



MERIT SELECTION AND PROMOTION PLAN

—◆—
for Non-Teaching Personnel
—◆—

Revised 2026



Civil Service Commission Regional Office III

21 May 2026

DR. JASPER JAY N. MENDOZA
SUC President III
Tarlac State University
Province of Tarlac

Dear President MENDOZA:

Greetings from the Civil Service Commission – Regional Office III!

We are pleased to inform you that the Merit Selection Plan (MSP) of Tarlac State University has been **APPROVED** for substantially complying with the 2025 Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA).

The CSC-approved MSP is valid contract binding among the head of the agency, the employees, and the CSC. Non-compliance with the policies and procedures provided therein shall be considered as a ground for disapproval/invalidation of appointment. The same can be a ground for administrative disciplinary action against the official or employee who caused the violation.

We enjoin your agency to conduct an orientation on the new and revised policies of your MSP to your officials and employees to promote awareness of the new Rules.

You may coordinate with our CSC Field Office-Tarlac should there be matters concerning the implementation of your approved MSP.

Thank you for your continued support to the programs of the Commission.

Very truly yours,


ATTY. ROSALINDA A. TANALIGA-OLIVA
Director IV

TN
PSED/DIVRATO/MBA/jmp

Bawat Kawani, Lingkod Bayani

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 Romulo Boulevard, San Vicente, Tarlac City

EXCERPTS FROM THE MINUTES OF THE 140TH REGULAR MEETING OF THE BOARD OF REGENTS (BOR) MEETING OF TARLAC STATE UNIVERSITY, HELD ON 14 JANUARY 2026, AT COMMISSION ON HIGHER EDUCATION (CHED), HEDC BUILDING, C.P. GARCIA AVENUE, UP DILIMAN CAMPUS, QUEZON CITY

RE: Board Approval of the Revised Merit Selection and Promotion Plan for Non-Teaching Personnel.

Upon the approval of the Board of Regents, the following was passed:

**TSU Board Resolution No. 12
 Series of 2026**

A RESOLUTION APPROVING THE **REVISED MERIT SELECTION AND PROMOTION PLAN FOR NON-TEACHING PERSONNEL.**

WHEREAS, the TSU Merit, Selection, and Promotion Plan is a competency-based framework anchored on the University's vision, mission, and strategic roadmaps. It ensures that recruitment, selection and promotion processes are fair, transparent, and aligned with institutional goals;

WHEREAS, the TSU MSPP has been revised in compliance with the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA) issued by the Civil Service Commission;

WHEREAS, the revision aims to harmonize University policies with updated national standards, strengthen meritocracy, and promote efficiency and accountability in human resource management.

NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, the Board of Regents of Tarlac State University hereby approves the **TSU Board Resolution No. 12, s. 2026**, approving the Revised Merit Selection and Promotion Plan for Non-Teaching Personnel.

Approved and Adopted this 14th day of January 2026 during the 140th Regular Meeting of the Board of Regents of Tarlac State University, held at CHED Central Office, HEDC Building, C.P. Garcia Avenue, UP Diliman Campus, Quezon City.

HON. SHIRLEY C. AGRUPIS
 Chairperson, Commission on Higher Education
 Chairperson, TSU Board of Regents

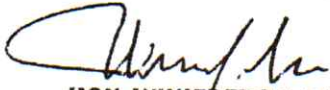
HON. ARNOLD E. VELASCO
 Vice Chairperson, TSU Board of Regents

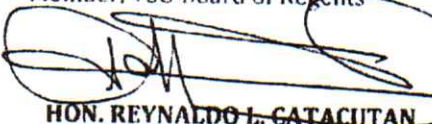
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HON. ROBERTO G. MANANQUIL
Representative of **SEN. LORENA REGINA B. LEGARDA**
Senate Committee on Higher,
Technical and Vocational Educational
Member, TSU Board of Regents

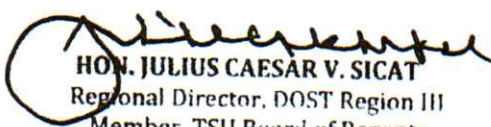
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Regional Director, DEPDev Region III
Member, TSU Board of Regents



HON. WINIFREDO L. LUIS
President, TSU Federated Faculty Union
Member, TSU Board of Regents

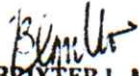

HON. REYNALDO L. CATACUTAN
President, TSU Alumni Association, Inc.
Member, TSU Board of Regents


HON. CHRISTINE ANNE CORAZON A. LAMORENA
Private Sector Representative
Member, TSU Board of Regents

HON. JUDE A. ACIDRE
Chairperson, House Committee on Higher
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HON. JULIUS CAESAR V. SICAT
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HON. CHERIE LYN F. ONIA
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HON. BRIXTER L. MILLO
President, TSU Student Supreme Council
Member, TSU Board of Regents

HON. FIDEL S. FELICIANO
Private Sector Representative
Member, TSU Board of Regents

Certified true and correct:


JERIC A. VILLANUEVA
OIC - Board Secretary



TABLE OF CONTENTS

SECTION

I	RATIONALE	1
II	OBJECTIVES	1
III	LEGAL BASES	1
IV	SCOPE	2
V	DEFINITION OF TERMS	2
VI	BASIC POLICIES ON RECRUITMENT, SELECTION AND PROMOTION OF NON-TEACHING EMPLOYEES	6
VII	EQUAL EMPLOYMENT OPPORTUNITY POLICY	11
VIII	QUALIFICATION STANDARDS, COMPETENCIES, AND RATING SYSTEMS	13
	1. Educational and Professional Qualifications	13
	A. Educational Qualification	13
	B. Trainings and Seminars	15
	C. Professional Experience	17
	D. Eligibilities and Certifications	17
	E. Awards and Commendations	18
	F. Professional Contributions	19
	2. Competency Assessment (Competency-Based Behavioral Interview, Standardized Intelligence and Aptitude Test, and Technical Competency Test)	22
	A. Competency-Based Behavioral Interview	22
	B. Competency Test	22
	3. Performance	23
	4. Psychosocial Attributes (Personality Tests and Interview)	24
IX.	PROCEDURE	25
	Step 1: Identification of Vacant Position	25
	Step 2: Publication of Vacant Position	25
	Step 3: Acceptance of Applicants	25
	Step 4: Preliminary Evaluation	25
	Step 5: Feedback to All Applicants on the Status of their Application	25
	Step 6: Conduct of Competency Assessment	25
	Step 7: Evaluation of Applicants' Credentials	26
	Step 8: Deliberation and Selection	26
	Step 9: Conduct of Background Investigation of the Top-ranking Candidates	27
	Step 10: Submission of the Comparative Ranking of Applicants to the Appointing Authority	27
	Step 11: Final Selection	27
	Step 12: Issuance of Appointment	27
	Step 13: Announcement of a Duly Approved Appointment	27
X.	PROTEST AND REVOCATION OF APPOINTMENTS	28



TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

XI. FUNCTIONS AND RESPONSIBILITIES	30
1. The Role of Human Resource Development and Management Office.....	30
2. The Human Resource Merit Promotion and Selection Board for 1st and 2nd levels.....	34
3. The Role of the Appointing Authority.....	35
XII. EMPLOYMENT STATUS, NATURE OF APPOINTMENT AND OTHER HUMAN RESOURCE ACTIONS	37
1. Employment Status.....	37
2. Nature of Appointment.....	40
3. Adjustments or movements of human resource without the need of issuance of an appointment.....	41
4. Other Human Resource Actions.....	42
XIII. PROBATIONARY PERIOD	45
XIV. MODES OF SEPARATION	46
XV. EFFECTIVITY	47
XVI. COMMITMENT	47
ANNEXES	48



ANNEXES

A.1	QUALIFICATION STANDARD FORM.....	48
A.2	QUALIFICATION STANDARD FORM (SAMPLE).....	49
B.	VERIFICATION OF APPLICANT'S DOCUMENTS (CONSENT FORM)....	50
C.1	PROFESSIONAL QUALIFICATIONS EVALUATION FORM FOR FIRST-LEVEL NON-TEACHING PERSONNEL.....	51
C.2	PROFESSIONAL QUALIFICATIONS EVALUATION FORM FOR SECOND-LEVEL NON-TEACHING PERSONNEL.....	54
C.3	POINT ALLOCATION FOR PROFESSIONAL QUALIFICATIONS EVALUATION.....	56
D.	COMPETENCY-BASED BEHAVIORAL INTERVIEW FORM.....	57
E.	TABLE OF SPECIFICATION OF COMPETENCY EXAMINATION (SAMPLE).....	58
F.	COMPETENCY TEST SCORING RUBRIC.....	59
G.	COMPETENCY TEST SUMMARY.....	60
H.	COMPETENCE ASSESSMENT SUMMARY.....	61
I.	APPLICANTS OVERALL RATING/RANKING SHEET.....	62
J.	FACTOR ALLOCATION IN THE COMPUTATION OF THE OVERALL RATING OF APPLICANTS.....	63
K.	EMPLOYMENT / CHARACTER BACKGROUND CHECK.....	64



TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

I. RATIONALE

The Tarlac State University adheres to the principle that appointments and promotions of non-teaching personnel shall be based on their qualifications and competence to perform the duties and responsibilities of the positions in the career service.


