

DPWH 13 DPWH (es)  
10-23-91



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

October 7, 1991

SER #2324  
P. JB

DEPARTMENT ORDER NO. **207** (A)  
Series of 1991 **10/83**  
SUBJECT: **Modification of the Criteria Prescribed in Department Order No. 164 on the Selection of Personnel for Appointment/Promotion**

In view of the unavailability of trained Psychometricians in Field Offices of this Department, and in line with the government's policy of fiscal restraint (cut in travelling expenses), administration of the psychological tests (personality profile) prescribed in Department Order No. 164, s. 1990, is hereby suspended. The tests shall be administered, and evaluated by the DPWH Central Office Testing Center, only to candidates for original appointment, or when so requested by the Heads of Offices concerned, in case rigid screening/in-depth evaluation of the merit and fitness of the candidates for appointment/promotion is called for or whenever personality profile is clearly a critical factor.

Accordingly, the factors/criteria and their corresponding weighted scores and points prescribed in DO No. 164 in the evaluation and rating of personnel for appointment/promotion to vacancies in the 1st and 2nd levels of career service in the Department of Public Works and Highways are hereby modified, as follows:

	MAXIMUM POINTS	WEIGHTS
A. PERFORMANCE - - - - -	100	50%
(Weighted average of the two adjectival performance ratings of the employee under DO No. 25, s. 1982 and DO No. 124, s. 1989 - M.O.R.E.)		
Outstanding (1 - 1.7) - - - - -	95 - 100	
Very Satisfactory (1.8 - 2.5)	85 - 94	
Satisfactory (2.6 - 3.5) - - -	75 - 84	
(Under CSC MC No. 12, s. 1989, only employees with Outstanding and Very Satisfactory performance ratings shall be considered for promotion).		

On the overleaf is a conversion table for performance ratings under M.O.R.E.



**B. EDUCATION AND TRAINING - - - - - 25%**

- 1. Meet minimum educational requirements per DPWH Qualification Standards - - - - - 50
  - 2. Completed other relevant degrees/courses: - - - - - 40
    - Doctorate degree ... 20
    - Masteral degree .... 10
    - Other relevant
      - BS Degree ..... 6
      - Vocational Course... 4
    - (Units earned shall be given corresponding points and weights, per rating table on the overleaf) - - - - - 40
  - 3. Completed relevant seminars/trainings at 1 point per 10 hours of seminar/training but not to exceed 10 points - - - - - 10
- 100

**C. EXPERIENCE AND OUTSTANDING ACCOMPLISHMENTS - - - 25%**

- 1. On-the-job (present position) experience relevant to the position to be filled at 5 points per year - - - - - 40
  - 2. Other supervisory experience relevant to the position to be filled, at 3 points per year - - - 30
  - 3. Non-supervisory work experience relevant to the position to be filled, at 2 points per year - - - 20
  - 4. Awards granted under CSC MC No. 56, s. 1989, Department Order No. 160, s. 1989 and other issuances, at 2 points per award - - 10
- 100

T O T A L . . . . . 100%

D. **PSYCHOLOGICAL TESTS** (Personality Profile), if administered, shall be given a weight of 10%

E. **PHYSICAL AND MENTAL FITNESS**

"Physical and Mental Fitness" is a criterion that must be met. If a person is physically and/or mentally unfit to perform the functions and responsibilities of the vacant position being filled, he shall not be considered for appointment/promotion thereto.

This Order amends/modifies Department Order No. 164, s. 1990 and all other DPWH issuances or parts thereof inconsistent herewith, and shall take effect immediately.

