outside the office proper, and those on the water or service rendered on board a vessel as the usual place of work. The record of attendance which shall be kept in a conspicuous place, shall be kept in the custody of a responsible officer who shall monitor the arrival, departure of officials and employees.

2. All other officials including presidential appointees who are not required to use the bundy clock shall hereinafter record their attendance in the manner prescribed by the office and their absences shall be covered with the requisite leave of absence.

Who is responsible for seeing to it that government office hours is strictly observed?

It is the duty of the head of department/agency to require all officers and employees under him/her to observe the prescribed office hours. He/she may also prescribe internal rules and regulations in the use of bundy clock, logbook, pass slip and/or application for leave of absence.

WHO ARE REQUIRED TO OBSERVE THE GWH

All officers and employees of the government.

Except:

- Those covered by special laws
  (Supreme Court, justices, Judges, etc.)

- Elective Officials
  (Attendance in session only)
  Presidential appointees Officers who rank higher than Chiefs & Asst. Chiefs in the 3 branches of the government

If the head of office/agency allows officials and employees to leave the office during office hours, time spent:

- Official business

- Personal business

Exemption from Registering in the Bundy Clock

Chiefs and assistant chiefs of agencies who are appointed by the President, officers who rank higher than chiefs and assistant chiefs in the three branches of the government and other presidential appointees need not punch in the bundy clock. However, their attendance and absences must be duly recorded and covered by the required leave of absence.

Forms used

- CS form 48 or DTR
- Attendance logbook
- Bundy clock
Falsification or irregularities in the keeping of time records shall be subject to administrative liability, without prejudice to criminal prosecution if the circumstance warrant.

B. Undertime

Is an act of leaving the office work before the time usually allowed by law or that specified by the office concerned or rendering less than the required eight hours of work.

This is usually incurred by an officer or employee who leaves or quits from work earlier than the usual eight-hour work schedule in a given working duty (CSC Res.No.00-0970 dated April 7, 2000)

It is also incurred by an officer or employee who is absent in the afternoon (CSC Res. No.10-1357 dated July 6,2010)

Policy on Undertime

(CSC MC no. 16, s. 2010) Pursuant to CSC Resolution No.10-1357* dated July 6, 2010, the Commission resolves that undertime is not classified as tardiness. However, due to the inimical effect of undertime to public service, which cannot be countenanced, the following guidelines on undertime is hereby promulgated, as of follows:

1. Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month or at least two months in a semester shall be liable for a simple misconduct and or Conduct prejudicial to the best interest of the service, as the case maybe; and

2. Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two (2) consecutive months during the year shall be liable for simple misconduct and/or conduct prejudicial to the best interest of the service, as the case may be.

C. Flexi Time

CONDITIONS FOR THE GRANT OF FLEXIBLE WORKING HOURS

Pursuant to CSC Resolution No. 96-0082 dated January 4, 1996

Usual official time of 8:00 am to 12:00nn and 1:00pm to 5:00 pm shall be made available to the public by the department/ agency concerned;

Flexible working hours shall be from 7:00 am to 7:00 pm only;
Human Resource Management

- Flexible working hours adopted by officials and employees shall thereafter be their regular working hours which cannot be occasionally or periodically changed at their pleasure;
- Overtime services rendered by officials/employees in the exigency of the service or for whatever reasons, should not be allowed to offset their tardiness or undertime they may incur;
- Working hours of officials and employees shall comply with the 40-hour week law requirement.

CSC MC No. 5 s 1997 dated 1-28-97

Allows heads of department/agencies/offices to promulgate its own internal rules and regulations on attendance and punctuality which will require their employee to incur less absences and tardiness.

Resolution No. 01-0236 dated January 24, 2001

Unless an office is allowed flexible working hours by the commission, the head of office cannot adopt a policy that would give its employee a fifteen (15) minute grace period reckoned from the start of the working day before they are considered as tardy.

D. Attendance

Habitual Tardiness

Grave Offense
Conduct prejudicial to the best interest of the service
1st offense-Suspension (6 mos. 1 day to 1 year)
2nd offense-Dismissal

Less Grave Offense
Simple Misconduct
1st offense-Suspension 1 mo. 1 day to 6 mos.
2nd offense-Dismissal

Tardiness refers to the failure of an employee to report for work or resume for work on time.

Any official or employee shall be considered habitually tardy if he/she incurs tardiness regardless of minutes per day, ten times a month for
- Two (2) consecutive months or
- Two (2) months in a semester during the year. He/she is subject to disciplinary action
  1st offense – reprimand
  2nd offense – suspension for 1 day to 30 days
  3rd offense – dismissal (Pursuant to CSC MC 23, s. 1998)
POLICY ON HALF DAY ABSENCE (CSC MC No. 17, s. 2010)

Pursuant to CSC Resolution No. 10-1358\(^6\) dated July 6, 2010, the Commission resolves to promulgate the following guidelines on Half Day Absence, as follows:

1. Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provision on Habitual Tardiness; and
2. Any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provision on Undertime.

Absenteism

HABITUAL ABSENTEEISM

When an employee has incurred UNAUTHORIZED ABSENCES, exceeding the allowable 2.5 days monthly leave credit under the Leave Law for at least three (3) months in a semester or at least three (3) consecutive months during the year shall be considered habitually absent.

1st offense - suspension for six (6) months and one (1) year day to one (1) year

2nd offense - Dismissal

No offsetting of tardiness or absences by working for an equivalent minutes or hours or absent.

Effect of Absences Without Approved Leave (MC No. 13, s. 2007)

An official or employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be from the service or dropped from the rolls without prior notice. However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than thirty (30) working days 3x in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified.

If the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work Order shall be served to him at his last known address on record. Failure on his part to report for work within the period stated in the Order shall be a valid ground to drop him from the rolls. (CSC MC 13, s. 2007 was dated July 25, 2007)

Amendment of the Rules on Filing of Motion for Reconsideration in Dropping from the Rolls Cases (CSC MC No. 12, s. 2010)

\(^6\) CSC Res. No. 10-1358 was published in the Philippine Daily Inquirer on July 28, 2010.
Pursuant to CSC Resolution No. 10-0900, the Commission has amended Section 2, Rule XII of CSC Resolution No. 98-3143 as amended by CSC Resolution No. 99-1907, otherwise known as Revised Omnibus Rules on Appointments and Other Personnel Actions and added the following:

2.4.a AN OFFICER OR EMPLOYEE WHO WAS DROPPED FROM THE ROLLS BY REASON OF HIS/HER ABSENCE WITHOUT APPROVED LEAVE (AWOL) OR UNSATISFACTORY OR POOR PERFORMANCE OR MENTAL AND/OR PHYSICAL INCAPACITY MAY MOVE FOR THE RECONSIDERATION OF THE DECISION SEPARATING HIM/HER FROM THE SERVICE WITHIN FIFTEEN (15) DAYS FROM RECEIPT THEREOF;

CSC Res No. 10-0900 was published in the Manila Times on June 22, 2010

E. Overtime Services

AUTHORIZED OVERTIME = WITH OR WITHOUT PAY

Voluntary Overtime

Compensatory Time-Off

Civil Service Commission Department of Budget and Management Joint Circular No. 2, series of 2004 dated October 4, 2004

Subject: Non-Monetary Remuneration for Overtime Services Rendered

Coverage

This Circular shall cover incumbents of positions of chief of division and below under permanent, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee.

This Circular does not cover the following government personnel:

1. Those occupying positions whose ranks are higher than chiefs of division;
2. Those appointed to positions in the Career Executive Service (CES);
3. Elective officials; and
4. Military and uniformed personnel.

Compensatory Overtime Credit (COC)

Refers to the accrued number of hours an employee earns as a result of services rendered beyond regular working hours and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay

Compensatory Time-Off (CTO)

Refers to the number of hours or days an employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay.
Guidelines
1. Employees are required to render forty (40) hours of work in a week, subject to the work schedule adopted by the agency. In the exigency of the service, employees may be required to render services beyond regular working hours.
2. The Head of Office shall determine the need for overtime services. In this regard, the Office concerned shall issue an office order specifying the date and time for rendition of overtime, and its purpose.

Computation of COCs
The COC is expressed in number of hours, computed as follows:
1. For overtime services rendered on weekdays or scheduled work days:
   \[ \text{COC} = \text{number of hours of overtime services} \times 1.0 \]
2. For overtime services rendered on weekends, holidays or scheduled days off:
   \[ \text{COC} = \text{number of hours of overtime services} \times 1.5 \]

Accrual and Use of COCs
1. Each employee may accrue not more than forty (40) hours of COCs in a month. In no instance, however, shall the unexpended balance exceed one hundred twenty (120) hours.
2. The COCs should be used as time-off within the year these are earned until the immediately succeeding year. Thereafter, any unutilized COCs are deemed forfeited (As amended by CSC-DBM Joint Circular No. 2-A, s.2005 dt July 1, 2005)

Limitation of the Use of COCs
1. The COCs cannot be used to offset undertime/s or tardiness incurred by the employee during regular working days.
2. The COCs earned cannot be converted to cash, hence, are non-commutative.
3. The COCs will not be added to the regular leave credits of the employee. Hence, it is not part of the accumulated leave credits that is paid out to the employee.

Effects on Personnel Movement
1. In cases of resignation, retirement, or separation from the service, the unutilized COCs are deemed forfeited.
2. In case of detail, secondment or transfer to another agency, the COCs earned in one agency cannot be transferred to another agency, nor could the employee receive the monetary equivalent thereof.
3. In case of promotion, except when promoted to a position not qualified to receive overtime pay under previous issuances, the employee will retain his or her accrued COC.

Issuance of Certificate of COC Earned
An employee who has earned COC shall be granted a Certificate of COC Earned duly approved and signed by the Head of Office. The certificate indicates the number of hours of earned COC by the employee in a month. The certificate would be issued at the end of each month.
Availment of CTO
1. The CTO may be availed of in blocks of four (4) or eight hours. Agencies adopting alternative work schedules should make parallel adjustments in the availment blocks, tantamount to either a half or full day leave from work.
2. The employee may use the CTO continuously up to a maximum of five (5) consecutive days per single availment, or on staggered basis within the year.
3. The employee must first obtain approval from the head of the agency/authorized official regarding the schedule of availment of CTO. The management shall accommodate, to the extent practicable, all applications for availment of CTO at the time requested by the employee. In the exigency of the service, however, the schedule may be recalled and subsequently rescheduled by the Head of the Office/authorized official within the year.