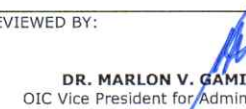
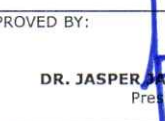
The Tarlac State University Merit, Selection and Promotion Plan is a competency-based plan anchored on the vision and road maps of the University. Toward this end, the Merit, Selection and Promotion Plan for non-teaching personnel of the Tarlac State University is adopted.

II. OBJECTIVES

1. To establish a system for recruitment, selection, hiring, appointment and promotion based on the existing policies, laws, rules and memorandum circulars from the Civil Service Commission and the Department of Budget and Management.
2. To implement an outcome-based institutional policy on Merit Selection and Promotion anchored on the knowledge, skills and attributes of the applicants and permanent non-teaching personnel following Qualification Standards exemplified in the Civil Service Laws and Rules.
3. To exemplify the Strategic Performance Management System through the Individual Performance Commitment Review by providing appropriate coaching, mentoring and reward system for employees with exemplary performance.
4. To motivate employees to perform at their best by providing appropriate rewards system through promotion.
5. To redefine the Qualification Standards as spelled out in the varied Plantilla positions as it is responsive to the current demands of the institution as well as its constituents.
6. To ignite passion for work and strengthen the culture of excellence among the employees as the institution is geared towards becoming a **globally competitive university recognized for excellence**.

III. LEGAL BASES

This Merit Selection and Promotion Plan (MSP) is established in accordance with the provisions of Section 32, Book V of the Administrative Code of 1987 (Executive Order No. 292), and is anchored on Memorandum Circular No. 3, s. 1979, as amended by CSC Memorandum Circular No. 18, s. 1988; CSC Memorandum Circular No. 38, s. 1989; CSC Memorandum Circular No. 40, s. 1998; CSC Memorandum Circular No. 15, s. 1999; CSC Memorandum No. 3, s. 2001; and CSC Memorandum Circular No. 24, s. 2017. It is also guided by CSC Resolution No. 1701009, dated June 16, 2017, which prescribes the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), as amended and further revised through CSC Resolution No. 1800692; CSC Resolution No. 1900773; CSC Resolution No. 1900898; CSC Resolution No. 2300248; CSC Resolution No. 2300388; CSC Resolution No. 2301126 and CSC Memorandum Circular No. 05, s. 2024; and CSC Resolution No. 2500358,

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Merit Selection and Promotion Plan for Non-teaching Personnel

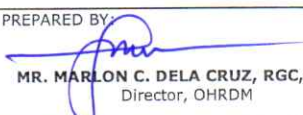


promulgated on April 30, 2025, together with CSC Memorandum Circular No. 08, s. 2025, which introduced the comprehensive revision of the ORAOHRA (Revised 2025). **This MSP has been revised to ensure alignment with the latest civil service policies and standards for merit-based recruitment and promotion.**

IV. SCOPE

This Merit, Selection, and Promotion Plan shall cover permanent positions in the first and second level, non-career service positions as well as executive/managerial items. It shall also include original appointments and other related human resource actions.

V. DEFINITION OF TERMS




1. **Awards** – refer to formal recognitions granted to individuals for demonstrating excellence, outstanding performance, or significant contributions in various fields. These may include distinctions for exceptional accomplishments in completing specific tasks or projects within the workplace or professional settings; achievements related to one’s area of expertise or practice; acts of heroism; and other extraordinary services rendered.
2. **Appointing Authority/Officer/Official** – refers to the University President as an officer authorized by law to make appointments to the vacant positions in the university based on the assessment of qualifications/competence evidenced by the comparative ranking. **Appointments for positions with Salary Grade 17 and below are subject to confirmation by the Board of Regents, while those with Salary Grade 18 and above require their approval.**
3. **Appointment**- refers to the act of an official selecting the most qualified applicant, based on specific job requirements, to fill an honorary position or employment at TSU.
4. **Candidates** – refers to applicants who are found qualified for the position based on prescribed standards.
5. **Career Service**- refers to positions in the career service characterized by: (1) entrance based on merit and fitness, determined as far as practicable through competitive examinations or on highly technical qualifications and prescribed standards; (2) opportunities for advancement to higher career positions; and (3) security of tenure.
6. **College** – this refers to a degree-granting unit performing instruction, research and extension services and offering programs both in the graduate and undergraduate levels.
7. **Competency** – refers to a set of identified, observable, measurable, and vital skills, knowledge, and attitudes of the applicant that are translations of capabilities deemed essential for the performance of a specific task.
8. **Competency-based interviews** - also known as behavioral interviews that feature questions designed to gauge the applicants’ ability to handle the job and handle specific situations pertinent to the job applied for.

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

9. **Deep Selection** – this refers to the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.
10. **De facto** – refers to practices that exist in reality, even if not legally recognized by official laws. **It refers to an appointee or officer who holds and exercises the duties of an office under a “color of authority” or apparent right but whose appointment is actually invalid, irregular, or defective in point of law.**
11. **De jure** - refers to things that happen according to law. **It refers to someone who holds a public office legally, by right, and in accordance with the law.**
12. **Discrimination** – this refers to 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 affiliations.
13. **Education** – refers to formal or non-formal academic, technical or vocational studies acquired by the candidates for appointment. Education is one of the requirements that will enable the candidate to successfully perform the duties and responsibilities of the position he/she is applying for.
14. **Eligibility** – refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, and other examinations such as PRC-conducted board examinations, the SC conducted bar examinations or the CESB-conducted CES Examinations.
15. **En banc** - refers to the deliberation on the final ranking of candidates by the entire members of the HRMPSB or their alternates.
16. **Examination**- refers to any test conducted in determining merit and fitness for appointment in the university.
17. **Executive/Managerial Positions** – refer to positions with Salary Grade 18 and above. The functions of which are managerial in character, exercising management over people, resource, and/or policy and exercising functions such as planning, organizing, directing, coordinating, controlling and overseeing the activities of an organization, a unit thereof or of a group, requiring some degree of professional, technical or scientific knowledge and experience, application of managerial skills required to carry out basic duties and responsibilities involving leadership, functional guidance and control. These positions require intensive and thorough knowledge of a specialized field.
18. **Experience** – refers to occupational work history or experience and accomplishments, in either the government or private sector, whether full-time or part-time that are functionally related to the position being filled. This excludes experience obtained from practicum, on-the-job training, and socialized financial assistance in exchange for labor such as cash for work.
19. **First Level Positions** – refer to clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory and supervisory capacity.
20. **Highly Specialized Positions** – refers to positions with highly specialized and unique duties requiring specialized education, training or skills which may not be

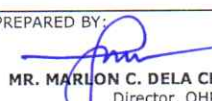
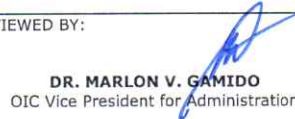

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TARLAC STATE UNIVERSITY
 Merit Selection and Promotion Plan for Non-teaching Personnel

acquired through formal education, training programs, or experience gained from service-wide positions.

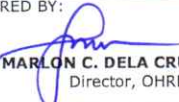
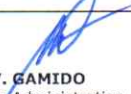

21. **Human Resource Merit Promotion and Selection Board (HRMPSB)** – the body responsible for the systematic assessment of applicants’ qualifications and the selection process, in accordance with the approved University Merit Selection and Promotion Plan. It does not recommend appointments; rather, it ensures that the process is fair and compliant with established standards.
22. **Job Requirements** – the qualification standards of the position, skills, competencies, potential, physical and psycho-social attributes, training and seminar relevant to the position being filled necessary for the successful performance of the duties required of the position.
23. **Management training/learning and development intervention** – includes courses, workshops, seminars and other interventions that develop and/or enhance knowledge, skills and attitude such as planning, organizing, directing, controlling, coordinating and overseeing activities.
24. **Merit Selection** – this refers to a systematic method of selecting candidates for appointment and advancement on the basis of their qualifications, fitness, competencies and abilities to perform the duties and assume the responsibilities of the position to be filled.
25. **Merit Selection System** –the interactive policies and procedures to be observed in the objective selection of candidates for appointment and promotion.
26. **Next-in-Rank** – this refers to a position which by reason of the hierarchical arrangement of positions in the agency is determined to be in the nearest degree of relationship to a higher position as contained in the System of Ranking Positions (SRP).
27. **Non-Career Service** – the 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 co-terminus with the appointing authority.
28. **Occupational Grouping of Positions** – refers to the grouping of the classes of positions that are in a service group and which belong to the same occupation or occupational area, e.g. Class of clerical positions in the Administrative service Group.
29. **Performance** – this refers to accomplishment of a given task measured against preset known standards of accuracy, completeness, cost and speed. For promotion, this shall be based on the last performance rating of the employee.
30. **Performance Rating** – this refers to a certain value or scale that represents the employee’s overall quality of work for a particular position. Performance ratings are done either on **an annual (January to December)** or semi-annual basis (January to June and July to December), to provide systematic evaluation of the employees’ contribution to the organization, conduct, efficiency and to make sure that employees are meeting the standard performance level of the institution.

