



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097. 13 DPWH
11. 11. 2011

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DEPARTMENT ORDER)
NO. **59**
Series of 2011)
11-11-11)

SUBJECT: **REVISED GUIDELINES ON THE EVALUATION AND SELECTION OF PERSONNEL TO BE RETAINED IN, OR APPOINTED/PROMOTED TO, UPGRADED OR NEWLY CREATED FIRST AND SECOND LEVEL POSITIONS AS A RESULT OF RATIONALIZATION PURSUANT TO E.O. NO. 366, s. 2004**

To ensure that the structural changes to be undertaken under the approved DPWH Rationalization Plan, pursuant to Executive Order No. 366, s. 2004, will lead to improved organizational performance, and to conform with the provisions of Section 3 (c) of the *Implementing Rules and Regulations of said E.O. No. 366* and Rules V and VI of the *Rules Implementing Book V of Executive Order No. 292 and other pertinent Civil Service Laws and Regulations* issued by the Civil Service Commission, the following guidelines shall be observed.

A. COVERAGE

1. These guidelines shall apply in identifying personnel who would be:
 - a) retained within the smallest operating unit (section), where the number of personnel exceeded the number of positions to be retained;
 - b) retained in an upgraded position, where the number of positions upgraded is less than the number of existing positions; and,
 - c) appointed/promoted, where a new position is created.
2. These guidelines shall not be applied in the following cases when evaluation is no longer necessary because the incumbents should not be competing with other applicants:
 - a) when the position is not affected by the rationalization;
 - b) when the reduced number of positions is equal to the number of incumbents who signified their intention to stay because the excess personnel opted for early retirement; and,
 - c) when the functions, together with the position and incumbent, were transferred to another unit.

B. QUALIFICATION REQUIREMENTS

3. Employees to be selected for positions covered under this Order shall meet all the minimum qualification standards of the position, i.e., education, experience, training, and eligibility, as prescribed under the Qualification Standards Manual approved by the Civil Service Commission.

C. ORDER OF PREFERENCE IN FILLING NEWLY CREATED POSITIONS

4. Newly created positions in existing units shall be posted on the DPWH website for the information of everybody. Automatic candidates for these new positions are permanent employees from the Division/District where the vacancy is, provided that they hold equal/comparable or next lower positions and that they are otherwise not affected by the rationalization. All other employees, including those with higher positions and those from outside the Division/District will have to apply to be considered.

5. The following order of preference shall be observed in filling new positions in existing units:
 - a) Permanent employees actually reporting in their mother office or reassigned to newly created DPWH offices with no or limited budgetary personnel.
 - b) Permanent employees reassigned to DPWH offices with sufficient number of budgetary personnel.
 - c) Contractual/casual employees.
 - d) Permanent employees detailed to offices outside DPWH.
 - e) Employees on Job Order status who possess extra ordinary qualifications.
 - f) Employees on CTI status.
6. Among those in the same category above, the following second order of preference in terms of geographical assignment shall be followed:
 - a) Employees from the same Division or District.
 - b) Employees from the same Region, Service or Bureau.
 - c) Employees from another Division, District, Region, Service or Bureau.
7. In the case of newly created offices, the following order of preference in the filling of new positions shall be observed:
 - a) Permanent employees presently performing duties and responsibilities directly related to the core functions of the newly created office.
 - b) Permanent employees performing duties and responsibilities not directly related to the core functions of the newly created office.
 - c) Contractual/casual employees.
 - d) Employees on Job Order status who possess extra ordinary qualifications.
 - e) Employees on CTI status.
8. In the case of Project Management Offices (PMOs) where permanent positions were created, the following order of preference shall be observed:
 - a) Permanent employees presently performing duties and responsibilities directly related to the core functions of the concerned PMO.
 - b) Contractual employees presently performing the duties and responsibilities of the positions being filled.
 - c) Permanent employees presently performing duties and responsibilities not directly related to the core functions of the concerned PMO.
 - d) Other contractual/casual employees.
9. For entry level positions (e.g., Engineer II, HRMO I, Records Officer I, Supply Officer I, Accountant I, Budget Officer I) employees on Job Order status or applicants not presently employed by the Department may be considered for evaluation and selection provided they meet the prescribed minimum qualification requirements and possess additional extraordinary qualifications (e.g., a Structural Engineer or one who has a Masteral Degree).
10. After considering the aforesaid order of preference, the employees who get the highest ratings in the evaluation to be conducted in accordance with the criteria prescribed hereunder shall be considered for appointment.