ATTENDANCE IN HEARING
- As a witness in criminal or administrative case -If directly connected with his official duties (ex. Police Officer, Doctor, Auditors), attendance is on official business and is entitled to traveling expenses; If not directly related to his official duties and responsibilities - attendance is on Official Time

- As respondent /defendant:
  o Attendance is on his own behalf
  o Employee should file a vacation leave of absence if he is not under SUSPENSION
  o If he is EXONERATED, leave credits used during attendance in hearing shall be restored

F. Overload Pay of Teachers

This section will be discussed and proposed by the ExeCom for approval of the Board of Trustees (BOT). The detailed process, include provisions for service credits approved by the BOT, will form part of this module.
VII. CAREER AND PERSONNEL DEVELOPMENT

A. Performance Appraisal

Reference: Sec. 1 to 5, Rule IX, OMNIBUS RULES IMPLEMENTING BOOK V OF EO # 292 (MAY 2007)

Reference: Performance Evaluation System of the PSHS System

Summary Rating for Faculty

<table>
<thead>
<tr>
<th></th>
<th>Teaching performance</th>
<th>Work targets</th>
<th>Critical factors</th>
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<tbody>
<tr>
<td>Faculty</td>
<td>40%</td>
<td>40%</td>
<td>20%</td>
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<tr>
<td>Staff</td>
<td></td>
<td>70%</td>
<td>30%</td>
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Sample format PES (teaching position/non-teaching position/directors)

B. Attendance to Seminars and Trainings

GUIDELINES AND PROCEDURES FOR APPLICATION FOR GRANTS UNDER THE FACULTY AND STAFF DEVELOPMENT PROGRAM

Philippine Science High School System in order to carry out its mission and vision of developing scientifically inclined scholars to become future leaders in science and technology in the country must be nurtured by competent faculty and staff. Through the faculty staff development programs, the system provides structural and financial support for seminars and trainings that will further develop the its human resources and cope with the demands of the curriculum. This collection of Guidelines and Procedures is intended to systematize the implementation of the Faculty and Staff Development Program in order to maximize the benefits from the Program both for the grantees and the school.

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FACULTY STAFF/DEVELOPMENT PROGRAMS

A. Faculty and staff going on Study leave (Refer to existing guidelines)

B. Attendance to Seminars and Trainings

1. Coverage of Grant (subject to availability of funds)
   a. Registration fee
   b. Transportation expenses
   c. Board and lodging allowance

2. Eligibility/Qualifications
   a. All permanent faculty and staff are eligible for in-house as well as out of the campus seminars and workshops. Employees on temporary and short-term substitution or job order status are not
qualified or may not be qualified if the seminar is not mandated by the PSHS system. Short-term substitution refers to substitution due to maternity, sick leave, or emergency leave.

b. For out of the campus seminar workshops, in the case of teaching faculty members, only those who have not exceeded 5 days of absence are allowed to attend the seminar/workshop.

c. Priority is given to a faculty/staff who has the least or no seminar attended yet (case to case basis)

d. Seminars to be attended must be relevant to the field of expertise of the faculty/staff

3. General Application Procedures

In general, invitations to seminars are sent to the Office of the Executive Director who in turn send them out to the Campus Directors. From time to time, teachers are also sent invitations or search invitations from the net. In order to attain widest dissemination of the information as possible, everyone is requested to furnish the Division Chiefs copies of any announcements/invitations received for seminars, workshops or trainings, so that the same may be posted or disseminated.

a. The faculty member writes an application letter duly endorsed by the unit head and the Division Chief to the Campus Director thru the faculty and staff development committee (FSDC).

b. The Faculty and Staff Development Committee sits en banc to deliberate on the application and either approves or disapproves the endorsement of the application to the CD

c. Action of the Faculty and Staff Development Committee shall be forwarded to the campus Director for approval/disapproval

d. If application for training is approved, CD prepares Travel authority/S.O. Travel authority from the OED if it is outside the region.

e. The applicant prepares the IOT or requests for a cash advance for his/her travel expense.

f. After the seminar/ workshop, the seminar grantee, the teacher/staff grantee is required to submit a travel report and liquidation report

g. Echo-seminar to the faculty and staff maybe required from a teacher/staff who attended the seminar

<table>
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<tr>
<th>Type</th>
<th>Procedures</th>
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</table>
| LOCAL | • school-based/inservice training for teachers  
• Trainings by other agencies in the region  
For outside campus seminars: Invitation coursed through the office (OED)  
- Application of teacher for seminar/ Identification of attendees  
- FSDC screening /endorsement to CD  
- CD issues travel Authority for approved Application  
- Preparation of IOT and pertinent documents  
- Upon return, submit / prepare travel report/narrative report and liquidation |
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<th>Type</th>
<th>Procedures</th>
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<td>Invitation submitted by prospective attendee:</td>
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<td>- Write Request letter to campus director for approval endorsed by Div. Chief and duly approved/endorsed FSDC</td>
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<td></td>
<td>- FSDC evaluates the application</td>
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<td>- Approval by campus director</td>
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<td>- CD issues travel Authority for approved Application</td>
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<td>- Preparation of IOT and pertinent documents</td>
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<td>- Upon return, submit / prepare travel report/narrative report and liquidation</td>
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<td>NATIONAL</td>
<td>• system-wide initiated trainings</td>
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<td></td>
<td>- Memo on training/seminar/workshop sent out by OED</td>
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<td></td>
<td>- Campus selects participants and send names to OED</td>
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<td>- S.O. and travel order issued by the OED</td>
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<td></td>
<td>- Participant prepares IOT and pertinent documents</td>
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<td>- Upon return, submit / prepare travel report/narrative report and liquidation</td>
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<td>With invitation from other sponsoring agencies</td>
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<td>Follow general procedures above</td>
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<td>INTERNATIONAL</td>
<td>- With invitation</td>
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<td>All expenses paid</td>
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<td>Partially paid</td>
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<td>Without invitation</td>
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<td>Other agency initiated</td>
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<td>Invitation coursed through the office (OED)</td>
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<td>- Application of participant/Identification of attendees</td>
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<td>- Evaluation of FSDC and endorsement to CD</td>
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<td></td>
<td>- CD endorses application to the OED</td>
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<td>- Request for travel authority from OSEC thru OED</td>
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<td>- OED submission to concerned embassy/ies</td>
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<td>- Upon return, submit / prepare travel report/narrative report and liquidation</td>
</tr>
</tbody>
</table>

Composition of Faculty and Staff Development Committee:
Chair: Division Chief
Members: Department Head
   Unit Head
   HRMO
   Union Representative
C. Welfare and Benefits

Leave Benefits

Officers and employees of the PSHS System whether permanent or temporary who render work during the prescribed office hours shall, after six (6) months of continuous, faithful and satisfactory service, be entitled to leave benefits.

1. Vacation Leave

Government officers and employees are entitled to fifteen (15) days vacation leave with full pay exclusive of Saturdays, Sundays and public holidays for each year of actual service without limitation as to the number of days they may accumulate. Application for a full day or more should be filed in advance or whenever possible, five (5) days before the effective date of leave. Its grant is discretionary on the part of the agency head or authority concerned since it is contingent upon the needs of the service. Filing of such leave application does not entitle an applicant to go on an outright leave. An employee should see to it that his/her application is approved by the proper authority before taking the vacation leave. It shall be cumulative and any part thereof which may not be taken within the calendar year in which earned may be carried over the succeeding years. Whenever any officers and employees retires, voluntarily resigns or is allowed to resign or is separated from the service through no fault of his own, he shall be entitled to the commutation of all accumulated vacation leave to his credit.

When an officials or employee transfer to another government agency, he can choose to have his unused vacation leave credit be commuted or have it transferred to his new agency.

2. Sick Leave

Officials and employees are likewise entitled to fifteen (15) days sick leave of absence with full pay exclusive of Saturdays, Sundays and public holiday for each year of actual service without limitation as to the number of days they may accumulate. It is taken on account of personal sickness or illness of any member of his/her immediate family, which prevent him from reporting to work. Immediate member of his/her family refers to any relative living under the same roof and dependent upon the employee for support. Application for sick leave for one full day or more is filed using the prescribed form immediately upon the employee’s return from such leave. However, notice of one's inability to report for work due to illness must be sent to immediate supervisor or head of office. It can be filled in advance when one has to undergo medical examination or operation or advised to rest because of ill health.

Employees appointed on a casual or emergency status shall be entitled to vacation and sick leave after having rendered a total of at least six months service in the aggregate, provided such six months period does not involve a single break or more than one week and/or several breaks from one to three days, the total should not exceed 15 days.
Computation of vacation and sick leave shall be made on the basis of one-day vacation leave and one day sick leave for every month of actual service.

A fraction of one-fourth or more but less than three-fourths shall be considered as one-half day and a fraction of three-fourths shall be counted as one full day for purpose of granting leave of absence.

Where an employee fails to report for work on a regular day for which a holiday is declared, he shall be considered absent on that day.

An employee paid on a daily basis is not entitled to compensation for a Saturday, Sunday or public holiday unless service is specially required and rendered on that day.

3. **Paternity Leave**

By virtue of RA 8187, all male married employees are granted seven (7) days paternity leave with full pay for the first four deliveries of legitimate spouse with whom he is cohabiting. It may be enjoyed on the days immediately before, during or after child’s birth or miscarriage of legal wife. It is non-commulative and cannot be converted into cash.

4. **Maternity Leave**

Married or unmarried women who have rendered an aggregate of two (2) years of continuous service shall be granted sixty (60) days maternity leave with full pay. It is granted to female married employees in every instance of pregnancy irrespective of frequency. It should be enjoyed within the actual period of delivery in a continuous and uninterrupted manner not exceeding 60 calendar days. For those who have rendered less than two years of government service at the time of enjoyment of leave, computation of maternity leave pay shall be proportionate to the length of service rendered.

When a female wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so provided she presents a medical certificate that she is physically fit to assume the duties of her position.

5. **Study Leave (For Faculty Members) as per BOT**

**Coverage**

Those faculty members who are pursuing graduate work either on full time or part-time basis and who are either on scholarship or are self-financed.

Full time study leaves may be availed of by:

a. Faculty members who have received scholarship grants from external agencies; and
b. Faculty members who are financing their own graduate work.