  
JOSE P. DE JESUS  
Secretary

**CONVERSION TABLE FOR RATING  
OBTAINED UNDER M.O.R.E.**

DEPARTMENT ORDER NO. 124  
Series of 1991  
10/83

ADJECTIVAL RATINGS

VALUE

POINTS

0

1.0 100

1.1 99.26

1.2 98.55

1.3 97.84

1.4 97.13

1.5 96.42

1.6 95.71

1.7 95.00

1.8 94.00

1.9 92.68

2.0 91.40

2.1 90.12

2.2 88.84

2.3 88.88

2.4 88.88

2.5 88.22

2.6 87.55

2.7 86.88

2.8 86.22

2.9 85.55

3.0 84.88

3.1 84.22

3.2 83.55

3.3 82.88

3.4 82.22

3.5 81.55

3.6 80.88

3.7 80.22

3.8 79.55

3.9 78.88

4.0 78.22

4.1 77.55

4.2 76.88

4.3 76.22

4.4 75.55

4.5 74.88

4.6 74.22

4.7 73.55

4.8 72.88

4.9 72.22

5.0 71.55

5.1 70.88

5.2 70.22

5.3 69.55

5.4 68.88

5.5 68.22

5.6 67.55

5.7 66.88

5.8 66.22

5.9 65.55

6.0 64.88

6.1 64.22

6.2 63.55

6.3 62.88

6.4 62.22

6.5 61.55

6.6 60.88

6.7 60.22

6.8 59.55

6.9 58.88

7.0 58.22

7.1 57.55

7.2 56.88

7.3 56.22

7.4 55.55

7.5 54.88

7.6 54.22

7.7 53.55

7.8 52.88

7.9 52.22

8.0 51.55

8.1 50.88

8.2 50.22

8.3 49.55

8.4 48.88

8.5 48.22

8.6 47.55

8.7 46.88

8.8 46.22

8.9 45.55

9.0 44.88

9.1 44.22

9.2 43.55

9.3 42.88

9.4 42.22

9.5 41.55

9.6 40.88

9.7 40.22

9.8 39.55

9.9 38.88

10.0 38.22

ADJECTIVAL RATINGS	VALUE	POINTS
0	1.0	100
1.1	1.1	99.26
1.2	1.2	98.55
1.3	1.3	97.84
1.4	1.4	97.13
1.5	1.5	96.42
1.6	1.6	95.71
1.7	1.7	95.00
1.8	1.8	94.00
1.9	1.9	92.68
2.0	2.0	91.40
2.1	2.1	90.12
2.2	2.2	88.84
2.3	2.3	88.88
2.4	2.4	88.88
2.5	2.5	88.22
2.6	2.6	87.55
2.7	2.7	86.88
2.8	2.8	86.22
2.9	2.9	85.55
3.0	3.0	84.88
3.1	3.1	84.22
3.2	3.2	83.55
3.3	3.3	82.88
3.4	3.4	82.22
3.5	3.5	81.55
3.6	3.6	80.88
3.7	3.7	80.22
3.8	3.8	79.55
3.9	3.9	78.88
4.0	4.0	78.22
4.1	4.1	77.55
4.2	4.2	76.88
4.3	4.3	76.22
4.4	4.4	75.55
4.5	4.5	74.88
4.6	4.6	74.22
4.7	4.7	73.55
4.8	4.8	72.88
4.9	4.9	72.22
5.0	5.0	71.55
5.1	5.1	70.88
5.2	5.2	70.22
5.3	5.3	69.55
5.4	5.4	68.88
5.5	5.5	68.22
5.6	5.6	67.55
5.7	5.7	66.88
5.8	5.8	66.22
5.9	5.9	65.55
6.0	6.0	64.88
6.1	6.1	64.22
6.2	6.2	63.55
6.3	6.3	62.88
6.4	6.4	62.22
6.5	6.5	61.55
6.6	6.6	60.88
6.7	6.7	60.22
6.8	6.8	59.55
6.9	6.9	58.88
7.0	7.0	58.22
7.1	7.1	57.55
7.2	7.2	56.88
7.3	7.3	56.22
7.4	7.4	55.55
7.5	7.5	54.88
7.6	7.6	54.22
7.7	7.7	53.55
7.8	7.8	52.88
7.9	7.9	52.22
8.0	8.0	51.55
8.1	8.1	50.88
8.2	8.2	50.22
8.3	8.3	49.55
8.4	8.4	48.88
8.5	8.5	48.22
8.6	8.6	47.55
8.7	8.7	46.88
8.8	8.8	46.22
8.9	8.9	45.55
9.0	9.0	44.88
9.1	9.1	44.22
9.2	9.2	43.55
9.3	9.3	42.88
9.4	9.4	42.22
9.5	9.5	41.55
9.6	9.6	40.88
9.7	9.7	40.22
9.8	9.8	39.55
9.9	9.9	38.88
10.0	10.0	38.22

WEIGHTS

50%

MAXIMUM  
POINTS

A. PERFORMANCE

(Weighted average of the two  
additive performance  
ratings of the employee  
under DO No. 25, s. 1982 and  
DO No. 124, s. 1989 - M.O.R.E.)

Outstanding (1 - 1.5) - - - - 92 - 100  
Very Satisfactory (1.6 - 2.5) - - - 82 - 94  
Satisfactory (2.6 - 3.5) - - - - 72 - 84

(Under CSC No. 12, s. 1989,  
only employees with Outstanding  
and Very Satisfactory performance  
ratings shall be considered for  
promotion.)

On the overall is a conver-  
sion table for performance  
ratings under M.O.R.E.

**RATING TABLE OF UNITS EARNED  
IN EXCESS OF MINIMUM EDUCATION REQUIRED**

	PERCENTAGE WEIGHT
1 - 9 masteral units	10%
10 - 18 masteral units	20%
19 - 27 masteral units	30%
28 - 36 masteral units	40%
Master's Degree	50%
1 - 9 doctoral units	60%
10 - 18 doctoral units	70%
19 - 27 doctoral units	80%
28 - 36 doctoral units	90%
Doctorate Degree	100%