



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)
2021 Merit Promotion and Selection (MPS) Process Cycle 2 (75 Vacancies)**

GUIDELINES FOR SCREENING APPLICANTS

1. **Table Evaluation.** The qualifications of applicants shall be evaluated vis-à-vis the CSC Qualification Standards (QS). Only those who meet the minimum QS of the position applied for/being considered for on the deadline of submission of applications will undergo the next screening hurdle.

On Performance Ratings¹

- a. For PMS applicants vying for promotion, the **July-December 2020** PMS Individual Performance Commitment and Review Form (IPCRF), rated at least *Very Satisfactory* for regular employees, and at least *Satisfactory* for Contractual personnel, shall be required. In the absence of July-December 2020 PMS IPCRF, a certification of the performance rating in the above rating period from the unit head shall be required.
- b. For promotion from first to second level position, the VS rating shall not be required.

As defined in the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA):

First Level Positions refer to positions involved in structured work in support of office operations of those engaged in clerical, trades, crafts, or custodial service, which involve sub-professional work in a non-supervisory and supervisory capacity.

- positions requiring First Level Eligibility

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

- positions requiring Second Level Eligibility

2. **Skills Test.** The appropriate Competency-Based Capacity Building Program (CBCBP) competencies for each of the positions shall be gauged through a set of questions administered online. **Answers for all written outputs should not exceed 400 words per question.**

The HRMPSB shall apply a 10-point deduction on the final score of the Skills Test of applicants who write entries that reveal or hint on their identities or on those who would identify themselves.

¹ Actual performance of internal applicants shall be given due premium.

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Should there be a need to cite data and information from the internet or other materials, **sources should be cited accordingly in the response. Failure to do so would result in a ten-point deduction from the final score.**

The time limit for the entire skills test is 4 hours. For all positions, the test will focus on exercises that measures **job-specific competencies of the applicant** vis-à-vis the competency level and behavioral indicators expected of each position (Basic, Intermediate, and Proficient).

For SG 22 and above positions, the test exercises will also gauge the applicant's **leadership and management competencies** (i.e., Strategic thinking and ability to framework, advance analytical skills, and management skills).

The criteria in scoring the Skills Test are as follows:

Criteria	Weight
a. Form and Style. Presents information in a simple, concise, and logical manner	40%
b. Substance. Defines the problem/s and provides appropriate and timely analysis and recommendations; response meets the competency requirements for the position	60%
Total	100%

The table below presents the new set of Skills Test Checkers.

Position	Checkers
PSO VI (SG 24) PSO V (SG 22)	1. Usec. Ferdinand B. Cui Jr. 2. Asec. Ma. Vivian R. Puno 3. Dir. Clemencia A. Cabugayan 4. Dir. Zhielah Ritz Gatchalian 5. Dir. Randolph A. Pascasio
Attorney Positions Atty. V (SG 25) Atty. IV (SG 23) Atty. III (SG 21)	1. Dir. Randolph A. Pascasio 2. Acting Dir. Wilburn L. Tan Jr. 3. Atty. Roman Chino A. Ramos
Senior Officer Positions	
PO V (SG 24) PO IV (SG 22) CAO (SG 24) SAO (SG 22)	1. Acting Dir. Cherry Pie Felisse M. Maraya 2. Dir. Dominga R. Flores 3. OIC-OAD George Michael R. Regino 4. Mr. Bryan Julius L. Gabriel (PSO VI) 5. Ms. Myra G. Ignacio (SAO)
PSO IV (SG 19) PSO III (SG 16)	1. OIC-OAD Michael Ryan M. Lazo 2. OIC-OAD George Michael R. Regino 3. OIC-AD Diona Aquino-Javate 4. Ms. Ana Belinda E. Dacio (PSO VI) 5. Ms. Mary Joy Balayan-Gangan (PSO V) 6. Ms. Joanna Marie V. Azarraga (PSO V)
Accountant III (SG 19)	1. OIC-AD Vivian M. Vargas 2. Ms. Julie A. Ramirez (Chief Accountant) 3. Ms. Ma. Tita B. Rodriguez 4. Mr. Joven T. Garcia (SAO) 5. Ms. Evelyn T. Pagador (Accountant III)