Partial study load reduction may be availed of by faculty members who are pursuing their graduate program on part-time basis.
Eligibility

A faculty member may avail himself/herself of study leaves or partial study load reduction if he/she meets the following requirements:

a. Must have at least two years of service with PSHS as a permanent faculty member.

b. At the time of application, an applicant for a Master’s degree program must not be more than 40 years old, and an applicant for a PhD program must not be more than 45 years old; provided that this age requirement will apply only to first-time applicants.

c. Must have a performance rating of at least Very Satisfactory during the two rating periods preceding the application.

d. Must be certified to be physically-and-mentally fit to undergo academic program.

e. Must have been admitted to the graduate program of a state university or college (SUC) or graduate programs accredited by the Commission on Higher Education (CHED).

f. Must be pursuing a degree program relevant to the subject he/she is teaching.

g. Must not have been found guilty of any administrative or criminal charge.

h. Must be endorsed by the Campus Director upon recommendation of the Faculty Development Committee.

i. Must have fulfilled the service obligation of a previous study leave privilege.

Application Procedure

Applications for study leave or partial load reduction shall be filed at least six (6) months before its intended effectivity to enable the school to plan its class schedules more effectively.

The application should be supported by the following documents:

a. For new applicants
   • Certificate of admission to a graduate program
   • Performance rating during the last two years preceding the application
   • Medical certificate
   • Certificate that the applicant has no pending administrative or criminal case
   • Endorsement from the faculty members by the unit where the applicant belongs

b. For applicants who have started their graduate work
   • Certified true copy of grades of subjects already completed
   • Performance rating during the last two years preceding the application
• Endorsement from the faculty members of the unit where the applicant belongs.

Application for study leave or partial study load reduction shall be evaluated by the respective Faculty Development Committees (FDC) of the campuses. The recommendation of the FDC shall be acted upon by the Executive Council (EXECO) for the PSHS Main Campus or the respective Management Committee (MANCOM) of the regional campuses. Application favorably endorsed by these bodies will be forwarded by the Campus Directors to the PSHS Executive Committee. Final approval will rest on the PSHS System Board of Trustees.

Benefits

Faculty members availing the study leave are entitled to the following benefits:

a. Full study leave with pay

Faculty members who are recipients of scholarships from external agencies (i.e., Department of Science and Technology, Civil Service Commission) and/or foreign donors as well as faculty members who are financing their own graduate program are eligible for full study leave with pay with the following benefits:

• Full deloading from regular faculty duties;
• Full faculty salary and other benefits of regular faculty in active service including benefits given under Republic Act No. 8439 entitled “Magna Carta for Scientists, Engineers, Researchers and other S&T Personnel” subject to its Implementing Rules and Regulations (IRR);
• Retention by the faculty of his faculty item; and
• Provision of a substitute faculty item for the hiring of a substitute in the faculty’s unit.

b. Full study leave without pay

While the PSHS will exert its best effort to provide financial support to all faculty on study leave, limitations on the budget may not always allow the provision of full study leave with pay. For those who are amenable to availing themselves of full study leave without pay, the following benefits are available:

• Complete deloading from regular faculty duties;
• Retention by the faculty of his faculty item; and
• Benefits under Republic Act No. 8439 subject to its implementing rules and regulations.

c. Partial study load reduction
For faculty members who continue to teach while undertaking graduate work on part-time basis, the following privileges may be availed of:

- Deloading of three (3) teaching hours per week for every 3 graduate units; provided that only a maximum deloading of 6 teaching hours will be allowed; provided further implementation of thesis project is credited for 6 graduate units.
- Full faculty salary and benefits including benefits under Republic Act No. 8439 subject to its implementing rules and regulations.

**Obligations**

Before the start of the full study leave with or without pay or partial study load reduction, the faculty member must execute a service contract with PSHS stipulating among other things the number of years of return of service.

   a. For those on study leave with pay regardless of whether the leave was spent in the country or abroad, a return service of two years per year of study leave.
   b. For those on study leave without pay, the service requirement of one year per year of study leave will be counted starting from the second year of the approved leave. This is in consideration of the fact that a government employee is entitled to go on one year unpaid leave of absence without the corresponding service requirement.
   c. Since faculty members on partial study load reduction are in active teaching, no service requirement will be imposed.

In case the faculty does not fulfill the service requirement on account of voluntary resignation, optional retirement, separation from the service through his fault, or other causes within his control, the following shall apply:

   a. If the faculty member availed himself of the full-time study leave with pay, he shall refund to the campus the salaries and benefits he received while on leave plus the money equivalent of the unserved portion of the service obligation.
   b. If the faculty member availed himself of the full-time study leave without pay, he will refund only the money valued of the unserved portion of the service obligation.

The faculty must commit himself/herself to complete in the soonest possible time the graduate program for which the study leave was granted. He/she must commit himself/herself to study full-time and not engage in any other employment or practice of profession.

Faculty members on full time study leave with or without pay should complete their graduate programs within the prescribed period as follows:

| Master's degree: | Two (2) years with extension of one year if the faculty has an approved thesis proposal |
| Doctorate degree: | Three (3) years with extension of one year if the faculty has an approved dissertation proposal |
Extension beyond the period prescribed above will not be allowed except for highly meritorious cases.

The faculty member must submit to the Campus Director at the end of each semester a copy of his/her grades and/or progress report duly certified by the faculty’s adviser.

Limitations

The number of teachers who will be allowed to go on study leave should be limited to only 1-2 per unit per campus subject to the discretion of the Campus Director and further subject to availability of funds. It should be noted that the 1-2 limitation per unit is only applicable for the Main Campus. For regional campuses, only 1-2 teachers per campus are allowed to go on study leave.

Partial load reduction shall be made available only to faculty members who have not enjoyed full time study leave with or without pay.

Renewal of approved study leaves will be done on a year-to-year basis subject to review of the faculty member’s performance in his/her graduate program.

Personnel may avail the study leave with pay or without pay. Should there be more than one (1) applicant for the study leave, the criteria shown in Table 4 shall be followed to determine who will be given the slot.

Table 4. Criteria for granting study leave in case there is more than one applicant

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Reference Scoring</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Length of service</td>
<td>One (1) point per year of service</td>
<td>20</td>
</tr>
<tr>
<td>b. Quality of service</td>
<td>Performance rating</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>10-9.51 = 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9.5-9.01 = 19</td>
<td></td>
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<tr>
<td></td>
<td>9.0-8.76 = 18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8.75-8.51 = 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8.50-8.26 = 16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8.25-8.01 = 15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8.00-7.52 = 14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contributions for the past 2 years other than</td>
<td></td>
</tr>
<tr>
<td></td>
<td>those assigned at the beginning of the year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Ad Hoc Committee Assignments)*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-3 contributions = 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 and above = 10</td>
<td></td>
</tr>
<tr>
<td>c. Re-entry plans of applicant</td>
<td>Feasibility of proposal (10 points)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Impact of proposal to instruction, research</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and livelihood (10 points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Short-term = 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Long-term = 5</td>
<td></td>
</tr>
<tr>
<td>d. Status of the graduate program of the</td>
<td>0-25% of total units completed = 4</td>
<td>20</td>
</tr>
<tr>
<td>applicant</td>
<td>26-50% = 8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>51-75% = 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>76-100% = 16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Comprehensive Exam (Thesis Option) = 18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Comprehensive or special project (for non-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thesis option) / Thesis/dissertation = 20</td>
<td></td>
</tr>
</tbody>
</table>
Criteria | Reference Scoring | Points
---|---|---
e. Number of leaves with pay previously granted | Without previous grant | 10
| With previous grant(s) and with no remaining service obligation | 5
| With previous grant(s) and with remaining service obligation | 0
TOTAL | 100

*Examples are assignments without load equivalent that may be assigned at the beginning of the school year or as the need arises or coaching without load (e.g. club advising, Investigation Committee, fact-finding committee, committees/tasks assigned)

6. Study Leave (For Staff)

Officials and employees may be entitled to study leave subject to the following conditions:

a. The study leave is a time off from work not exceeding six (6 months with pay for the purpose of assisting qualified officials and employees to prepare for their bar or board examinations or to complete their Master’s or higher degree. The leave shall be covered by a contract between the beneficiary thereof and the agency head or his representative.

b. The beneficiary for such leave shall be selected based on the following qualification requirements:

1) The official/employee must have graduated with a bachelor’s or Master’s degree which consequently requires the passing of government bar or board licensure examinations. For thesis writing or comprehensive examination, the official/employee must have completed all the academic requirements for a Master’s degree or doctorate degree.

2) The profession or field of study to be pursued must be relevant to the agency or to the official duties and responsibilities of the concerned official or employee.

3) Must be a permanent employee.

4) Must have rendered at least two (2) years of service with at least very satisfactory performance for the last two rating periods immediately preceding the application.

5) Must have no pending administrative and criminal charges.

6) Must not have any current foreign or local scholarship grant.

7) Must have fulfilled the service obligation of any previous scholarship and training contract.

The service obligation must be on the basis of the following formula:

<table>
<thead>
<tr>
<th>Period</th>
<th>Service Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) month to three (3) months</td>
<td>Two (2) years</td>
</tr>
<tr>
<td>More than three (3) months to six (6) months</td>
<td>Three (3) years</td>
</tr>
</tbody>
</table>
In case the official or employee fails to render in full the service obligation referred to in the contract on account of voluntary resignation, optional retirement, separation from the service through his own fault, or other causes within his control, he shall refund the gross salary, allowances and other benefits received while on study leave on the following formula:

\[
R = \frac{(SOR - SOS)}{SOR} \times TCR
\]

Where:

- \(R\) = Refund
- \(TCR\) = Total Compensation Received (Gross salary, allowances and other benefits received while on study leave)
- \(SOS\) = Service obligation served
- \(SOR\) = Service obligation required

The official/employee beneficiary of the study leave shall inform his agency in writing, through the Personnel Office, of his failure to pursue his studies or his failure to take the bar/board examination for which he was granted the study leave.

The agency shall formulate its own internal rules or procedure for an equitable and rational availment of this leave by its own officials and employees subject to the general guidelines stated herein.

7. Special Leave

In addition to sick, vacation, maternity and paternity leave, officials and employees of the System with or without existing or approved Collective Negotiation Agreement, except teachers are granted a maximum of three (3 days within a calendar year of any or combinations of the following special leave privilege/s of his/her choice which he/she would opt to avail:

a. **Personal Milestone** (B-day/wedding/wedding anniversary celebrations and other similar milestones, including death anniversary)

b. **Filial Obligations** (Employee’s moral obligation towards his parents and siblings for their medical and Social needs)

c. **Personal Transaction** (entire range of transaction as individual does with government and private offices such as paying taxes, court appearances, arranging a house loan, etc.)

d. **Parental Obligations** (Attendance in school program, PTA meetings, graduations, first communions, medical need and among others where a child of the government employee is involved)

e. **Domestic Emergencies** (Urgent repairs needed at home, sudden absence of a house help and the like)

f. **Calamity, accident, hospitalization leave** (Force majeure events that affect the life, limb and property of the employee or his immediate family)
8. Terminal Leave

Terminal leave is applied for by an official or an employee who intends to sever his connection with his employer. Accordingly, the filing of application for terminal leave requires as condition sine qua non, the employee’s resignation, retirement or separation from the service without any fault on his part. It must be shown first that public employment cease by any of said modes of severances.