D. EVALUATION CRITERIA AND OTHER FACTORS TO BE CONSIDERED

11. In evaluating employees, the following evaluation criteria shall apply (see Evaluation Form in Annex "A"):

a) Work Performance	35%
b) Education and Training	25%
c) Experience and Outstanding Accomplishments	30%
d) Potential and Personality Traits	10%

TOTAL	100%
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12. Rating for **Work Performance** shall be computed using the average of the employee's last two performance ratings, provided that such ratings are validated against the Accomplishment Reports attached to the Performance Appraisal Reports (PAR). If necessary, the Placement Committee concerned shall secure additional inputs from the employee and/or his/her supervisor. In computing the equivalent points of the performance rating, the conversion table in Annex "B" hereof shall be used.
13. Ratings for **Education and Training** as well as **Experience and Outstanding Accomplishments** shall be computed using the conversion tables in Annexes "C" and "D".
14. Candidates for appointments to executive and/or managerial positions shall need to pass the CSC-DPWH Promotional/Qualifying Examination required under D.O. No. 43, s. 2011.
15. For second level positions, in addition to the above criteria, a premium of 2% shall be given to candidates who possess higher eligibility (e.g., CES/CSEE) and/or who have been designated as Officer-in-Charge for at least one (1) year. This shall be included under Potential and Personality Traits which equivalent points shall be computed using the conversion table in Annex "E".

Candidates to Clerk positions shall be required to take a Computer Literacy Exam (CLE) to be administered by the MIS or its designated representative in the field offices. The result of the CLE, which shall be either "Passed" or "Failed", shall be included in the computation of the rating for Potential and Personality Traits. Relatedly, candidates to IT positions in the Regional and District Engineering offices, particularly those being proposed as Network Administrators, shall also have to pass relevant examination to be given by the MIS.

Moreover, personnel who are proficient and with specialized IT training on planning and accounting applications such as, but not limited to, RBIA, BMS, PMS, RTIA, TARAS and e-NGAS, and qualified, shall be given priority for appointments to relevant vacant/new positions.

16. In case two or more employees in the same position get the same over-all rating, the most senior to the position shall be preferred.

E. PLACEMENT COMMITTEES, SELECTION BOARDS AND APPOINTING AUTHORITIES

17. The existing Placement Committees at the District/Division/Service/Bureau levels shall serve as the recommending bodies for positions in their respective offices.

18. The existing Regional Selection Boards shall act as the recommending bodies for Division Chief positions in the Regional Offices, and act as the selection body for all other positions in the Regional Offices and District Engineering Offices, except for ADE, DE and other 3rd level positions.
19. The existing Central Selection Board shall act as the selection body for all 1st and 2nd level positions in the Central Office and Division Chief positions in the Regional Offices.
20. Appointments to positions covered by these evaluation and selection guidelines shall be approved in accordance with existing delegated authorities prescribed under D.O. No. 24, s. 2007, as amended. Such appointments shall be issued only after the DPWH Rationalization Plan has been approved which includes the issuance of the corresponding Notices of Organization, Staffing and Compensation Action (NOSCAs) by the DBM.

This Order revokes Department Order No. 87, series of 2005, and supersedes previous issuances to the contrary.

This Order takes effect immediately.


ROGELIO L. SINGSON
Secretary



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ANNEX A

	MAXIMUM POINTS	WEIGHTS
A. PERFORMANCE -----	100	35%
This refers to the average of the employee's last two performance ratings (per Department MC No. 87 and DO No. 124, both s. 1989). The guidelines and conversion table are in Annex B.		
B. EDUCATION AND TRAINING -----	100	25%
This is divided into the following sub-criteria as defined in Annex C.		
1. Minimum educational requirement specified in the Civil Service Commission Qualification Standards Manual ----- 60		
2. Other degrees ----- 30		
Appropriate doctorate degree ----- 10		
Appropriate masteral degree ----- 10		
Other post-graduate academic degrees (masteral or doctorate) ---- 4		
Other bachelor's degree ----- 4		
Relevant 2-year vocational course --- 2		
3. Relevant seminars/training at 1 point per 10 cumulative hours of seminar, not to exceed 10 points ---- 10		
C. EXPERIENCE AND OUTSTANDING ACCOMPLISHMENTS -----	100	30%
This is divided into the following sub-criteria:		
1. On-the-job experience in a position that is next-in-rank to the position to be filled, at 5 points per year ----- 40		
2. Other work experience		
2.1. Supervisory experience not counted under D-1, at 3 points per year ----- 30		
2.2. Non-supervisory experience not counted under D-2 and D-3, at 2 points per year ----- 20		
3. Awards granted under CSC MC No. 56 and Department Order No. 160, both s. 1989 and other pertinent issuances, at 2 points per award ----- 10		
D. POTENTIAL AND PERSONALITY TRAITS -----	100	10%
This shall be determined by the Placement Committee, in accordance with guidelines in Annex E and using the form in E-1		