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

31. **Personnel Action** – any action denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion and separation.
32. **Plantilla** - refers to the CSC-approved listing of positions in the institution, both teaching and non-teaching; whether filled-up or vacant positions.
33. **Potential** – this takes into account the employee’s capability not only to perform the duties and responsibilities of the position to be filled but also of the higher and more responsible positions including personal values and attributes.
34. **Professional Contributions** - refers to activities related to participation in community projects, professional engagements, and advisory roles beyond official duties. These services are recognized for their contribution to professional development and community welfare.
35. **Probationary Period** –the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Descriptive Form **and attain standards expressed in the probationary commitment and review.**
36. **Protest** - refers to an action filed by a qualified next-in-rank official or employee questioning the issuance of an appointment in favor of another on the basis of lack of qualifications of the appointee.
37. **Promotion** –refers to a movement from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in pay. The movement may be from one college or unit in the same agency or department. However, no employee shall be considered for promotion unless the two performance ratings are at least both Very Satisfactory.
38. **Psycho-social Attributes** – refer to the characteristics or traits of a person which involve both psychological and social aspects. This also refers to the enduring characteristics and behavior that comprise a person's unique adjustment to life, including major traits, interests, drives, values, self-concept, abilities, and emotional patterns.
39. **Qualification Standards** – refers to a statement of the minimum qualifications for a position which shall include education, experience, training, eligibility, physical characteristics and personality traits and competency required in the performance of the job. A minimum set of requirements comprised of relevant education, relevant eligibility, relevant training, and experience, established by the Civil Service Commission and the TSU Merit, Selection and Promotion Plan.
40. **Qualified Next-in-Rank** – refers to an employee appointed on a permanent status to a position previously determined to be next-in-rank to the vacancy as reflected in the System of Ranking Positions (SRP) approved by the head of agency and who meets the requirements for appointment to the next higher position, which include among others the relevant education, training, **experience, and eligibility** needed in the position and all those define under potential.
41. **Rank-and-file** - refers to employees occupying positions in the first and second levels.

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- 42. **Second Level Position** – this refers to professional, technical and scientific work in a nonsupervisory or supervisory capacity up to Division Chief Level or its equivalent.
- 43. **Selection** – this refers to the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of the position and in accordance to TSU Merit, Selection and Promotion Plan.
- 44. **Superior Qualifications** – these refers to outstanding relevant work accomplishments, educational attainment, training and required competencies appropriate for the position to be filled. It shall include demonstration of exceptional job mastery and potential in major areas of responsibility and the appropriate personal qualities and attributes required.
- 45. **Selection Line-up** – this refers to 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, eligibility, performance rating, relevant work accomplishments, and psycho-social attributes.
- 46. **System of Ranking Positions** – refers to the hierarchical arrangement of positions from highest to lowest, which serves as a guide in determining the next-in-rank position, taking into consideration the organizational structure, salary grade allocation, classification, and functional relationships of positions.
- 47. **Training** - the successful completion of formal or non-formal training courses, scholarships, seminars and other learning and development interventions for professional growth. Such training and interventions must be relevant to the position to be filled.
- 48. **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.

VI. BASIC POLICIES ON RECRUITMENT, SELECTION AND PROMOTION OF NON-TEACHING EMPLOYEES

- 1. **TSU shall strictly uphold data privacy and confidentiality in all recruitment, selection, and promotion processes. All documents, personal information, assessment results, and deliberations submitted or generated in connection therewith shall be treated with the utmost confidentiality and shall be accessed, processed, and disclosed only by authorized personnel and solely for legitimate official purposes, in accordance with existing data privacy laws, rules, and regulations.**
- 2. When a position in the first or second level becomes vacant, applicants for employment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment.
- 3. Vacant positions including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers marked for filling shall be published in

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Merit Selection and Promotion Plan for Non-teaching Personnel

accordance with the provisions of Republic Act 7041 (Publication Law) to get the best applicant for the positions.

4. The published vacant positions shall also be posted in at least three (3) conspicuous places **in and out** the University for at least ten (10) calendar days. Other appropriate modes of publication may also be considered such as publication in the TSU website, newspaper and other job search websites to ensure the wide dissemination of the vacant position.

4.1 TSU shall submit a list of vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers in electronic and printed copies to the CSC Field Office. The concerned CSC office therefore shall post the vacancy in its bulletin board and publish the same in the CSC website.

4.2 Republication shall be observed for vacant positions with only one applicant or when there is more than one applicant but only one qualified for the position. In such cases, all applicants from the original publication shall be required to re-submit their written intent to apply in order to be considered for the republished vacancy. However, republication shall not be required if, after the preliminary evaluation, the non-participation or withdrawal of applicants results in a lone applicant.

4.3 Processing for the filling of vacant positions shall commence after ten (10) calendar days from their publication.

4.4 The reckoning date of publication will be the publication/republication date, regardless of the mode, as certified by the HRDM Officer; and the request has been filed at the CSC FO on the day of publication.

4.5 The following positions are exempted from the publication requirements:

- 4.5.1. Primarily confidential and other coterminous positions;
- 4.5.2. Positions which are policy determining;
- 4.5.3. Highly technical positions;
- 4.5.4. Other non-career positions such as fixed term, contractual, and casual identified under Section 9, Subtitle A, Title I, Book V of EO no. 292;
- 4.5.5. Re-appointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996, as amended;
- 4.5.6. Re-appointment (renewal) of those appointed on temporary status for Medical Officer/Specialist positions pursuant to PD No. 1424, amending RA No. 1243, as amended by RA No. 2251.
- 4.5.7. Positions to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided that the staffing pattern is posted in the TSU Bulletin board and other conspicuous places and CSC field offices;
- 4.5.8. Positions created as incentive and reward to Lingkod Bayani and Dangkal ng Bayan awardees; and
- 4.5.9. Positions exempted by special laws.

4.6 All positions held by temporary appointees shall be continuously published in the CSC Bulletin of Vacant Positions and posted in three (3) conspicuous places within TSU until filled by permanent appointees, except for positions classified under Category II of CSC Memorandum Circular No. 11, series of 1996, as amended, and those covered by Presidential Decree No. 1424, which amends Republic Act No. 1243, as further amended by Republic Act No. 2251.

4.7 Should no appointment be issued within (nine) 9-month period, the

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

agency has to cause the re-publication and re-posting of the vacant position (Per CSC-MC No. 16 series of 2005, as amended). However, in cases of officially declared natural or human-induced calamities, disasters, pandemics, or other similar occurrences that result in limited mobility and/or suspension of onsite work, the nine-month validity period shall be extended by the same duration as the suspension of onsite work, as certified by the proper authorities. Should the vacant position remain unfilled after the expiration of the extension, TSU shall cause its republication and reposting.

4.8 Any appointment proven to be issued beyond the nine (9)-month period of its publication shall be subject to disapproval or invalidation except in cases where the appointing officer or authority selects another person from the remaining top-ranking candidates for the position under the provisions of Section 20, second paragraph of the 2025 ORA OHRA.

4.9. Anticipated vacancies may be published in case of retirement, resignation, or transfer and publication should not be earlier than 180 days prior to retirement, resignation, or transfer.

5. In general, the training required for executive/managerial positions in the second level shall be 120 hours of supervisory/management training/learning and development intervention.

5.1 The learning and development/training required for Division Chief and comparable positions shall be 40 hours or supervisory/management training/learning and development intervention.

5.2 For executive/managerial positions in the second level with the duties and responsibilities involving practice of profession, the Mandatory Continuing Legal Education (MCLE) for Bar passers, the Continuing Professional Education/Development (CPE/CPD) for licensed professionals or trainings/learning and development interventions relevant to practice of profession may constitute for a maximum of 40 hours of technical training and the remaining 80 hours shall be management trainings/learning and development interventions.