9. Mandatory/Forced Leave

All officials and employees shall be required to go on vacation leave for a minimum of five (5) working days annually which need not be successive. The mandatory annual five-day vacation leave shall be forfeited if not enjoyed during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.

10. Rehabilitation Leave

Officials and employees may apply for leave of absence on account of wounds or injuries incurred in the performance of duty with full pay but not to exceed 6 months. The application must be supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty. He is also entitled to payment of medical attendance, necessary transportation, subsistence and hospital fees. Absence in the case contemplated shall not be charged against sick leave or vacation leave, if there are any.

11. Sabbatical Leave (For Faculty Members)

Sabbatical leave refers to a leave of not more than 12 months with pay given to a faculty member to pursue any of the activities including but not limited to research, study (excluding the pursuit of a formal degree), fellowship, book writing, creative work, travel, observation tour, or immersion in community development activities. It is granted to a faculty member who has rendered at least six (6) continuous years of service to the PSHS System immediately prior to the intended date of the sabbatical leave with very satisfactory or outstanding performance.

Eligibility

Sabbatical leave shall be enjoyed only by faculty member with permanent status and who have rendered at least six (6) consecutive years of service with very satisfactory or outstanding performance for each of these years provided that the probationary years are not included in counting the six consecutive years; provided further that only service to the PSHS System shall be considered.

In case there is more than one applicant who meets the criteria above, the criteria below shall be followed.
Faculty members who availed of study leave with or without pay are required to meet the 6-years consecutive active service requirement before they can apply for sabbatical leave. This ensures that privileges are distributed equitably.

Faculty members who are two years from retirement are not eligible to avail of sabbatical leave.

**Duration**

A sabbatical leave shall be for a period of not more than twelve months. The faculty members are expected to report back for service to the PSHS immediately after his/her leave.

**Application Procedure**

1. Applications for sabbatical leave shall be filed one year before its intended effectivity to enable the school to plan class schedules more effectively.
2. A faculty member who is intending to go on sabbatical leave shall submit his/her application to his/her Campus Director through his/her Academic Chief. The application should be accompanied by a sabbatical plan detailing the purpose and nature of the sabbatical leave, the expected outputs, the action plan of implementation including time frame, duration and post sabbatical activities like information sharing.
3. Applications for sabbatical leave shall be evaluated by the Executive Council (EXECO) for the PSHS Main Campus or the respective Management Committee (MANCOM) of the regional campuses. Applications favorably endorsed by the EXECO/MANCOM will be forwarded by the Campus Directors to the PSHS System Executive Committee. After the review by the PSHS EXECOM, these applications shall be endorsed to the PSHS Board of Trustees for final action.
4. Applications for sabbatical leave shall secure a general clearance from his/her campus.

The schedule of application process is as follows:

<table>
<thead>
<tr>
<th>Application period:</th>
<th>June– August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screening by MANCOM/EXECO:</td>
<td>September</td>
</tr>
<tr>
<td>Screening by PSHS System EXECOM:</td>
<td>October</td>
</tr>
<tr>
<td>Action of BOT:</td>
<td>November</td>
</tr>
</tbody>
</table>

**Benefits**

A faculty member on sabbatical leave shall be entitled to the payment of all benefits due a faculty member except for benefits given under Republic Act No. 8439 entitled “Magna Carta for Scientists, Engineers, Researchers and other S&T Personnel”.

The funding for the sabbatical leave will be charged against the budget of the recipients’ campus.
Obligations of the Faculty Member

A faculty member granted a sabbatical leave shall sign a contract with the school, which stipulates the following obligations:

1. The faculty member on sabbatical leave shall ensure the completion of his/her sabbatical leave plan.
2. Faculty members are prohibited from seeking employment during sabbatical leave.
3. At the end of the sabbatical leave, the faculty member shall report back for work immediately. Within a month of his/her return, he/she shall submit a report of his/her sabbatical leave and undertake the necessary post-sabbatical leave activities identified in his/her plan.
4. The faculty member is expected to render at least two years of service to the PSHS after the sabbatical leave.
5. A faculty member who fails to complete the service requirement shall:
   a. refund to the school the full amount paid to him during the sabbatical leave, and
   b. pay the salary equivalent of the unserved portion of the service requirement.

Limitations

The number of teachers who may be granted sabbatical leave is limited to one-teacher per campus per year, with the exception of the PSHS Main Campus, which, because of the size of its faculty members, is allowed to grant sabbatical leave to two teachers per year.

The grant of sabbatical leave is further subject to availability of funds and exigency of the service.

Table 5 shows the criteria used to evaluate should there be more than one faculty member applying for a sabbatical leave.
Table 5. Criteria for granting sabbatical leave in case there is more than one applicant

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Reference Scoring</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Length of service</td>
<td>One (1) point for every year of service (maximum is 30)</td>
<td>30</td>
</tr>
<tr>
<td>b. Quality of service</td>
<td>Performance rating (average of past 6 years as permanent teacher)</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>10-9.51 = 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9.5-9.01 = 19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9.0-8.76 = 18</td>
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</tr>
<tr>
<td></td>
<td>8.00-7.52 = 14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contributions for the past 6 years other than those assigned</td>
<td>(10 points)</td>
</tr>
<tr>
<td></td>
<td>1-5 contributions = 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 and above = 10</td>
<td></td>
</tr>
<tr>
<td>c. Re-entry plan</td>
<td>Feasibility of proposal</td>
<td>(10 points)</td>
</tr>
<tr>
<td></td>
<td>Impact of proposal to instruction, research and livelihood</td>
<td>(10 points)</td>
</tr>
<tr>
<td></td>
<td>Short-term = 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Long-term = 5</td>
<td></td>
</tr>
<tr>
<td>d. Number of leaves with pay previously granted</td>
<td>Without previous grant</td>
<td>= 20</td>
</tr>
<tr>
<td></td>
<td>With 1-2 previous grant and completed service obligation</td>
<td>= 10</td>
</tr>
<tr>
<td></td>
<td>With 3 or more previous grants and completed service obligation</td>
<td>= 5</td>
</tr>
<tr>
<td></td>
<td>With previous grant and with remaining service obligation</td>
<td>= 0</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

Compensatory Overtime Credit

Compensatory Overtime Credit (COC) refers to the accrued number of hours an employee earns as a result of services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay.

Compensatory Time Off (CTO) refers to the number of hours or days an employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefits provided to an employee in lieu of overtime pay.

Incumbents of positions of chief of division and below are covered by the policy on non-monetary remuneration for overtime services rendered.
1. **Guidelines**

a. In the exigency of the service, employees may be required to render services beyond the required regular forty (40) hours of work in a week. The head of the Agency shall determine the need for overtime services and issue an office order specifying the date and time for rendition of overtime and its purpose.

b. Overtime services may be authorized for the following activities:
   1) Completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to overtime work.
   2) Relief, rehabilitation, reconstruction and other related work or services during calamities and disasters;
   3) Work related to graduation/registration where the additional work cannot be handled by existing personnel during regular working hours;
   4) Work involving the preparation for and administration of government examinations, including the prompt correction and release of results thereof where existing personnel are not adequate to handle such work during regular working hours;
   5) Seasonal work such as budget preparation and rendition of annual reports to meet scheduled deadlines;
   6) Preparation of special/financial/accountability reports required occasionally by central monitoring agencies;
   7) Provision of essential public services during emergency situations, such as power and energy, water distribution and control of basic staples, communication and transportation, medical and health services, peace and order, and security;
   8) Implementation of special programs/projects embodied in Presidential directives and authorizations and with specific dates to complete, which are in addition to the regular duties of the employees;
   9) Legal services to facilitate the dissolution of cases/resolutions/decisions;
   10) Services rendered by drivers and other immediate staff of officials when required to keep the same working hours as their superiors; and (can claim OT pay w/ DBM authority)
   11) Such other activities as may be determined by the head of agency.

2. **Computation**

For overtime services rendered on weekends, holidays or scheduled days off:

\[ \text{COC} = \text{number of hours of overtime services} \times 1.5 \]

For overtime services rendered on weekdays or scheduled work days:
COC = number of hours of overtime services x 1.0

3. Accrual and Use of COC

a. Each employee may accrue not more than forty (40) hours of COCs in a month. In no instance, however, shall the unexpended balance exceed one hundred twenty (120) hours.

b. The COCs should be used as time-off within the year these are earned. The unutilized COC should not be carried over in the ensuing year, hence are non-cumulative; (can be carried over the 2nd yr only)

c. The COCs shall be considered as official time for the following purposes:
   1) Compliance with compensation rules relative to the entitlement to PERA, ACA, year-end benefits, and other benefits received on a regular basis; and
   2) Computation of service hours for entitlement to sick and vacation leave credits, and step increment due to length of service.

4. Limitations

a. The COCs cannot be used to offset undertime/s or tardiness incurred by the employee during regular working days;

b. The COCs earned cannot be converted to cash, hence, are non-commutative;

c. The COCs will not be added to the regular leave credits of the employee. Hence, it is not part of accumulated leave credits that is paid out to the employee.

5. Effect on Personnel Movement

a. In cases of resignation, retirement, or separation from the service, the unutilized COCs are deemed forfeited;

b. COCs earned in one agency cannot be transferred to another agency, nor could the employee receive the monetary equivalent thereof;

c. In case of promotion, except when promoted to a position not qualified to receive overtime pay under previous issuances, the employee will retain his or her accrued COC.

6. Issuance of Certificate of COC Earned

An employee who has earned COC shall be granted a Certificate of COC earned duly approved by the Head of Office. The certificate indicates the number of hours of earned COC by the employee in a month, which would be issued at the end of the month.