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Position	Checkers
AO V (SG 18) AO IV (SG 15)	1. Dir. Dominga R. Flores 2. Ms. Nenita L. Sagaonit (PSO VI) 3. Ms. Amber A. Mirandilla (PSO V) 4. Ms. Fiona M. Amatorio (SAO) 5. Ms. Jessica Pearl R. Rapay (PSO IV)
Junior Officer Positions	
PSO II (SG 13)	1. Dir. Clemencia A. Cabugayan 2. AD Joaquin Romeo S. Santiago 3. OIC-AD Leo Angelo B. Quimson 4. Mr. Francis Reiner F. Palanca (PSO VI) 5. Ms. Francesca Nicole B. Refuerzo (PSO IV) 6. Ms. Anthea Camille D. Paloma (PSO IV)
PSO I (SG 11)	1. Dir. Clemencia A. Cabugayan 2. Acting Dir. Aleja M. Barcelon 3. Ms. Yetlen B. Labaro (PSO V) 4. Ms. Shiela Mae M. Sabalburo (PSO V) 5. Mr. Jasper dela Cruz (PSO IV)
AO II (SG 11) AO I (SG 10)	1. Ms. Maylin M. Jemena (PSO VI) 2. Ms. Pauline Rojo (PSO V) 3. Ms. Hazel J. Urmenita (PSO IV) 4. Engr. Jessa Marisse F. Cruz (AO V) 5. Mr. Jan Anthony A. De Jesus (AO V)
Assistant Positions	
PSA (SG 10) AA III (SG 9) AA I (SG 7)	1. OIC-AD Diona Aquino-Javate 2. Atty. Roman Chino A. Ramos 3. Ms. Joanna Micah C. Eufemio (PSO V) 4. Ms. Lotus I. Insaoriga (PSO IV) 5. Ms. Ryla N. Pasiola (PSO IV) 6. Mr. Jan Anthony A. De Jesus (AO V)

To pass the Skills Test, an applicant should meet the **75% average cut-off score**.

- Focused Group Discussion (FGD).** The FGD will gauge the behavioral and emotional make-up of the applicants, particularly their “*diskarte*”, in a simulated work situation. It shall be conducted online using videoconferencing applications. The scores on the FGD shall be one of the determinants of the applicants’ final scores.
- Psycho-Emotional Test and Clinical Interview.** The applicants shall undergo these assessments to gauge their behavioral and emotional make-up. The results of the Psycho-emotional test and clinical interview shall be used as inputs in the Panel Interview and Board Deliberation.
- Panel Interview.** Results of the **Background Investigation/Feedback Survey, Integrity/Security Check, FGD, and Psycho-Emotional Test and Clinical Interview** conducted prior to the panel interview shall be validated during the Behavioral Events Interview (BEI) done via a videoconferencing application or on-site in the PMS Building². Further, the Panel Interview shall include interview questions measuring the “reliability” of the applicants.

² On-site interview may be required for applicants residing in the National Capital Region, subject to IATF Guidelines and health protocols.

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6. **Final Scores of Applicants.** The final scores of applicants shall be computed to determine how well each applicant fared in the Skills Test, FGD, and Panel Interview, as follows:

Criteria	Weight
Skills Test	45%
Focused Group Discussion	20%
Panel Interview	35%
Total	100%

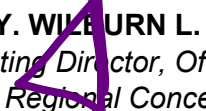
7. **Board Deliberation.** Only the applicants who obtained an average score of at least 75% both in the Panel Interview and in their Final Scores shall qualify for deliberations, which the HRMPSB, in the exercise of its assistorial power, shall present to the Acting PMS Head as the appointing authority. Aside from this, the Board shall also present facts on how the candidates exhibit the OP-PMS Core Competencies, i.e., *Dedication to Serving the People by Serving the Presidency, Integrity, and Professionalism and Drive for Excellence* through validation of peer-subordinate-superior feedback and review and analysis of attendance, including punctuality and incurred tardiness. All of these shall be included in the Comprehensive Assessment Report.

The above guidelines shall be used in the conduct of the 2021 Merit Promotion and Selection Process Cycle 2 (75 Vacancies) and serve as the basis in screening applicants for the vacant positions.


CLEMENCIA A. CABUGAYAN

Chair, Human Resource Merit Promotion and Selection Board


Members:


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