5.3 Executive/managerial positions in the second level with duties and responsibilities which are highly specialized in nature as shown in their PDF/JD may require 120 hours of management and technical training/learning and development interventions where a maximum of 80 hours shall be for technical training and the minimum of 40 hours shall be management trainings/learning and development interventions.

6. If the appointment, regardless of status, is disapproved/invalidated on grounds which do not constitute a violation of the pertinent laws the appointee shall be entitled to the payment of salaries from the government as a de facto officer.

However, the pendency of the appeal on disapproved/invalidated temporary, contractual and casual appointments shall not extend the period of effectivity thereof as provided for in the appointment forms.

For the appointee to be considered as de facto officer, the following elements must concur:

- a. There must be a de jure office
- b. There must be color of right or general acquiescence by the public
- c. There must be actual physical possession of the office in good faith.

7. Attendance to TSU planning sessions/workshops/conferences as a requirement for operations and/or services rendered as facilitator/resource shall not be considered for meeting the training requirements unless such are in house TSU-initiated or in-

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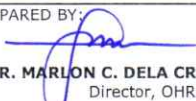




TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

service training/learning and development intervention then shall be considered for purposes of meeting the training requirement of positions.

8. For vacancies in the first and second levels, all qualified next-in-rank employees are considered candidates for promotion to the next higher position provided they show interest by filing an application letter. Said applicants shall be evaluated based on the provisions of this Merit, Selection and Promotion Plan together with applications coming from outside candidates.
9. The University shall observe the prohibited actions during the election period.
10. The appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualification and competence and has undergone selection process.
11. The qualification standards shall serve as basic guide in the selection of the employees and in the evaluation of appointments to all positions in the university.
12. An employee should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening for promotion or transfer.
13. The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.
14. Promotion of any employee shall follow the restriction of not more than three (3) salary grade, pay or job grades higher than the personnel's current post. Exceptions to this restriction are as follows:
 - a. The position occupied by the person is next-in-rank to the vacant position as identified in the System of the Ranking Positions of the University.
 - b. The vacant position is a lone or entrance position, as indicated in the staffing pattern of the concerned office;
 - c. The vacant position is hard to fill;
 - d. The vacant position is unique and/or highly specialized;
 - e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to: educational achievements, highly specialized trainings, relevant work experience and consistent high-performance rating/ranking;
 - f. The vacant position belongs to closed career system;
 - g. Other meritorious cases such as:
 - When the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
 - When the next-in-rank position as identified in the staffing pattern is vacant
 - When the next-in rank employee/s is/are not qualified
 - When the qualified next-in-rank employee did not apply

Such meritorious cases shall be evaluated by the HRMPSB to ensure unbiased decision-making. TSU shall submit a written justification in relation to any of the above-mentioned exceptions together with the promotional appointment paper. Otherwise, the accountable officer shall be held administratively liable for neglect of duty.

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

15. The three- salary grade limitation shall apply only to promotion within the University. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:
 - a. Transfer incidental to promotion provided that the appointee was subjected to deep selection
 - b. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
 - c. Reappointment from career to non-career position.
 - d. Reemployment
 - e. Reclassification of position

16. All positions should be included in the approved Qualification Standards Manual, unique positions of TSU should also have qualification standards approved/confirmed by the CSC. An appointment to a position without an approved/confirmed qualification standard by the Civil Service Commission shall be disapproved/invalidated.

17. Appointees to career service positions must meet the education, training, experience, eligibility and competence requirements prescribed in the Qualification Standard Manual or CSC-approved TSU qualification standards for their position at the time of the issuance of the appointment.

18. The comparative competence and qualifications of candidates for appointment shall be determined based on educational and professional qualifications, competency assessment, and psychological attributes.

19. Transfer of non-teaching staff with a permanent status should retain the same permanency of status after satisfying the QS for the teaching position.

The appointing authority is afforded wide latitude of discretion on whom to appoint from among those who possess the minimum qualifications required for the position. However, such authority is not absolute but subject to existing civil service law and rules.

20. An employee who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion.

For this purpose, performance rating to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leave.

If appointed, the effectivity date of the appointment shall be on the assumption to duty.

21. An appointment issued in accordance with the pertinent laws and rules shall take effect immediately on the date it was signed by the appointing officer/authority. The date of signing shall be indicated below the signature.

22. No official or employee shall be required to assume the duties and responsibilities of the position without being furnished after being signed by the appointing officer.

23. Delays in the submission of appointment shall not be taken against the appointee nor the effectivity date shall be adjusted, and the responsible official that caused the delay or non-assumption of the appointee shall be administratively liable.

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

24. Appointment issued may be cancelled if the appointee does not assume office or report within thirty (30) calendar days from the receipt of written notice of appointment.
25. Any services rendered by any person required to assume duties and responsibilities of a position without a valid appointment shall not be credited nor recognized by Commission and TSU and shall be the personal liability of the person who made him/her assume office.
26. In the case of temporary appointment, the twelve-month period of its effectivity shall be reckoned from the date of issuance of the appointment.
27. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
28. A notice announcing the appointment of an employee shall be posted in three conspicuous places in the University a day after the issuance of appointment for at least fifteen (15) calendar days.
29. The approved University Merit Selection and Promotion Plan shall be considered as a valid contract binding among the University head, the employees and the CSC. The same shall also be used as basis for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.

VII. EQUAL EMPLOYMENT OPPORTUNITY POLICY

Tarlac State University adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its employment procedures. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, reemployment and transfer.

Opportunity for suitable employment shall be open to all qualified applicants. No applicants shall be denied access to opportunities for suitable employment. Equal opportunities will be created for advancement of all qualified and competent employees and at the same time provide the same to all qualified men and women who aspire to enter in this institution.

1. Each applicant shall be given a fair and equitable chance to compete for appointment and promotion regardless of gender, age, civil status, political affiliation, national origin, race or color, physical disability and ethnicity.
2. Recruitment personnel shall ensure invitation for interview and examination and shall ask all candidates about any adjustments due to a disability that may have to be made during the selection process.
3. If a candidate has specified in their application that they have specific requirements to enable them to attend an interview, complete a test or another part of the selection process because of their disability, reasonable adjustment shall be made to address the special needs of


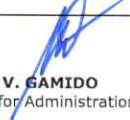

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

differently-abled applicants. Efforts shall be exerted to provide qualified PWDs equal opportunity in the selection process based on qualification standards prescribed for an appointment to a position.

- 3.1 Reasonable facilities or accommodation shall be provided or made available to address the special needs of individuals with disability such as but not limited to:
- a) providing ramp for wheelchair user or improvement of existing facilities used by employees in order to render these readily accessible to a person with disability;
 - b) providing accessible rooms for interviews and exams;
 - c) acquisition or modification of equipment or devices inclusive of wheelchairs, scratches, etc. that would aid them in the recruitment process;
- 3.2 Reasonable adjustment shall also be made during assessment process of applicants with disabilities such as:
- a) modification of examinations and other policies pertaining to hiring and promotion like giving an additional time for exam and interview and/or providing other options on how to take the examination provided that the test to be administered is design to measure the skills/abilities of applicant in carrying out the functions of the position;
 - b) interview questions will focus on the applicants' qualifications and skills and their ability to perform specific job or tasks. Questions related to their disability or medical records will be avoided. It will only be discussed with them after they have been assessed and qualified for the position.
 - c) provisions of auxiliary aids and assistive devices like acquiring computers using Braille for blind applicants, and hearing aids for applicants with hearing impairment.
 - d) assistance from the TSU College of Teacher Education or other organization for the services of their SPED Teachers to assist or act as qualified interpreter during the assessment of persons with disabilities especially those with hearing and speech impairment.
4. All tests used in recruitment and selection shall be culture-fair and non-discriminatory and shall also be necessary and directly related to the job requirements and the selection process.
5. If considering a candidate with disability for a specific job, the university and staff shall be open to making adjustments if required in the workplace, workstations and work conditions, to maximize the ability of the said candidate to perform the job.
- Provision of flexible work hours
 - Adjustments to work duties

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- Physical adaptations made to workplace, ramp, wheelchair, accessible toilets
 - Changes to the employee’s workstation, different desk and chair
 - Assistive technologies such as special keyboards, telephone headsets
6. If an applicant or employee requests an accommodation in the dress code because of their disability or pregnancy, or the dress code conflicts with an individual’s religious practice, modification on the dress code or permission for an exception to the dress code shall be made.