7. Availment of CTO

a. The CTO may be availed of in blocks of four (4) or eight (8) hours. Agencies adopting alternative work schedules should make parallel
adjustments in the availment blocks, tantamount to either a half or full day leave from work;
b. CTO may be used continuously up to a maximum of five (5) consecutive days per single availment, or on staggered basis within the year;
c. The employee must first obtain approval from the head of the agency/authorized official regarding the schedule of availment of CTO. The management shall accommodate to the extent practicable all applications for availment of CTO at the time requested by the employee in the exigency of the service, however, the schedule may be recalled and subsequently rescheduled by the Head of the Office/authorized official within the year.

8. Procedures

The following procedures shall be observed in the rendition of overtime services and availment of compensatory time off:

a. The Head of Office/authorized official issues an Office Order authorizing the rendition of overtime services and indicating the tasks to be completed and the expected time of completion;
b. The employee renders overtime services as stipulated in the Office Order;
c. The HRMO prepares a summary of overtime services rendered in a month, and computes the equivalent COCs for the purpose of the issuance of the COC Certificates;
d. The Head of Office issues the certificate of COCs, specifying the number of COCs earned in a month;
e. The employee requests approval from the head of Office on the schedule of CTO;
f. The employee avails of the CTO.

9. Duties and Responsibilities

a. Head of Office
   1) Authorize employee to render services beyond regular working hours in accordance with these guidelines and then rules and regulations on overtime services;
   2) Grant certificate of COC Earned, consequently setting safeguard measures to prevent any form of fraud and or duplicity;
   3) Approve/disapprove schedule of CTO as requested by the employee, without compromising the delivery of services to clientele.
   4) Ensure proper implementation of these guidelines and act accordingly should violations or irregularities be committed.

b. Employees
   1) Observe properly the procedures in earning of COC and availing of CTO;
2) Request approval from the Head of Office on the schedule of CTO;
3) Monitor the balance of earned COCs vis-à-vis CTOs availed of.

c. Human Resource Management Unit/Officer Concerned
1) Reflect on the time card the application for CTO filed by the employee
2) Submit to the head of office a monthly report on summary of overtime services rendered and then availment of COCs; report critical incident or observations;
3) Recommend measures to improve the implementation of the guidelines on the grant of COCs and availment of CTOs.

Employee entitled to leave privileges

Employees of the government whether permanent, temporary, or casual, who render work during the prescribed office hours, shall be entitled to 15 days vacation leave and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays, Public Holidays, without limitation as to the number of vacation and sick leave that they may accumulate.

Employees rendering services on part-time basis are entitled to vacation and sick leave benefits proportionate to the number of work hours rendered. A part-time employee who renders four (4) hours of work five (5) days a week or a total of 20 hours a week is entitled to 7.5 days vacation leave and 7.5 days sick leave annually with full pay.

Employees on rotation basis shall be entitled to vacation and sick leave corresponding to the periods of service rendered by them. If an employee has been allowed to work in two or more shifts or rotation, the periods of actual service covered by each shift or rotation should be added together to determine the number of years, months and days during which leave is earned.

Contractual employees are likewise entitled to vacation and sick leave credits as well as special leave privileges.

Teachers shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay of 70 days of summer vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1½ days is entitled to 84 days of proportional vacation pay.

Teachers who are designated to perform non-teaching functions and who render the same hours of service as other employees shall be entitled to vacation and sick leave.
Policies on leave privileges

1. Monetization

Per CSC-DBM Joint circular No. 2-97 dated 25 June 1997, officials and employees in the career and non-career service, whether permanent, provisional, temporary or casual, who have accumulated at least fifteen (15) days vacation leave shall be allowed to monetize a maximum of thirty (30) days vacation leave/service credits provided there shall remain five (5) days vacation leave/service credits after monetization. Monetization shall be availed of only once a year.

However, if accumulated leave is fifteen (15) days vacation leave/service credit, the official or employee can only monetize ten (10) days.

Officers and employees who availed of this privilege shall still go on five (5) days forced leave.

2. Service credit of teachers

This should be given only for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible. Vacation service credits are used to offset absences of a teacher due to illness or for personal reasons subject to an approved official leave. To offset absences on account of illness, one workday service credit is used to offset one day of absence.

Service credit may be granted for the following activities:

a. Teaching on school days that encroach on the vacation periods (summer and Christmas) based on the approved school calendar;
b. Teaching on school days which fall on Saturdays, Sundays, regular and special holidays;
c. Services rendered in connection with the conduct of remedial classes during summer or Christmas vacation or outside of regular school days;
d. Services rendered in connection with early opening of the school year;
e. Services rendered by those who train teachers in addition to their normal teaching loads held outside regular school days;
f. Teaching overload not compensated by honoraria;
g. Services of examiner in connection with the conduct of the PSHS National Competitive Examination which fall within the vacation/holiday periods or on Saturdays and Sundays;
h. Attendance/participation in special projects and activities authorized by the school which are short-term in duration such as English, Science and Math mentors’ Training curriculum writing workshop, planning workshop, assignment in connection with exhibits at a fair, if such are held during summer vacation or during weekends;
i. Services during summer in connection with civic action programs for which attendance has been officially approved by the campus director;
j. Assignment of teachers to committees such as Admission Committee, Bids and Awards Committee, Selection and promotion Board, etc.

3. Activities not eligible for the grant of service credits

Service credits shall not be granted for the following activities:

   a. In-service training programs, seminar workshops and activities which are fully funded by the government or by other sources;
   b. Assignment to clerical work, such as checking forms and finishing reports commonly required in connection with the opening and closing of classes;
   c. Reassignment of teachers to duty in another bureau or office;
   d. Postponement of a regular teacher vacation

4. Procedural flow and requirements

The following steps shall be followed in the grant of service credits:

   a. Teacher submits application for service credit for a particular activity;
   b. CISD Chief recommends approval of the request to render vacation service;
   c. Campus Director approves/disapproves the request. If approved, a special order shall be issued by the CD;
   d. For attendance/participation in PSHS System-wide programs and projects, the Office of the Executive Director shall make necessary issuances on the grant of vacation service credits.

The following documents/requirements shall be accomplished/submitted after completion of vacation service:

   a. Special Order
   b. Accomplishment Report
   c. Duly signed DTR/CS Form 48

5. Other rules on vacation service credit

   a. One workday of vacation service credit is granted for one day (8 hours) of service;
   b. The number of days of vacation service credits granted to a teacher shall not exceed 1 work day in one year except in cases authorized by the Campus Director upon recommendation of the CISD Chief;
   c. Vacation service credit shall not be granted for services rendered without previous authority;
   d. Teachers on detail in offices or assigned to non-teaching jobs are on the vacation-sick leave basis and should not therefore be granted vacation service credits;
   e. In the monetization of teachers leave credits, unused vacation service credits shall be converted into “vacation-sick leave credits”. After
monetization the remaining vacation-sick leave credits shall be converted back to vacation service credits.

The following formula in the conversion of vacation service credits to vacation and sick leave credit is as follows:

\[ \text{Vacation and Sick Leave}^* = \frac{30y}{69} \]

Where:
- \(30\) = number of days in a month
- \(Y\) = total number of teacher’s service credits
- \(69\) = 58 days of summer vacation plus 11 days of Christmas vacation

*No. of days derived shall be divided equally into vacation and sick leave credits

The formula in conversion of vacation and sick leave credits to vacation service credits is as follows:

\[ Y = \frac{VL + SL}{30} \times 69 \]

f. Vacation service credits of a teacher who transfers to a non-teaching position may be converted into vacation-sick leave credits and vice-versa;
g. Unused vacation service credits of teachers who resigned, retired or are separated from the service through no fault of their own on or after January 16, 1986 shall be paid the money value of their unused vacation service credits converted to vacation and sick leave credits.

**Solo Parent**

Solo Parents’ Welfare Act of 2000 otherwise known as R.A. 8972, provides benefits and privileges to solo parents and their children. Towards this end, a comprehensive program of services for solo parents and their children shall be carried out by Department of Social Welfare and Development, Department of Health, Department of Education, Department of Interior and Local Government, the Commission on Higher Education, the Technical Education and Skills development Authority, the National Housing Authority, the Department of Labor and Employment and other related government and non-government agencies.

“Solo parent” is any individual who falls under any of the following categories:

1. A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offended; Provided, that the mother keeps and raises the child;
2. Parent left solo or alone with the responsibility of parenthood due to death of spouse;
3. Parent left solo or alone with the responsibility of parenthood while the spouse is detained or is serving sentence for a criminal conviction for at least one (1) year;
4. Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner;
5. Parent left solo or alone with the responsibility of parenthood due to legal separation or de facto separation from spouse for at least one (1) year, as long as he/she is entrusted with the custody of the children;
6. Parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the children;
7. Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one year;
8. Unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution;
9. Any other person who solely provides parental care and support to a child or children;
10. Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.

Any solo parent whose income in the place of domicile falls below the poverty threshold as set by the National Economic and Development Authority (NEDA) and subject to the assessment of the Department of Social Welfare and Development shall be eligible for assistance. Any solo parent whose income is above the poverty threshold shall enjoy the following benefits:

1. Flexible Work Schedule – a flexible working schedule may be granted provided that it shall not affect individual and company productivity;
2. Work Discrimination - solo parents are safeguarded against work discrimination with respect to terms and conditions of employment on account of his/her status
3. Parental leave – seven (7) working days shall be granted to any solo parent who has rendered of at least one (1) year;
4. Educational benefits-scholarship program shall be granted to qualified solo parents and their children in institutions of basic, tertiary and technical/skills education or in non-formal education programs appropriate for solo parents and their children;
5. Housing benefits – solo parents shall be given allocation in housing projects and shall be provided with liberal terms of payment on said government low-cost housing projects in accordance with housing law provisions prioritizing applicants below the poverty line as declared by NEDA.

Other Personnel Benefits

13th Month and Cash Gift

An employee who have rendered service of 4 months as of October 31, is entitled to receive an amount equivalent to one month salary known as 13th month pay and Five thousand Pesos (5,000.00) as Cash Gift per year. However, half of this amount is given
not earlier than May 15 if the personnel has rendered service for 4 months as of April 30 and the other half not earlier than November 15 nor later than November 30 if the personnel has rendered service of 4 months as of October 31. For those who rendered service less than four months, the personnel shall receive a prorated computation of the cash gift only based on the service rendered.

**Uniform Allowance**

An employee whether temporary or permanent is entitled to receive uniform allowance in the amount of Five Thousand Pesos (P5,000.00) per year provided the employee has complied the service requirement of six (6) months and still in the service for another six (60 months. Teachers are exempted from the service requirement. This is given on the month of March provided that employee will not resign within the year.