ANNEX B
(Work Performance)

ADJECTIVAL RATING	AVERAGE OF LAST 2 PERFORMANCE RATINGS	EQUIVALENT POINTS	MAXIMUM WEIGHTED POINTS
Outstanding	1.0	100.00	35.00
	1.1	99.26	34.74
	1.2	98.55	34.49
	1.3	97.84	34.24
	1.4	97.13	33.99
	1.5	96.42	33.75
	1.6	95.71	33.50
	1.7	95.00	33.25
Very Satisfactory	1.8	94.00	32.90
	1.9	92.68	32.44
	2.0	91.40	32.00
	2.1	90.12	31.54
	2.2	88.84	31.09
	2.3	87.56	30.65
	2.4	86.28	30.20
	2.5	85.00	29.75

ANNEX C
EDUCATION AND TRAINING

	PRO-RATED POINTS				
	1-9 units	10-18 units	19-27 units completed	All required units completed	Graduated
Appropriate Doctorate/ Masteral Degree	2	4	6	8	10
Other Post-Graduate Academic Degree (Doctorate or Masteral)	0.8	1.6	2.4	3.2	4

ANNEX D
Guidelines on EXPERIENCE AND OUTSTANDING ACCOMPLISHMENTS

1. On-the-Job Work Experience (5 points per year)

This refers to experience in the present position within the DPWH that is next-in-rank to the position to be filled, as defined in the DPWH System of Ranking Positions. This means that the present actual duties and responsibilities of the candidate are directly relevant to the performance output requirements of the position to be filled. It also means that the office of the candidate is the same as or performs the same functions as those of the office where the vacant position is.

In counting the number of years/months of on-the-job experience, the latest performance rating shall be used as cut-off period. For example, if the evaluation is done in September and the latest performance rating is for January to June of the same year, the period from July to September shall not be counted.

Any "on-the-job" supervisory experience in excess of 8 years shall be credited under "supervisory" work experience at 3 points per year.

Any "on-the-job" non-supervisory experience in excess of 8 years shall be credited under "non-supervisory" work experience at 2 points per year.

2. Other Work Experience

2.1. Supervisory (3 points per year)

This refers to experience as Chief or Officer-in-Charge of a Section or Division, supported by appointment or designation by proper authorities. It shall also include "on the-job" supervisory experience in excess of 8 years and not yet credited under "on the job."

Any "supervisory" experience in excess of 10 years shall be credited under "other work experience" at 2 points per year.

2.2. Non-supervisory (2 points per year)

This refers to all other work experience that is not credited under either "on-the-job" or "supervisory" work experience, supported by Service Record or other documents duly authenticated by the Placement Committee.

Any other work experience in excess of 10 years shall not be given any credit.

3. Use of Conversion Tables

The conversion tables in Annexes D-1, D-2 and D-3 shall be used in computing for "on-the-job," or "supervisory" and "non-supervisory" work experience, respectively. When the period to be credited includes a fraction of a month, the following rules on rounding off shall apply:

- Additional 1 to 15 days shall be rounded off to zero month. For example, "6 months and 15 days" shall count as "6 months" only.
- Additional 16 to 29 or 30 days shall be rounded off to one month. For example, "6 months and 16 days" shall count as "7 months."

ANNEX D-1
Conversion Table for On-the-Job Work Experience

Number of		Points
Yrs.	Mos.	
0	6	2.50
0	7	2.92
0	8	3.33
0	9	3.75
0	10	4.17
0	11	4.58
1	0	5.00
1	1	5.42
1	2	5.83
1	3	6.25
1	4	6.67
1	5	7.08
1	6	7.50
1	7	7.92
1	8	8.33
1	9	8.75
1	10	9.17
1	11	9.58
2	0	10.00
2	1	10.42
2	2	10.83
2	3	11.25
2	4	11.67
2	5	12.08
2	6	12.50
2	7	12.92
2	8	13.33
2	9	13.75
2	10	14.17
2	11	14.58
3	0	15.00
3	1	15.42
3	2	15.83
3	3	16.25
3	4	16.67
3	5	17.08
3	6	17.50
3	7	17.92
3	8	18.33
3	9	18.75
3	10	19.17
3	11	19.58
4	0	20.00