VIII. QUALIFICATION STANDARDS, COMPETENCIES, AND RATING SYSTEM

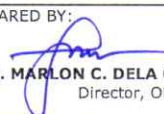


The basis of evaluation of candidates for Selection and Promotion are:

1. Educational and Professional Qualifications (see Annexes C.1 and C.2)

The educational and professional qualifications of applicants which constitute fifty percent (50%) of the overall evaluation, shall be assessed based on the following criteria:

A. Educational Qualification (Highest Creditable Point)

	Point Reference
A.1 For Second Level Positions	
Doctorate degree (Relevant)	45
Doctorate degree (Relevant) (units earned)	40
<i>*35 + 1 point for every 6 units earned, not to exceed the highest creditable points</i>	
Master’s degree (Relevant)	35
Master’s degree (Relevant) (units earned)	30
<i>*25 + 1 point for every 6 units earned, not to exceed the highest creditable points</i>	
Post Graduate Diploma (Relevant)	30
Bachelors’ Degree (Relevant)	25
Bachelor’s Degree (Irrelevant)	20
A.2 First Level Positions Requiring Eligibility	
Master’s degree (Relevant)	40
Master’s degree (Relevant) (units earned)	35
<i>*30 + 1 point for every 6 units earned, not to exceed the highest creditable points</i>	
Bachelor’s Degree (Relevant)	30
Bachelor’s Degree (Irrelevant)	27.5
Post-Secondary Diploma Program Graduate / College Undergraduate (Relevant)	25
<i>*20 + 0.75 point for every 18 units earned, not to exceed the highest creditable points</i>	
Post-Secondary Diploma Program Graduate / College Undergraduate (Irrelevant)	22.5
<i>*20 +0.5 point for every 18 units earned, not to exceed the highest creditable points</i>	

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

Senior High Graduate	20
Junior High Graduate/Highschool Graduate (Old Curriculum)	18
Elementary Graduate	15
Elementary Undergraduate	10
A.3. First Level Positions Not Requiring Eligibility	
Bachelor's Degree (Relevant)	35
Bachelor's Degree (Irrelevant)	30
Post-Secondary Diploma Program Graduate / College Undergraduate (Relevant) <i>*20 + 0.75 point for every 18 units earned, not to exceed the highest creditable points</i>	25
Post-Secondary Diploma Program Graduate / College Undergraduate (Irrelevant) <i>*20 +0.5 point for every 18 units earned, not to exceed the highest creditable points</i>	22.5
Senior High Graduate	20
Junior High Graduate/Highschool Graduate (Old Curriculum)	18
Elementary Graduate	15
Elementary Undergraduate	10

- Relevant degrees are those directly aligned with the knowledge, skills, and responsibilities outlined in the job description, enabling the applicant to perform the principal duties of the position. Degrees not meeting these criteria should be considered irrelevant.
- Post-Secondary Diploma Programs refer to professional courses or programs pursued after the completion of secondary education which may or may not lead to a bachelor's degree. These programs typically range from one to three years in duration and are offered by institutions duly recognized by the Commission on Higher Education (CHED). Examples include two-year collegiate or technical courses, associate degrees, and vocational programs.
- Positions for which the minimum qualification is the ability to read and write shall be given the same points as an elementary undergraduate.
- Post-graduate qualifications will not be given additional points for first level positions not requiring eligibility.
- Completion of the Bachelor of Laws or Juris Doctor, and Doctor of Medicine degrees from a CHED-recognized institution shall be considered as meeting the educational requirement for positions requiring a master's degree, provided that the duties and functions of the position do not involve the practice of a profession regulated by Bar or Board laws.

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B. Trainings and Seminars (Total Points)

B.1 For Second Level Positions (Maximum of 10)

Functional and Technical /Leadership /Managerial /Supervisory
(Max.- 7)

International (1 point for every 8 hours)
(not to exceed 5 points per learning activity)

Local (0.5 for every 8 hours)
(not to exceed 3 points per learning activity)

Core (Max. - 3)

International (0.5 point for every 8 hours)
(not to exceed 5 points per learning activity)

Local (0.25 for every 8 hours)
(not to exceed 3 points per learning activity)

B.2 For First Level Positions Requiring Eligibility (Maximum of 15)

Functional and Technical (Max. - 5)

International (1 point for every 8 hours)
(not to exceed 5 points per learning activity)

Local (0.5 for every 8 hours)
(not to exceed 3 points per learning activity)

Core (Max. - 10)

International (0.5 point for every 8 hours)
(not to exceed 5 points per learning activity)

Local (0.25 for every 8 hours)
(not to exceed 3 points per learning activity)

B.3 For First Level Positions Not Requiring Eligibility (Maximum of 20)

Functional and Technical (Max. - 10)

International (1 point for every 8 hours)
(not to exceed 5 points per learning activity)




Local (0.5 for every 8 hours)
(not to exceed 3 points per learning activity)

Core (Max. - 10)

International (0.5 point for every 8 hours)
(not to exceed 5 points per learning activity)

Local (0.25 for every 8 hours)
(not to exceed 3 points per learning activity)

- Relevant trainings are those directly aligned with the knowledge, skills, and responsibilities outlined in the job description, enabling the applicant to perform the principal duties of the position. Trainings not meeting these criteria should be considered irrelevant.
- Only trainings and seminars relevant to the duties and responsibilities of the applied position will be credited. Thus, functional and technical trainings that are not relevant to the applied post will not be credited.
- Core trainings are foundational programs that provide essential skills and knowledge applicable across all positions. These focus on basic and soft skills (e.g., gender sensitivity, customer

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

- service), safety protocols (e.g., workplace occupational safety and health, fire prevention), and compliance (e.g., data protection and privacy, quality management system), and other analogous programs.
- Functional and Technical trainings are specialized programs that concentrate on specific technical skills and knowledge required to perform particular tasks or use certain tools and technologies. These focus on advanced skills, technical expertise, role-specific skills, and operational knowledge (e.g., data analysis, network security, strategic human resource and organizational development, and accounting).
 - Leadership, Managerial, and Supervisory trainings are programs that provide essential skills for leading teams and contributing to organizational success.
 - Leadership training focuses on strategic thinking, decision-making, and building collaborative relationships.
 - Managerial training provides skills for managing teams and projects, including resource management, performance evaluation, and operational planning.
 - Supervisory training enhances communication, conflict resolution, employee motivation, and performance management skills. These training programs are considered relevant only for second-level positions.
 - All core trainings conducted by Tarlac State University are recognized as relevant to all positions.
 - Trainings will be categorized as follows:
 - International: Conducted by an international organization/provider or by a national/local organization with resource persons consisting of at least two different foreign nationalities.
 - Local: Conducted by a national, regional, or local organization or agency. This also includes trainings organized by international agencies or private institutions that are specifically designed for local participants or tailored to the needs of a particular agency.
 - Training courses or other long-term learning activities, spanning from days to months and offered through a series of modules or sessions, will be credited using the formula for each category but not to exceed the full credit allocated for each learning activity.
 - Trainings can only be credited if the certificate does not indicate that the training was attended in partial fulfillment of a subject/program course or similar instances.
 - Trainings without a specified number of hours indicated on the certificate will automatically be credited with:
 - Four (4) hours, if conducted in person; and

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- Two (2) hours if conducted online, unless a supporting document is provided to indicate otherwise.
- When there is doubt about the credit of a particular training, supporting documents may be requested to verify claims or points. These documents may include, but are not limited to, a copy of the training invitation and/or program.

C. Professional Experience (Total Points)

C.1 For Second Level Positions (Maximum of 25)

C.2 For First Level Positions Requiring Eligibility (Maximum of 25)

C.3 For First Level Positions Not Requiring Eligibility (Maximum of 30)

Permanent/Temporary at TSU (2 points per year)

Contractual/Substitute/Co-Terminus in TSU (1.5 point per year)

Regular/Permanent/Temporary/Contractual appointment from other government agency (1 point per year)

Job Order/Lecturer appointment in TSU (1 point per year)

Job Order/Lecturer in other government agencies/ Others (private agency/company) (0.75 point per year)

- Only professional experience relevant to the applied position should be credited.
- Relevant experience encompasses work that is directly aligned with the knowledge, skills, and responsibilities outlined in the job description, ensuring the applicant can effectively perform the principal duties of the position. Experience that does not meet these criteria should be considered irrelevant.
- This excludes experience obtained from practicum, on-the-job training, and socialized financial assistance in exchange for labor, such as cash-for-work programs.
- Professional experience that may not be directly aligned with the position applied for may still be credited, provided it encompasses competencies in (a) customer service, (b) records management, (c) information and communications technology (ICT), and (d) written communication.