**Magna Carta for Science and Technology (S&T) workers**

An employee whether temporary, casual, or permanent shall be entitled to the following benefits under the Magna Carta for S&T workers:

a. **Subsistence allowance** – employee whether temporary, casual, or permanent are entitled to full subsistence allowance in the amount of One Hundred Fifty Pesos (P150.00) everyday of actual presence in the workplace. In case an employee renders half day service, he is entitled to 50% or seventy five pesos. Services of less than 4 hours shall not entitle the employee to a subsistence allowance. Payment of this allowance shall be based on the actual presence of the S&T personnel either in the office or on official business.

b. **Hazard Allowance** – is a compensation premium which is generally paid to officials and employees who are exposed to hazards, directly or indirectly, because of the nature and/or location of their work. Fifteen (15) to thirty (30%) of one's salary constitute the hazard pay depending on the degree of hazard exposure in the workplace based on the assessment of the DOST Secretary thru the DOST Hazard Committee.

Personnel who are on vacation, sick, maternity or study leave are excluded from receiving hazard pay. However, personnel on study leave who conduct laboratory research related to the course, as duly certified by the school authority and not covered by insurance shall be entitled to this allowance.

c. **Laundry Allowance** – Science and Technology personnel who wear the prescribed uniform during office hours shall be entitled to a laundry allowance of Five Hundred Pesos (P500.00) per month. Personnel who are exempted from wearing office uniform, under existing regulations are also entitled to receive the allowance.

d. **Longevity Pay** – A monthly longevity pay equivalent to five percent (5%) of the monthly basic salary shall be paid to Science and Technology personnel for every five years of continuous and meritorious service as determined by
the Secretary of the Department. Continuous and meritorious service shall mean service without gap and with a very satisfactory performance rating for the last two (2) semesters immediately preceding the date of entitlement of benefit. During the specific year that the employee did not perform meritoriously, he shall not be entitled to receive the longevity pay for that period.

Payment of longevity pay shall cover the entire S&T government service as defined in the above provision from his original appointment subject to the approval of the DOST Secretary upon the recommendation of the Agency Head.

**GSIS Government Service Insurance System (GSIS)**

**Membership**

Membership is open to all government employees whether temporary, casual, permanent or contractual with employee employer relationship.

**Contribution**

All government officials and employees are covered by the Government Service Insurance System effective on the 15th of the month they reported to work of the first day of the following month if they reported after the 15th day. Under R.A. 8291, the coverage monthly compensation (MC) limit of GSIS members is P11,000.00 effective January 1, 1999.

Hereunder is the schedule specifying the monthly contributions of GSIS –covered employees and the employer:

**Effective June 24, 1997 until December 31, 1998**

<table>
<thead>
<tr>
<th>Monthly Compensation (MC)</th>
<th>Employees share</th>
<th>Employer’s share</th>
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<tbody>
<tr>
<td>P10,000 and below</td>
<td>9% of MC</td>
<td>12% of MC</td>
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<tr>
<td>Over P10,000</td>
<td>9% of 10,000</td>
<td>+2% of (MC less 10,000, 12% of MC)</td>
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**Starting January 1, 1999**

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<tr>
<th>Monthly Compensation (MC)</th>
<th>Employees share</th>
<th>Employer’s share</th>
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<tr>
<td>Over P11,000</td>
<td>9% of P11,000</td>
<td>+ 2% of (MC less 10,000, 12% of MC)</td>
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</table>

Membership with the GSIS entitles one of the following benefits:

**Compulsory Life Insurance**

A Compulsory Life Insurance is incident to an employee’s GSIS membership for as long as he/she is in service. With this insurance, the employee and designated beneficiaries are entitled to the following benefits:
Maturity benefits – Upon maturity of the employee’s policy, the GSIS shall pay to him/her the face value of his/her insurance, including supplementaries.

Cash Surrender Value – this is the reserve earned by the policy at the end of the anniversary year which is payable to the employee insured upon surrender of the policy.

Death and Accidental Death Benefits – If one dies prior to the maturity of his/her insurance and during its continuance, the GSIS shall pay the beneficiaries or legal heirs the face value of the insured’s policy.

If the death is caused by an accident, the employee’s beneficiaries shall receive the accidental death benefits, which is an amount double that of the face value of his/her insurance.

Permanent total disability – In the event that the insured member is separated due to total permanent disability, his/her monthly contributions are waived from the time he/she was found to be totally and permanently disabled and while the disability lasts, In this case, he/she will be paid the total face value of the policy on maturity date with earlier maturity.

The insured member will also be entitled to a basic monthly pension provided he/she had paid at least thirty six (36) monthly contributions.

Funeral benefits – A P15,000 funeral benefit is given upon the death of a GSIS member, pensioner, or gratuitant (with 20 years service) to legitimate spouse, or the legitimate child who spent for the funeral, or any person showing incontrovertible proofs of his/her having borne the funeral expenses.

Sickness Insurance Benefit- A GSIS member shall receive daily income benefits in case of sickness or injury due to temporary total disability.

Optional Life Insurance

An Optional Life Insurance this is a life insurance which a GSIS member may avail of in addition to his/her compulsory insurance.

Salary loan – GSIS grants a salary loan after one’s policy has been in force for twenty months. This is a loan which a member may avail of from a GSIS with his/her salary as security.

Qualification: A member with 20/40/60/120 months membership may apply and be granted one/two/three up to eight months salary loan, respectively.

Interest : 8% on one to three months loan in which the first year interest on a one month loan is deductible in advance; 12% four to eight months loan.

The second year interest of 8% for 2 and 3 months salary loans and the third year interest of 8% for the first three months and 12 % for the 4th, 5th, 6th, 7th and 8th months of 4,5,6,7, and 8 months salary loans are integrated into the regular monthly installment of the loan.
Service Fee: 1% of the gross amount of loan deductible in advance effective May 1, 1997.

Mode of Payment: Equal monthly installments shall be paid through salary deduction within:
- 12 months for one-month salary loan;
- 24 months for two/three months salary loan
- 36 months for four/five/six months salary loan;
- 48 months for seven/eight months salary loan

To apply for a salary loan, the borrower should submit the following:
- Application form properly accomplished
- Original or certified true copy of his/her updated Service Record
- Statement of Remittance
- Latest payslip

Policy Loan – Policy loan is a loan, which a GSIS member may avail of on the sole security of his/her policy, at 8% interest per annum. To apply for policy loan, one must submit the same documents as those required in applying for salary loan.

A service fee of 1% of the gross amount of the loan shall be deducted.

**Philippine Health Insurance (PHI) Benefits**

A GSIS member who has paid at least three (3) monthly contributions within the last twelve (12) months prior to the first day of confinement may avail of the Philippine Health Insurance Benefits.

His/her beneficiaries may avail of these benefits if they are confined in an accredited hospital due to illness or injury requiring hospitalization, or undergo surgical procedure in the operating room.

A member beneficiary may be any of the following:
- A) The legal spouse who is not a PHI member
- B) The unmarried and unemployed children, including legitimated, acknowledged, legally adopted and step children below 21 years of age
- C) Children who are 21 years old and above with disability acquired before the age of 21
- D) Parents 60 years old and above whose income per month is not more than P1,000.00

PHI benefits may be enjoyed if the 45-day room and board allowance of the member and another 45 days to be shared by the dependents for the calendar year have not been consumed.

**Employee Compensation Benefits**

Coverage – Every employee who is not over 60 years of age is covered by the employees’ compensation program. However, those over 60 years of age may be covered by this program when they have been paying contributions to qualify for the retirement or life insurance benefits administered by the GSIS or SSS.
Start of coverage – Employees shall be covered starting on the first day of employment. This first day of employment may be earlier than Jan 1, 1975.

Compensable contingencies – Any work-connected injury or sickness, and any disability or death, resulting from a work-connected injury or sickness, shall be compensated for under the Program.

Forms of compensation for Injury, sickness, disability and death:
1. Cash income benefit = for disability
2. Medical and/or related services = for injury or sickness
3. Rehabilitation services (in addition to monthly cash benefit) for permanent disability

Benefits available to dependents of employees:
1. Cash income benefit for temporary total disability (TTD)
2. Monthly income benefit for Permanent total disability (PTD) on a lifetime basis
3. Monthly cash benefit for permanent Partial Disability (PPD)
4. Monthly cash income benefit for death, also on a lifetime basis except for benefit paid to secondary beneficiaries, which is a monthly pension not to exceed sixty (60) months but not less than P15,000.00
5. Medical services, appliances and/or supplies for injury or sickness
6. Rehabilitation services for permanent disability
7. Caretaker’s allowance for permanent disability

D. Incentives, Rewards and Recognition

Reference: Sec. 1 to 5, Rule X, OMNIBUS RULES IMPLEMENTING BOOK V OF EO # 292 (MAY 2007) and DOST ADMINISTRATIVE ORDER NO. 006, series of 2002 (04/18/02) PRAISE

E. Travel

This section will be discussed and proposed by the ExeCom for approval of the Board of Trustees (BOT). The detailed process, which will include clearance requirement even for short/personal travel, approved by the BOT will form part of this module.
VIII. PERSONNEL RELATIONS

- A. Grievance Machinery
- B. Sexual Harassment in the Workplace
- C. Personnel Discipline and Decorum
- D. Employees’ Union
- E. Code of Ethics
- F. Wearing of Uniforms and Dress Code

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<td>Bilis Action Program (BAP)</td>
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<td>- If not resolved in the campus level elevate to the OED Committee</td>
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<td>HANDLING ADMINISTRATIVE CASES</td>
<td>DOST AO #005</td>
<td>Disciplining Authority (attach Flowchart)</td>
<td>BOT</td>
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<td>CODE OF ETHICS</td>
<td>CSC Code of Conduct &amp;</td>
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<td>Professional Code of Ethics for Teachers</td>
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Annex A – Sample of Special Order Creating the Personnel Selection Board

Republic of the Philippines
Office of the Executive Director
Philippine Science High School System
OFFICE OF THE EXECUTIVE DIRECTOR
Agham Road, Diliman, Quezon City

February 7, 2012

PSHS System Special Order No. 015
Series of 2012

Subject: Creation of the Personnel Selection Board for Hiring for the Office of the Executive Director

The PSHS System Personnel Selection Board is hereby created with the following composition:

Chairperson: Ma. Concepcion B. Sakai/Chief, Finance and Administrative Division

Members:
1. Arnel L. Sanchez
2. Lorna C. Marquez
3. Adrian H. Sablan
4. Luz Indah P. Abayan

Secretariat: Luz Indah P. Abayan

The PSHS System Personnel Selection Board (PSB) is tasked to recommend the appointment of personnel for the vacant position of Administrative Officer II.