Number of		Points
Yrs.	Mos.	
4	1	20.42
4	2	20.83
4	3	21.25
4	4	21.67
4	5	22.08
4	6	22.50
4	7	22.92
4	8	23.33
4	9	23.75
4	10	24.17
4	11	24.58
5	0	25.00
5	1	25.42
5	2	25.83
5	3	26.25
5	4	26.67
5	5	27.08
5	6	27.50
5	7	27.92
5	8	28.33
5	9	28.75
5	10	29.17
5	11	29.58
6	0	30.00
6	1	30.42
6	2	30.83
6	3	31.25
6	4	31.67
6	5	32.08
6	6	32.50
6	7	32.92
6	8	33.33
6	9	33.75
6	10	34.17
6	11	34.58
7	0	35.00
7	1	35.42
7	2	35.83
7	3	36.25
7	4	36.67
7	5	37.08
7	6	37.50
7	7	37.92
7	8	38.33
7	9	38.75
7	10	39.17
7	11	39.58
8	0	40.00

ANNEX D-2
Conversion Table for Supervisory Work Experience

Number of		Points
Yrs.	Mos.	
0	6	1.50
0	7	1.75
0	8	2.00
0	9	2.25
0	10	2.50
0	11	3.00
1	0	3.00
1	1	3.25
1	2	3.50
1	3	3.75
1	4	4.00
1	5	4.25
1	6	4.50
1	7	4.75
1	8	5.00
1	9	5.25
1	10	5.50
1	11	5.75
2	0	6.00
2	1	6.25
2	2	6.50
2	3	6.75
2	4	7.00
2	5	7.25
2	6	7.50
2	7	7.75
2	8	8.00
2	9	8.25
2	10	8.50
2	11	8.75
3	0	9.00
3	1	9.25
3	2	9.50
3	3	9.75
3	4	10.00
3	5	10.25
3	6	10.50
3	7	10.75
3	8	11.00
3	9	11.25
3	10	11.50
3	11	11.75
4	0	12.00

Number of		Points
Yrs.	Mos.	
4	1	12.25
4	2	12.50
4	3	12.75
4	4	13.00
4	5	13.25
4	6	13.50
4	7	13.75
4	8	14.00
4	9	14.25
4	10	14.50
4	11	14.75
5	0	15.00
5	1	15.25
5	2	15.50
5	3	15.75
5	4	16.00
5	5	16.25
5	6	16.50
5	7	16.75
5	8	17.00
5	9	17.25
5	10	17.50
5	11	17.75
6	0	18.00
6	1	18.25
6	2	18.50
6	3	18.75
6	4	19.00
6	5	19.25
6	6	19.50
6	7	19.75
6	8	20.00
6	9	20.25
6	10	20.50
6	11	20.75
7	0	21.00

Number of		Points
Yrs.	Mos.	
7	1	21.25
7	2	21.50
7	3	21.75
7	4	22.00
7	5	22.25
7	6	22.50
7	7	22.75
7	8	23.00
7	9	23.25
7	10	23.50
7	11	23.75
8	0	24.00
8	1	24.25
8	2	24.50
8	3	24.75
8	4	25.00
8	5	25.25
8	6	25.50
8	7	25.75
8	8	26.00
8	9	26.25
8	10	26.50
8	11	26.75
9	0	27.00
9	1	27.25
9	2	27.50
9	3	27.75
9	4	28.00
9	5	28.25
9	6	28.50
9	7	28.75
9	8	29.00
9	9	29.25
9	10	29.50
9	11	29.75
10	0	30.00

ANNEX D-3
Conversion Table for Non-Supervisory Work Experience

Number of		Points
Yrs.	Mos.	
0	6	1.00
0	7	1.17
0	8	1.33
0	9	1.50
0	10	1.67
0	11	1.83
1	0	2.00
1	1	2.17
1	2	2.33
1	3	2.50
1	4	2.67
1	5	2.83
1	6	3.00
1	7	3.17
1	8	3.33
1	9	3.50
1	10	3.67
1	11	3.83
2	0	4.00
2	1	4.17
2	2	4.33
2	3	4.50
2	4	4.67
2	5	4.83
2	6	5.00
2	7	5.17
2	8	5.33
2	9	5.50
2	10	5.67
2	11	5.83
3	0	6.00
3	1	6.17
3	2	6.33
3	3	6.50
3	4	6.67
3	5	6.83
3	6	7.00
3	7	7.17
3	8	7.33
3	9	7.50
3	10	7.67
3	11	7.83
4	0	8.00