D. Eligibilities and Certifications (Total Points – Maximum of 10)

D.1 For Second Level Positions (Maximum of 10)

D.2 For First Level Positions Requiring Eligibility (Maximum of 10)

D.3 For First Level Positions Not Requiring Eligibility (Maximum of 5)

Bar /PRC License equivalent to second-level eligibility and relevant to the position	5
Career Service Professional / PRC License equivalent to second-level eligibility but not relevant to the position	4
Career Service Sub-Professional / PRC License equivalent to first-level eligibility and relevant to the position	3

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TESDA Certification / National Certificate (NC) / Converted or other licenses required, or PRC License equivalent to first-level eligibility but not relevant to the position	2
TESDA Certification / NC / Converted or other licenses subject to renewal but not relevant to the position, or other certifications not listed above	1

- RA No. 1080 eligibilities required for the practice of a profession, as well as certifications with a prescribed validity period, shall be credited only if they are valid, current, and not expired at the time of application.
- Passers of the bar or board examinations may be considered eligible for appointment to positions that do not require the actual practice of the profession, regardless of the validity of their professional license.
- Licenses and certifications apart from that submitted for purpose of meeting the minimum eligibility requirements which are invalid or expired shall not be given credit as an additional point in the rating instrument.
- TESDA-issued eligibilities and certifications shall be credited exclusively for first-level positions that require them, or for second-level positions where they are deemed relevant.
- Certifications and licenses not covered under Republic Act No. 1080 shall be evaluated as follows, provided they are relevant to the position and subject to renewal:
 - Two (2) points shall be credited if the certification or license is directly relevant to the position applied for.
 - One (1) point shall be credited if the certification or license is not directly relevant but remains subject to renewal.
- Certifications that do not fully meet the foregoing criteria but are nonetheless relevant to the position shall likewise be credited with one (1) point.

E. Awards and Commendations (Total Points – Maximum of 5)

International (5 points for each award)
National (4 points for each award)
Regional (3 points for each award)
Local (2 points for each award)
Institutional/Others (1 point for each award)

- The cut-off period for awards and commendations is within 10 years from the deadline for submission of requirements.
- Awards refer to distinctions granted in recognition of various forms of excellence and contributions. These include:
 - Superior Accomplishments: Acknowledgments for exceptional performance and significant contributions in completing specific tasks or projects within the workplace or

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- other professional settings. This also includes outstanding performance, innovative ideas, discoveries, inventions, and superior accomplishments in academic, cultural, socio-cultural, sports, socio-civic, and altruistic deeds.
- **Relevant Areas of Specialization/Profession:** Awards related to the candidate's field of expertise or professional practice, such as industry-specific awards, certifications of excellence, and professional association recognitions.
 - **Heroic Deeds:** Commendations for acts of bravery, courage, honesty, and compassion. Examples include lifesaving awards, bravery medals, and integrity awards.
 - **Extraordinary Acts or Services:** Recognitions for remarkable contributions and services within an organization or community. This includes leadership, exemplary behavior (e.g., honesty, integrity, courtesy, promptness in delivering quality services, and an excellent attitude worthy of admiration and serving as models for others to emulate), extraordinary acts or services rendered in the interest of the public, and loyalty in government service.
- Awards must be open to the public, conferred by a reputable governing or award-giving body, and awarded through a rigorous selection process. Applicants shall submit proof of the award (e.g., certificate, plaque, or medal), together with a profile of the award-giving body and a description of the selection process.
 - Service or loyalty awards are considered institutional awards.
 - Awards received as part of a group/office/organization shall not be credited toward individual applications.
 - Certificates of appreciation or recognition that are awarded for service rendered due to specific roles or events, such as contracts, appointments, elections, designations, committee works, and similar circumstances, are not credited as formal awards. These certificates typically acknowledge participation or fulfillment of duties associated with a particular position or event, rather than recognizing exceptional achievements or contributions.

F. Professional Contributions (Total Points – Maximum of 5)

- Refer to activities related to participation in community projects, professional engagements, and advisory roles beyond official duties. These services are recognized for their contribution to professional development and community welfare.
- Contributions and services that are inherent to the duties and responsibilities of the position shall not be credited.
- The cut-off period for professional contributions is within 5 years from the deadline for submission of requirements.

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F.1 Professional Development and Training Services

- Services rendered as trainer, coordinator, lecturer, resource person or guest speaker in conferences, workshops, seminar, and/or training courses for professionals, organizations, and communities.
- Services conducted by an organization or entity that operates on an international level shall be credited as international.
- Shall be credited per topic and/or clientele regardless of number of hours rendered.
- Supporting documents:
 1. Certificate of Recognition/Appreciation and
 2. Invitation and copy of the program

F.1.1 International (*1 point for each service*)

F.1.2 Regional/National (*0.5 point for each service*)

F.1.3 Local/Institutional (*0.25 point for each service*)

F.2 Research, Discoveries, and Creative Outputs

- Refer to discoveries, patented inventions, innovations, research, publications, instructional manuals, and other creative works.
- Shall be credited per output/project
- Must have undergone professional review and been published, adopted, or formally recognized
- Supporting documents:
 1. Copy or sample of material/output,
 2. Certificate of copyright, publication, utilization, or other evidence of formal recognition, and
 3. For works with multiple authors, a certification detailing the percentage distribution of each member's contribution must be submitted, signed by all contributors or their lawful representative. The points credited will be adjusted based on the applicant's percentage of contribution.

F.2.1 International (*1 point for each project*)

F.2.2 Regional/National (*0.5 point for each project*)

F.2.3 Local/Institutional (*0.25 point for each project*)

F.3 Technical Assistance and Advisory

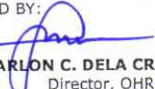
F.3.1 For serving as a consultant /expert in an activity of an educational, technological, professional scientific or cultural nature (foreign or local) sponsored by government agencies or private entities (per activity/project).

- Supporting documents:
 1. Memorandum of Agreement or contract between the institution and the contracting party, or office order pertaining to the consultancy work or any equivalent document and
 2. Acknowledgment of output

F.3.1.1 International (*1 point for each activity*)

F.3.1.2 Regional/National (*0.5 point for each activity*)

F.3.1.3 Local/Institutional (*0.25 point for each activity*)

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F.3.2 For expert services as adviser/consultant /validator /statistician /language critic and other analogous services in doctoral dissertation, master's and undergraduate thesis, or their equivalents as requirements for the completion of academic programs.

- Shall be credited per approval sheet or any equivalent document

F.3.2.1 Doctoral dissertation (1 point)

F.3.2.2 Masteral Thesis (0.5 point)

F.3.2.3 Undergraduate Thesis (0.25 point)

F.3.3 For serving as an officer or member in professional organizations, Technical Committee, Commission in any government agency including TSU (1 point per year)

- Supporting Documents:

1. Appointment/designation/invitation from the accrediting body and
2. Certificate of Participation /Attendance /Recognition

F.3.4 For expert service as an examiner, testing officer or assessor in trade skills, Civil Service Commission, and other Professional Regulations Commission Examination (0.5 point per examination)

F.3.5 For services as coach /trainer of the students in official activities and adviser of accredited students organization (0.5 point per year)

- Supporting Documents:

1. Office Order/Designation/Appointment and
2. Proof of engagement or any equivalent document

F.3.6 Participation as a winning player or performer (at least Top 3) in inter-agency cultural or sports activities shall be credited at 0.5 point per category per event /year

- Supporting Documents:

1. Certification/Plaque/Medal of recognition or award and
2. Official list of participants issued/signed by authorized official

F.4 Community Outreach

Participation in voluntary service-oriented projects in the community (per project, regardless of number of days) (0.25 per project)

- The cut-off period for community outreach is within 5 years from the deadline for submission of requirements.

- Supporting Documents:

1. Approved Proposal,
2. Accomplishment Report,
3. Report of Attendance or Certificate of Attendance,
4. Photographs, and
5. Certificate from the beneficiary

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2. Competency Assessment (Competency-Based Behavioral Interview, Standardized Intelligence and Aptitude Test, and Technical Competency Test) (see Annexes D, E, F, G, and H)

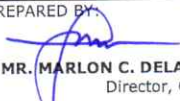
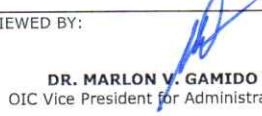

The competency of applicants shall be evaluated through two components:

A. Competency-Based Behavioral Interview

- **Accounts for fifteen percent (15%) of the overall applicant evaluation.**
- In the Competency-Based Behavioral Interview, the HRMPSB shall apply the STAR technique—Situation, Task, Action, and Result—to structure the applicants' responses.
 1. Think of a **situation** where you applied the competency in question.
 2. Explain what the **tasks** were.
 3. Describe the **actions** you took to fulfill those tasks.
 4. Highlight the **results** that were achieved.