The PSB members shall be entitled to non-monetary remuneration and are authorized to avail of compensatory time-off in lieu of payment of overtime pay, in case their services are needed after five o'clock pm for administrative staff, and/or service credits for faculty members, who are rendering services over and above their regular duties and functions, subject to the usual accounting and auditing rules and regulations.

Attached is the schedule of activities relevant to the duties and responsibilities of the committee.

This order shall take effect immediately.

[SIGNED]
JOSETTE T. BIYO, Ph.D.
Executive Director
# Annex B – Sample of Personnel Selection Board (PSB) action plan

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time Frame</th>
<th>Facilitator</th>
</tr>
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<tbody>
<tr>
<td>Publication</td>
<td>12-25 February 2012</td>
<td>Luz Indah P. Abayan</td>
</tr>
<tr>
<td>Meeting of PSB members to discuss details of hiring process/leveling off on hiring criteria in accordance with CSC/DOST rules</td>
<td>27 February 2012</td>
<td>PSB Members</td>
</tr>
<tr>
<td>Screening of application papers (based on minimum qualifications)</td>
<td>28 February – 01 March 2012</td>
<td>Ma. Concepcion B. Sakai - Luz Indah P. Abayan</td>
</tr>
<tr>
<td>Conduct of psychological testing and competency exams with shortlisted applicants</td>
<td>02-04 March 2012</td>
<td>Luz Indah P. Abayan - PSHS Main Campus Guidance Office</td>
</tr>
<tr>
<td>Shortlising of Candidates based on psychological and competency exam results</td>
<td>05-06 March 2012</td>
<td>Ma. Concepcion B. Sakai - Luz Indah P. Abayan</td>
</tr>
<tr>
<td>Preparation of documents for PSB’s interview of candidates</td>
<td>07 March 2012</td>
<td>Luz Indah P. Abayan</td>
</tr>
<tr>
<td>Interview of candidates by PSB</td>
<td>08 March 2012</td>
<td>PSB Members</td>
</tr>
<tr>
<td>Interview of Top 3-5 candidates by the Executive Director</td>
<td>14 March 2012</td>
<td>Dr. Josette T. Biyo</td>
</tr>
<tr>
<td>Presentation of selection results to the Executive Committee</td>
<td>16 March 2012</td>
<td>Luz Indah P. Abayan to ensure submission of proper documents to ExeCom Secretariat</td>
</tr>
<tr>
<td>Presentation of selection results to the Board of Trustees</td>
<td>23 March 2012</td>
<td>Luz Indah P. Abayan to ensure submission of proper documents to BOT Secretariat</td>
</tr>
</tbody>
</table>
Annex C – Sample publication of a vacant position

Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
OFFICE OF THE EXECUTIVE DIRECTOR
Agham Road, Diliman, Quezon City

FOR IMMEDIATE HIRING

(1) ADMINISTRATIVE OFFICER I (SG-10)

Minimum Qualifications:

1. At least holds a Bachelor’s degree relevant to the job
2. Civil Service Professional Eligibility

Preferably:

1. Computer literate;
2. With good organizing skills; and
3. With good oral and written communication skills.

Job Description

1. Prepares Annual Procurement Program of supplies and materials;
2. Periodically prepares replenishment and safekeeping of supplies/materials on stock;
3. Takes charge of the preparations for the procurement and issuance of supplies and materials, and prepares documentation for such (i.e., PR, Abstract of Quotations, PO, ARE);
4. Conducts inspection and inventory of supplies, materials, and equipment as well as repair of equipment/facilities/property and disposal of waste materials, and prepares the corresponding reports for such (i.e., AIR, WMR);
5. Preparation and submission of monthly report on supplies and materials issued;
6. Recording of donations for the PSHS System/OED, if any;
7. Submission of an updated Inventory/PPE report, on a quarterly basis; and
8. Does other duties that may be assigned from time to time.

Qualified applicants may personally apply or send their resume and application letter on or before 27 February 2012 to:

The Executive Director
Philippine Science High School System
Agham Rd., Diliman, Quezon City
Telefax Number: (02) 924-0639 or 926-3137
Email: oed@pshs.edu.ph
### Annex D – Sample of Summary Table of Scores

#### Philippine Science High School System
Office of the Executive Director

**PSHS Selection Board: Summary Table of Scores for Administrative Officer I**

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Age/Sex/Civil Status</th>
<th>Education (20 points)</th>
<th>Competence (20 points)</th>
<th>Personality Interview (7.5 points)</th>
<th>Personality Exam (7.5 points)</th>
<th>Relevant Experience (20 points)</th>
<th>Relevant Training (15 points)</th>
<th>Special Skills (10 points)</th>
<th>Total</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant A</td>
<td>48/male/single</td>
<td>15</td>
<td>18</td>
<td>7</td>
<td>3.96</td>
<td>10</td>
<td>10</td>
<td>13.6</td>
<td>77.56</td>
<td>1</td>
</tr>
<tr>
<td>Applicant B</td>
<td>30/male</td>
<td>15</td>
<td>16</td>
<td>5.7</td>
<td>4.56</td>
<td>8.17</td>
<td>8</td>
<td>10.8</td>
<td>68.23</td>
<td>3</td>
</tr>
<tr>
<td>Applicant C</td>
<td>49/female/married</td>
<td>15</td>
<td>22.1</td>
<td>6.8</td>
<td>3.945</td>
<td>10</td>
<td>0</td>
<td>12</td>
<td>69.85</td>
<td>2</td>
</tr>
<tr>
<td>Applicant D</td>
<td>23/male/single</td>
<td>15</td>
<td>20.5</td>
<td>5.4</td>
<td>3.075</td>
<td>0.92</td>
<td>3.5</td>
<td>10.2</td>
<td>58.60</td>
<td>8</td>
</tr>
<tr>
<td>Applicant E</td>
<td>33/female/married</td>
<td>15</td>
<td>18</td>
<td>6.5</td>
<td>2.175</td>
<td>6.25</td>
<td>5</td>
<td>11.4</td>
<td>64.33</td>
<td>6</td>
</tr>
<tr>
<td>Applicant F</td>
<td>32/female/</td>
<td>15</td>
<td>14.5</td>
<td>5.1</td>
<td>3.705</td>
<td>3.91</td>
<td>5</td>
<td>10.6</td>
<td>57.82</td>
<td>9</td>
</tr>
<tr>
<td>Applicant G</td>
<td>35/male/single</td>
<td>17</td>
<td>13</td>
<td>5.8</td>
<td>1.605</td>
<td>10</td>
<td>5</td>
<td>12</td>
<td>64.41</td>
<td>5</td>
</tr>
<tr>
<td>Applicant H</td>
<td>23/male/single</td>
<td>17</td>
<td>18.75</td>
<td>5.3</td>
<td>4.905</td>
<td>0.42</td>
<td>1</td>
<td>10.4</td>
<td>57.78</td>
<td>10</td>
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<tr>
<td>Applicant I</td>
<td>33/male/single</td>
<td>15</td>
<td>13</td>
<td>5.6</td>
<td>2.64</td>
<td>10</td>
<td>5</td>
<td>10.4</td>
<td>61.64</td>
<td>7</td>
</tr>
<tr>
<td>Applicant J</td>
<td>39/female</td>
<td>20</td>
<td>18</td>
<td>4.6</td>
<td>3.705</td>
<td>4.58</td>
<td>5</td>
<td>10.4</td>
<td>66.29</td>
<td>4</td>
</tr>
</tbody>
</table>

### Agreements:

- The PSB decided to forward for interview of the Executive Director the Top 6 applicants after the conduct of interview from 8:30AM to 12:30PM on March 8, 2012.
- The HRM will facilitate the background check for the other 5 points under Special Skills before the March 14 interview of the Executive Director.
- While the PSB decided to only include the top 5 for the interview of the Executive Director, the addition of one (1) applicant was made so as to consider the close figures between the 5th and 6th applicant and the partial figures on Special Skills (background check results will complete this).
## Annex E – Sample Background Check Form

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Criteria</th>
<th>Character References</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant A</td>
<td>Competence</td>
<td>A: 4</td>
<td>B: 5</td>
</tr>
<tr>
<td></td>
<td>Potential</td>
<td>A: 5</td>
<td>B: 5</td>
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<tr>
<td></td>
<td>Human relations</td>
<td>A: 5</td>
<td>B: 5</td>
</tr>
<tr>
<td></td>
<td>Moral conduct and integrity</td>
<td>A: 5</td>
<td>B: 5</td>
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<tr>
<td></td>
<td>Professional ethics</td>
<td>A: 5</td>
<td>B: 5</td>
</tr>
<tr>
<td>Applicant B</td>
<td>Competence</td>
<td>A: 4.5</td>
<td>B: 4.3</td>
</tr>
<tr>
<td></td>
<td>Potential</td>
<td>A: 5</td>
<td>B: 4.5</td>
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<tr>
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<td>Human relations</td>
<td>A: 5</td>
<td>B: 5</td>
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<td></td>
<td>Moral conduct and integrity</td>
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<tr>
<td></td>
<td>Professional ethics</td>
<td>A: 4.7</td>
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</tr>
<tr>
<td>Applicant C</td>
<td>Competence</td>
<td>A: 4</td>
<td>B: 4.5</td>
</tr>
<tr>
<td></td>
<td>Potential</td>
<td>A: 4</td>
<td>B: 4</td>
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<td>Human relations</td>
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<td>Professional ethics</td>
<td>A: 5</td>
<td>B: 5</td>
</tr>
<tr>
<td>Applicant D</td>
<td>Competence</td>
<td>A: 4</td>
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<td>Potential</td>
<td>A: 4</td>
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<td>Human relations</td>
<td>A: 5</td>
<td>B: 4</td>
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<td>Moral conduct and integrity</td>
<td>A: 5</td>
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<tr>
<td></td>
<td>Professional ethics</td>
<td>A: 5</td>
<td>B: 5</td>
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# Annex F – Personal Data Sheet (CSC Form 212)

## PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>4. DATE OF BIRTH</th>
<th>/ /</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. PLACE OF BIRTH</td>
<td></td>
</tr>
<tr>
<td>6. SEX</td>
<td>☐ Male ☐ Female</td>
</tr>
<tr>
<td>7. CIVIL STATUS</td>
<td>☐ Single ☐ Widowed ☐ Married ☐ Separated</td>
</tr>
<tr>
<td>8. CITIZENSHIP</td>
<td></td>
</tr>
<tr>
<td>9. Height (in)</td>
<td></td>
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<tr>
<td>10. WEIGHT (lb)</td>
<td></td>
</tr>
</tbody>
</table>