Number of		Points
Yrs.	Mos.	
4	1	8.17
4	2	8.33
4	3	8.50
4	4	8.67
4	5	8.83
4	6	9.00
4	7	9.17
4	8	9.33
4	9	9.50
4	10	9.67
4	11	9.83
5	0	10.00
5	1	10.17
5	2	10.33
5	3	10.50
5	4	10.67
5	5	10.83
5	6	11.00
5	7	11.17
5	8	11.33
5	9	11.50
5	10	11.67
5	11	11.83
6	0	12.00
6	1	12.17
6	2	12.33
6	3	12.50
6	4	12.67
6	5	12.83
6	6	13.00
6	7	13.17
6	8	13.33
6	9	13.50
6	10	13.67
6	11	13.83
7	0	14.00

Number of		Points
Yrs.	Mos.	
7	1	14.17
7	2	14.33
7	3	14.50
7	4	14.67
7	5	14.83
7	6	15.00
7	7	15.17
7	8	15.33
7	9	15.50
7	10	15.67
7	11	15.83
8	0	16.00
8	1	16.17
8	2	16.33
8	3	16.50
8	4	16.67
8	5	16.83
8	6	17.00
8	7	17.17
8	8	17.33
8	9	17.50
8	10	17.67
8	11	17.83
9	0	18.00
9	1	18.17
9	2	18.33
9	3	18.50
9	4	18.67
9	5	18.83
9	6	19.00
9	7	19.17
9	8	19.33
9	9	19.50
9	10	19.67
9	11	19.83
10	0	20.00

ANNEX E
POTENTIAL AND PERSONALITY TRAITS

Total Points (Ave. Rating)	Weighted Rating	Total Points (Ave. Rating)	Weighted Rating	Total Points (Ave. Rating)	Weighted Rating
1.0	10.00	2.4	6.50	3.8	3.00
1.1	9.75	2.5	6.25	3.9	2.75
1.2	9.50	2.6	6.00	4.0	2.50
1.3	9.25	2.7	5.75	4.1	2.25
1.4	9.00	2.8	5.50	4.2	2.00
1.5	8.75	2.9	5.25	4.3	1.75
1.6	8.50	3.0	5.00	4.4	1.50
1.7	8.25	3.1	4.75	4.5	1.25
1.8	8.00	3.2	4.50	4.6	1.00
1.9	7.75	3.3	4.25	4.7	0.75
2.0	7.50	3.4	4.00	4.8	0.50
2.1	7.25	3.5	3.75	4.9	0.25
2.2	7.00	3.6	3.50	5.0	0.00
2.3	6.75	3.7	3.25		

ANNEX E-1**POTENTIAL AND PERSONALITY TRAITS
ASSESSMENT FORM**

Candidate : _____

Position to be filled : _____

Instruction to the Rater:

You are to rate the candidate on the listed factors on Potential and Personality Traits that would have a bearing on his performance in the position to be filled.

Encircle the appropriate numerical value for each factor using the following scale:

1	-	Always	4	-	Seldom
2	-	Often	5	-	Rarely or Never
3	-	Sometimes			

Intelligence and Ingenuity

- | | | | | | |
|--|---|---|---|---|---|
| 1. Possess innate intelligence and practical knowledge which can be applied to the position to be filled. | 1 | 2 | 3 | 4 | 5 |
| 2. Keeps an open mind to change and takes initiative to improve work systems and procedures that benefit the organization. | 1 | 2 | 3 | 4 | 5 |
| 3. Creative and resourceful in overcoming shortage in supplies, inadequate equipment, etc. in order to meet work targets. | 1 | 2 | 3 | 4 | 5 |

Emotional Stability and Stress Tolerance

- | | | | | | |
|--|---|---|---|---|---|
| 4. Maintains positive attitude and normal pace and quality of work despite tension resulting from personal problems, conflict with co-workers, frustration, additional or new work assignments, etc. | 1 | 2 | 3 | 4 | 5 |
| 5. Maintains self-esteem and constructively accepts criticisms whether from subordinates, peers or supervisor. | 1 | 2 | 3 | 4 | 5 |

Human Relations

- | | | | | | |
|---|---|---|---|---|---|
| 6. Shows respect for all people regardless of rank, or stature in life. | 1 | 2 | 3 | 4 | 5 |
| 7. Maintains healthy professional relationship with co-worker despite personal differences. | 1 | 2 | 3 | 4 | 5 |
| 8. Helpful and tactful in dealing with transacting public. | 1 | 2 | 3 | 4 | 5 |

Personal Values

- | | | | | | |
|--|---|---|---|---|---|
| 9. Takes initiative to enhance present knowledge and skills and learn new ones, to benefit the organization. | 1 | 2 | 3 | 4 | 5 |
| 10. Ethical in dealing with co-workers, contractors/ suppliers and the transacting public. | 1 | 2 | 3 | 4 | 5 |

Rating (Total + 10): _____

Rated by: _____