B. Competency Test

- **Comprises thirty percent (30%) or thirty-five (35%) of the overall evaluation (see Annex J).**
- **The competency test is further divided into two components:**
 - i. **Technical or Practical examination, representing sixty-five percent (65%) of this component, and**
 - ii. **Standardized Intelligence and Career Aptitude Tests, comprising the remaining thirty-five percent (35%)**
- Competence of applicants will be measured in terms of the following:
 - i. **Core Competencies** – these include the knowledge, skills and abilities required of everyone in the organization (from top to bottom). They are usually derived from the organization's vision, mission and strategy. The core competencies set for TSU administrative positions were gleaned from the core values of the educational institution to reinforce and provide for the reinforcement of its envisioned culture.
 - ii. **Functional Competencies** – These are the skills, knowledge, abilities required in a function such as finance, administrative services, instruction and the like.
 - iii. **Technical Competencies** – These are behaviors, skills, knowledge and motivations that lead to success in a specialized specific job.
 - iv. **Leadership Competencies** – These encompass knowledge, skills, and behaviors required to guide individuals and teams toward achieving organizational goals. These include strategic thinking, effective decision-making, resource management, and fostering collaboration, as well as the ability to motivate, communicate, and manage performance.
- **The competencies required for each position shall be identified based on the duties and responsibilities reflected in the Qualification Standard Form (see Annex A). Upon identification of the required competencies, the Psychometrician of the OHRDM, in coordination with the Head of the Hiring Office or the**

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appropriate subject-matter specialist, shall determine, subject to approval by the Chair of the HRMPSB, the appropriate assessment instruments, tests, or tools to be administered, consistent with existing policies, standards, and guidelines.

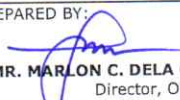
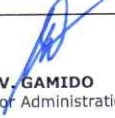

- For competencies that can be measured using standardized intelligence and aptitude tests, such assessment tools will be administered to evaluate relevant skills, which may include, but are not limited to, arithmetic ability, quantitative reasoning, vocabulary, linguistic proficiency, office skills, critical thinking, supervisory capability, and comprehension. Raw scores obtained from these assessments shall be converted into percentiles based on established norms.
- For other competencies, assessment tools may be developed by the Head of the Hiring Office or a duly qualified subject-matter specialist, guided by an approved Table of Specifications (see Annex E) and evaluated using a standardized scoring rubric (see Annex F). A proficiency-based rating scheme may be applied, whereby applicants are expected to demonstrate the required level of proficiency to strengthen their qualification for the position.
- Scores from the technical, aptitude, and intelligence assessments shall be converted into their corresponding percentage equivalents (see Annex G) and shall comprise the competency test component of the overall rating.
- All applicants, regardless of whether the required proficiency level is met, shall remain included in the final pool of candidates and shall be ranked based on the results of the overall evaluation.

3. Performance

Represents five percent (5%) of the overall evaluation for first-level positions requiring eligibility and for second-level positions.

- The point to be earned by the candidate on the performance factor shall be based on the performance rating obtained under the Individual Performance Commitment Review (IPCR) and/or Performance Appraisal for Job Order.
 - In the case of newly graduated applicants or candidates without prior work experience, the practicum grade shall serve as the basis for evaluation.
 - A Senior High School practicum grade may be used if it is the highest educational level completed by the applicant that included a practicum.
- This refers to the most recent performance rating period immediately preceding the deadline for submission of requirements.
- Rating earned during the probationary period may be used.
- If there is a gap in service, the most recent performance rating prior to the break in employment may be considered.
- One rating period must cover at least three (3) months and be expressed as a percentage (100%). Ratings using a different scale shall be converted to a percentage equivalent

Example: *If the original rating scale is 1-5:*
 $Converted\ Rating = (Original\ Rating/5) \times 100$

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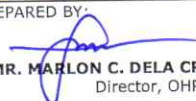


- For monthly rating periods, applicants must submit performance ratings covering at least three months. These will be averaged and treated as a single rating period.
- For annual evaluation periods, applicants must submit the most recent performance rating.
- Insider applicants must possess a performance rating of at least "Very Satisfactory" for the last rating period to qualify for promotion.
- For first-level positions that do not require eligibility, the performance factor shall be excluded from the overall evaluation.
 - In such cases, the overall rating computation without performance (Annex J, Column 1) shall be applied.
- For first-level positions that require eligibility, overall evaluation including performance points (Annex J, Column 2) shall generally apply.
 - However, if an applicant has no basis for the performance factor due to the absence of prior work experience or practicum, Annex J, Column 1 shall be used instead.
 - Applicants shall be ranked based on the applicable evaluation method used in their assessment.
- Applicants who have previous work experience but do not submit supporting documents shall be evaluated using Annex J, Column 2.
 - In such cases, zero (0) points shall be assigned for performance, regardless of submitted practicum grades, unless a justifiable reason for non-submission is accepted.

4. Psychosocial Attributes (Personality Tests and Interview)

Psychosocial attributes refer to the physical, social, and psychological characteristics of the applicant, including physical fitness, social adaptability, attitudes, and personality traits that have a direct bearing on the effective and successful performance of the duties of the position to be filled.

Applicants shall undergo an assessment of these attributes through standardized tests and structured interviews. **While psychosocial attributes are not assigned a direct numerical score in the overall rating sheet, the results of the assessment shall be taken into account in determining the applicant's overall suitability for appointment.**

This rating system has been developed for an objective analysis and evaluation of the qualifications and competence of the applicants for selection and/or promotion (see Annex I for the Applicant's Overall Rating/Ranking Sheet). The resulting scores in each factor in the applicant's rating sheet shall be converted into a percentile equivalent. Each factor is given an equivalent rate which will be the basis in computing the overall rating of the applicant and the corresponding rank.

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IX. PROCEDURE

The University adheres to a competency-based recruitment and promotion process, demonstrated through the evaluation of educational and professional qualifications, competency-based behavioral interviews, and assessments of core, functional, technical competencies, and psychosocial attributes by the HRMPSB.

Step 1: Identification of Vacant Position

The first step in the recruitment and selection process is identifying the vacancy or position to be filled. This step begins with the receipt of the Request to Publish form, together with the Qualification Standard form (see Annex A), from the concerned office, college, or unit of the University.

Step 2: Publication of Vacant Position

Publish the vacant position in the CSC Bulletin or through other modes of publication, and post the announcement in at least three (3) conspicuous places within and outside the University for a minimum of ten (10) calendar days.

Step 3: Acceptance of Applicants

The OHRDM shall collect applications submitted both in person and online and verify submitted documents containing personal information related to identity, education, eligibility, and employment history. Applicants' consent (see Annex B) shall be obtained prior to the collection and verification of such information, and all data shall be processed by authorized personnel in compliance with the Data Privacy Act of 2012 (RA 10173). A list of applicants shall be prepared for submission to the HRMPSB.

Step 4: Preliminary Evaluation

The HRMPSB shall conduct a preliminary evaluation of applicants' documents to determine their qualifications for the vacant position based on the published qualification standards. The HRMPSB may require the submission of supporting documents to verify claims or points when there is doubt about the credibility of the submitted documents. Such documents must be submitted within three (3) working days after notification or request, unless an extension is granted by the HRMPSB for justifiable reasons. Failure to submit the required additional documents within the prescribed period shall result in automatic disqualification from the position. Applicants initially found qualified shall undergo further assessment, which may include, but is not limited to, a written examination, skills test, and interview.

Step 5: Feedback to All Applicants on the Status of their Application

Notify all applicants of the outcome of the preliminary evaluation through SMS, email, and/or written communication.

Step 6: Conduct of Competency Assessment

A. Tests

Applicants shall undergo a series of competency assessments, including a technical or practical examination and standardized

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intelligence and career aptitude tests. In addition, applicants shall be required to take other psychological assessments, such as personality tests, to ensure a comprehensive evaluation of their suitability for the position.

Prior to test administration, the Psychometrician shall explain the purpose, nature, type, time limits, and scoring of the assessments and their effect on the overall rating. Applicants shall be required to sign a written informed consent form before the conduct of any psychological test.

B. Interview

Applicants undergo a competency-based behavioral interview using the STAR method conducted by the HRMPSB.

Step 7: Evaluation of Applicants' Credentials

The HRMPSB Evaluator shall assess and score the applicants' submitted documents, which shall then be reviewed by the NASA Representative or the designated reviewer (for executive and managerial positions). This evaluation shall be based on:

- a. Educational Qualifications
- b. Trainings and Seminars
- c. Professional Experience
- d. Eligibilities and Certifications
- e. Awards and Commendations
- f. Professional Contributions

Step 8: Deliberation and Selection

Following the conduct of competency assessment tests, interviews, and credential evaluation, the HRMPSB Secretary shall collate the results and prepare the comparative ranking sheet, including the assessed psychosocial attributes of the applicants.

Thereafter, the consolidated results shall undergo blind review and validation by the HRMPSB en banc to ensure impartial deliberation and objective selection of the most suitable candidate. Under this process, application documents, test results, and other relevant records—concealing the applicants' names—shall be presented to the Board for verification of the proper appreciation and scoring in accordance with the prescribed rating system. This step ensures an objective comparison and validation of the points earned by the candidates.