### FAMILY BACKGROUND

21. NAME OF CHILD (Write full name and alt. if necessary) | 22. DATE OF BIRTH (mm/dd/yyyy) |
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>FIRST NAME</td>
<td>MIDDLE NAME</td>
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</tbody>
</table>

26. FATHER’S SURNAME | FIRST NAME | MIDDLE NAME | OCCUPATION | EMPLOYER/BUS. NAME | BUSINESS ADDRESS | TELEPHONE NO. | (Reciprocate above if necessary) |
| / | / | / | / | / | / |

27. MOTHER’S MARRIED NAME | SURNAME | FIRST NAME | MIDDLE NAME | OCCUPATION | EMPLOYER/BUS. NAME | BUSINESS ADDRESS | TELEPHONE NO. | (Reciprocate above if necessary) |
| / | / | / | / | / | / |

## EDUCATIONAL BACKGROUND

29. **LEVEL** | **NAME OF SCHOOL (Write full name and alt. if necessary)** | **DEGREE COURSE (Write full name and alt. if necessary)** | **YEAR GRADUATED (If graduated)** | **HIGHEST DEGREE (LEVEL)** | **UNITS EARNED (If not graduated)** | **INCLUSIVE DATES OF ATTENDANCE** | **SCHOLARSHIP** | **ACADEMIC HONORS** |
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<td>VOCATIONAL / TRADE COURSE</td>
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<td>GRADUATE STUDIES</td>
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</tbody>
</table>
### IV. CIVIL SERVICE ELIGIBILITY

<table>
<thead>
<tr>
<th>CAREER SERVICE/AO/E (BOARD BAR) UNDER SPECIAL LAW/GENESEE</th>
<th>RATING</th>
<th>DATE OF EXAMINATION/CONFIRMATION</th>
<th>PLACE OF EXAMINATION/CONFIRMATION</th>
<th>LICENSE (If applicable)</th>
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<td>NUMBER</td>
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</table>

(Continue on separate sheet if necessary)

### V. WORK EXPERIENCE (Include private employment. Start from your current work)

<table>
<thead>
<tr>
<th>INCLUSIVE DATES (in days)</th>
<th>POSITION TITLE (Write in full)</th>
<th>DEPARTMENT/AGENCY/OFFICE/COMPANY (Write in full)</th>
<th>MONTHLY SALARY</th>
<th>SALARY GRADE</th>
<th>STEP INDEX/REPRESENT (Write to 1/2)</th>
<th>STATUS OF APPOINTMENT</th>
<th>GOVT SERVICE (Yes/No)</th>
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</tbody>
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(Continue on separate sheet if necessary)
### VI. VOLUNTARY WORK OR INVOLVEMENT IN CIMC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

<table>
<thead>
<tr>
<th>Name &amp; Address of Organization (Write in full)</th>
<th>Inclusive Dates (mm/dd/yyyy)</th>
<th>Number of Hours</th>
<th>Position / Nature of Work</th>
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</thead>
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<td>From</td>
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</tbody>
</table>

*Continue on separate sheet if necessary*

### VII. TRAINING PROGRAMS (Start from the most recent training)

<table>
<thead>
<tr>
<th>Title of Seminar/Conference/Workshop/Short Courses (Write in full)</th>
<th>Inclusive Dates of Attendance (mm/dd/yyyy)</th>
<th>Number of Hours</th>
<th>Conducted/Sponsored By (Write in full)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

*Continue on separate sheet if necessary*

### VIII. OTHER INFORMATION

<table>
<thead>
<tr>
<th>Special Skills / Hobbies</th>
<th>Non-Academic Distinctions / Recognition (Write in full)</th>
<th>Membership in Association/Organization (Write in full)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

*Continue on separate sheet if necessary*
16. Are you related by consanguinity or affinity to any of the following:

- Within the third degree (for National Government Employees):
  appointing authority, recommending authority, chief of office/bureau/department or person who
  has immediate supervision over you in the office, bureau or department where you will be
  appointed? ☐ YES ☐ NO
  If YES, give details:

- Within the fourth degree (for Local Government Employees):
  appointing authority or recommending authority where you will be appointed? ☐ YES ☐ NO
  If YES, give details:

17. a. Have you ever been formally charged?
   ☐ YES ☐ NO
   If YES, give details:

   b. Have you ever been guilty of any administrative offense?
   ☐ YES ☐ NO
   If YES, give details:

18. Have you ever been convicted of any crime or violation of any law, decree, ordinance or
    regulation by any court or tribunal?
   ☐ YES ☐ NO
   If YES, give details:

19. Have you ever been separated from the service in any of the following modes: resignation,
    retirement, dropped from the rolls, dismissal, termination, end of term, finished contract, AWOL
    or phased out in the public or private sector?
   ☐ YES ☐ NO
   If YES, give details:

20. Have you ever been a candidate in a national or local election (except barangay election)?
    ☐ YES ☐ NO
    If YES, give details:

21. Pursuant to: (a) Indigenous Peoples’ Act (RA 8371), (b) Magna Carta for Disabled Persons (RA
    7177), and (c)Solo Parents Welfare Act of 2003 (RA 9352), please answer the following items:

   a. Are you a member of any indigenous group?
      ☐ YES ☐ NO
      If YES, please specify:

   b. Are you differently abled?
      ☐ YES ☐ NO
      If YES, please specify:

   c. Are you a solo parent?
      ☐ YES ☐ NO
      If YES, please specify:

22. REFERENCES (Person not related by consanguinity or affinity is applicable/appointed)

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>TEL NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

23. I declare under oath that this Personal Data Sheet has been accomplished by me, and is a true,
    correct and complete statement pursuant to the provisions of pertinent laws, rules and
    regulations of the Republic of the Philippines.

   I also authorize the agency head / authorized representative to verify / validate the contents stated therein. I trust
   that this information shall remain confidential.

    COMMUNITY TAX CERTIFICATE NO.________________________
    ISSUED AT ____________________________
    ISSUED ON ____________________________
    DATE ACCOMPLISHED ____________________________

    SIGNATURE (Sign inside the box)

    RIGHT THUMBNAIL
Annex G – Guide to Filling Up the Personal Data Sheet

Please fill up each of the fields in the PDS when applicable.

Note:
- CSC ID No. is a systems-generated number to be filled by up the CSC-CO personnel. Do not fill up this field.
- Write name of the employee at the lower right end of every page of the PDS.
- Print entries in the PDS using black ink ballpen only. Do not use sign pen.
- All information should be provided accurately as it will be the permanent record in the CSC Personnel Information Database.
- Do not leave blank entries. Put N/A for not applicable.

I. Personal Information
- Employee’s name is to be filled up in the form: surname, first name and middle name where a space is allotted for each character or letter in the name.
- Dates are in numeric form (mm/dd/yyyy)
- Specifics should be given to “Others” response in the civil status field.
- Agency employee number refers to employee ID number in the current agency.

II. Family Background
- Names of spouse and parents are to be filled up in the form: surname, first name and middle name.
- Mother’s name is her maiden name, that is, when she was single or before marriage.
- List full names (first and surname) of ALL your children.
- Date of birth is in numeric form (mm/dd/yyyy)

III. Educational Background
- Indicate FULL name of schools.
- Indicate in FULL all courses taken in college (e.g. ASSO. IN ARTS, AB ECONOMICS, BS PSYCHOLOGY, MA IN HISTORY).
- Indicate all masters or doctorate courses taken.
- If graduated for every level, indicate year of graduation.
- If not graduated in any level, indicate the highest grade, level or units earned.
- Inclusive dates of attendance are stated in schoolyears.
- Indicate any scholarship and/or academic honors received in each level.

IV. Civil Service Eligibility
- Indicate all civil service eligibilities earned with corresponding rating, date and place of examination /conferment.

Examples:
- Career service sub-professional EO132/790 - Veteran Preference Rating
- Career service professional PD 907 - Honor Graduate
- Career service executive RA 7883 - Barangay Health Worker
- Stenographer PD 997 - Scientific and Technological Specialist
- CSC Res. #93-3666 - Barangay Official

- If earned eligibility entails a license (RA 1080), indicate the license number and its date of release.

V. Work Experience
• Indicate all positions held both in the public and private employment starting from current work.
• Inclusive dates are indicated in numeric form (mm/dd/yyyy)
• Indicate FULL position titles and COMPLETE NAME of department/agency/office/company.
• Indicate monthly salary in figures (e.g. P21,877)
• Salary grade and step increment is stated in the format “00-0” (e.g. 24-2 for salary grade 24, step increment 2).
• Indicate status of employment (i.e., permanent, temporary, casual, contractual)
• Indicate “yes” under government service if position held is in the public or government employment or “no” if held in the private employment.

VI. Voluntary Work or involvement in civic/nongovernment/people/voluntary organizations
• Indicate the FULL name and address of the organization where involved as voluntary worker.
• Inclusive dates, start (from) and end (to) shall be in numeric form (mm/dd/yyyy)
• Indicate the number of hours of voluntary work rendered.
• Indicate the position /nature of voluntary work rendered.

VII. Training Programs
• Indicate FULL titles of seminars, conferences, workshops and short courses attended during employment. Indicate list from the most recent training.
• Inclusive dates of attendance, start (from) and end (to) shall be in numeric form (mm/dd/yyyy).
• Indicate the number of hours attended for program
• Indicate the FULL name of institution/agency that conducted or sponsored the program. Do not use abbreviation (e.g. CSC should be Civil Service Commission).

VIII. Other Information
• Indicate special skills/hobbies
• Indicate in FULL non-academic distinctions/recognition (awards received)
• Indicate membership in any professional association/organization by writing in FULL said association/organization.

#s 36-41
• Indicate response to questions 36 to 41 on the right side of the sheet.
• Give details or specifications for any yes response.

#42
• Indicate the FULL name of references with the format SURNAME, FIRST NAME MI, their addresses and respective telephone numbers

#43
• As agreement to #43 and for completion of the PDS, indicate the employee’s signature and right thumb mark in the boxes provided. Also indicate the community tax certificate number, date and place of issuance in the boxes provided. Lastly, attach a RECENT PASSPORT SIZE picture with the name and signature affixed at the back and must be taken within the last 6 months. Computer generated or photocopied picture is not acceptable.