Subsequently, in cases where the difference in candidates' total scores is less than one (1.00) point, the HRMPSB shall review the entire point allocation to ensure accuracy and consistency. Likewise, where uncertainties arise in the evaluation of application documents that may materially affect the ranking, the HRMPSB shall deliberate and render a decision accordingly.

Only after all evaluation issues have been resolved and the rankings finalized shall the identities of the applicants be disclosed to the members.

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Step 9: Conduct of Background Investigation of the Top-ranking Candidates
The HRMPSB Secretariat or any authorized HR representative shall conduct background investigations (see Annex K) on all candidates who qualify for background checking—such as the top five ranked applicants, or all applicants when fewer than five—using official communication channels (e.g., email or telephone). Applicants’ prior written or electronic consent (see Annex B) shall apply to the verification of all submitted information.

All personal data gathered shall be used solely for recruitment and evaluation purposes, and the results shall be documented and included in the applicant’s records for consideration by the appointing authority.

Step 10: Submission of the Comparative Ranking of Applicants to the Appointing Authority (see Annex I)

The HRMPSB or its representative shall present the comparative ranking results to the appointing authority, together with the recommendation of the hiring head, the assessed psychosocial attributes, background investigation results, and other pertinent information.

The submission of the HRMPSB shall be limited to the comprehensive evaluation report of the candidates, intended solely to serve as a guide for the appointing authority and not as an endorsement of any candidate.

Step 11: Final Selection

The appointing authority shall assess the ranking results presented by the HRMPSB, together with the recommendation of the hiring head, and, exercising sound discretion, select the most qualified candidate from among the applicants. This selection shall be subject to confirmation by the Board for appointments with Salary Grade 17 and below, and to approval for Salary Grade 18 and above.

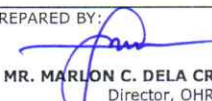

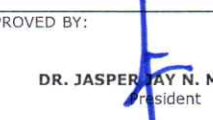
Applicants who fail to appear for the scheduled interview and examinations, or who do not complete the entire application process, shall no longer be considered for selection by the appointing authority.

Step 12: Issuance of Appointment

The HRDMO shall issue the appointment in accordance with the provisions of the 2025 ORA OHRA, as well as any subsequent amendments and issuances by the CSC.

Step 13: Announcement of a Duly Approved Appointment

The HRDMO shall post a notice announcing the appointment of an employee in the Electronic Data Management System (e-DMS) and the HR Bulletin one (1) day after the issuance of the appointment, for a minimum period of fifteen (15) calendar days. The date of posting shall be clearly indicated in the notice.

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X. PROTEST AND REVOCATION OF APPOINTMENTS

1. Protest of Appointment

- a. A qualified next-in-rank official or employee may file a protest against an appointment made in favor of another who does not meet the minimum qualification requirements.
- b. A qualified next-in-rank employee shall have the right to appeal initially to the head of agency, then to the CSC Regional Office, and finally to the Commission.
- c. The protest must be filed within fifteen (15) calendar days from the posting or announcement of the appointment.
- d. Filing a protest does not suspend the effectivity of the appointment nor bar its approval/validation by the CSC Field Office (FO), Regional Office (RO), or Commission Proper, as the case may be, but the approval or validation shall be subject to the final outcome of the protest.
- e. A decision or resolution by the appointing authority granting the protest may be appealed by the appointee, otherwise, the same shall be subject to automatic review by the concerned CSC RO.
- f. The appointing authority must transmit the case records to the CSC RO within five (5) days from issuance of the decision.

2. Filing and Withdrawal of Protest

- a. A protest filed by registered mail or courier shall be deemed filed on the date stamped on the envelope, courier pack, or registry receipt, which must be attached to the case records. For personal delivery, the filing date is the date stamped by the agency or Commission. For electronic filing, the date of transmission shall be considered the filing date.
- b. A protest or appeal may be withdrawn at any time, thereby terminating the case.

3. Transmittal of Records

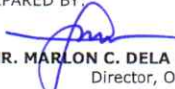


If the decision on a protest is appealed to the CSC RO, the head of agency shall submit a comment and forward the case records within five (5) days of receiving the appeal. Records must be arranged chronologically, paged, securely bound, and include the following:

- a. Statement of duties or job description of the contested position or PDF;
- b. Duly accomplished and updated Personal Data Sheet of the parties with certified true copy of the service records attached;
- c. Certified true copy of the protested appointment; and
- d. Comparative assessment of the qualifications of the protestant and the protestee.

4. Dismissal of Protest

A protest shall be dismissed on any of the following grounds:

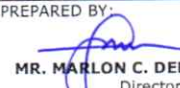


- a. The protestant is not a qualified next-in-rank;
- b. The protest is not directed against a specific or named appointee or directed against two or more protestees;
- c. No appointment has been issued;

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

- d. The protest is filed beyond the fifteen (15)-day reglementary period; or
 - e. Non-compliance with any of the requirements for perfection of an appeal filed with the CSC RO or petition for review with the Commission.
5. Finality and Effect of Decisions
- a. A decision or resolution denying a protest shall become final and executory after fifteen (15) days from receipt thereof and no motion for reconsideration, appeal, or petition for review has been filed.
 - b. If the CSC RO or Commission decides against the protestee, the appointment's approval or validation shall be recalled and deemed disapproved or invalidated.
 - c. For promotional appointments within the same agency, the protestee shall revert to their former position.
6. Effectivity of Appointments
- a. An accepted appointment cannot be withdrawn or revoked by the appointing authority and remains effective until disapproved by the Commission. However, it may be void from the start due to fraud or violation of law. In such cases, the appointing authority may request CSC for withdrawal or initiate recall of approval or validation.
 - b. The appointing authority may revoke an appointment which has neither been accepted by the appointee nor submitted to the Commission.
7. Recall of Approval/Validation of Appointment
- a. The Commission or any CSC office may, motu proprio or upon petition, recall the approval or validation of an appointment if the appointee does not meet the qualification standards or if the appointment was issued in violation of civil service laws, rules, or regulations.
 - b. The petition may be filed at any time and must be submitted to the CSC RO with jurisdiction. If filed with the CSC FO, it shall be transmitted to the RO within fifteen (15) days from receipt.
 - c. During the pendency of the petition, the appointment remains valid and the appointee shall continue to discharge the duties of the position.
 - d. A decision on a petition to recall an appointment becomes final and executory after fifteen (15) days from receipt if no motion for reconsideration, appeal, or petition for review is filed.
 - e. If the CSC RO or Commission decides against the appointee, the appointment's approval or validation shall be recalled and deemed disapproved or invalidated. For promotions within the same agency, the appointee shall revert to their former position, if applicable.

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XI. FUNCTIONS AND RESPONSIBILITIES

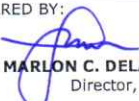


1. The Role of Human Resource Development and Management Office

The Human Resource Development and Management Office (HRDM Officer) shall have the following functions and responsibilities:

- 1.1. The HRDM Officer shall be the officer/official in-charge of the recruitment, selection and placement;
- 1.2. The HRDM Officer, as member of the HRMPSB shall not act as secretariat to the HRMPSB and should designate an employee from other units to act as the secretariat;
- 1.3. The HRDM Officer shall be responsible for ensuring data protection compliance throughout the entire application process. Only duly authorized HR representatives shall be allowed to collect, verify, and process applicant information. All information gathered shall be disclosed only to the members of the HRMPSB and the appointing authority and shall be used solely for purposes directly related to the application, evaluation, and selection process.
- 1.4. Submit to the CSC FO concerned within the first quarter of the year the agency's updated Personal Services Itemization or Plantilla of Personnel.
- 1.5. Submit the list of vacant positions authorized to be filled and their corresponding QS and plantilla item numbers using the Request for Publication of Vacant Positions Form (**CS Form No. 9, Revised 2025**) in electronic and printed copies to the CSC FO.

The HRDM Officer shall ensure the accuracy of all information provided in the request for publication, in accordance with CSC policies, including the agency's active contact details (such as email address and mobile or phone numbers);

- 1.6. Review thoroughly and check the veracity, authenticity, and completeness of all the requirements and supporting papers in connection with all cases of appointments before submitting the same to the CSC FO.
- 1.7. **Sign the following certifications at the back of the appointment:**
 - i. **Certification as to completeness and authenticity of requirements; and**
 - ii. **Certification that the vacant position to be filled has been published and posted in the CSC Bulletin of Vacant Positions in accordance with RA No. 7041, and assessment was done by the HRMPSB ten (10) days after publication.**
- 1.8. Ensure that the Chairperson of the HRMPSB has signed the certification at the back of the appointment.
- 1.9. Furnish appointee with a photocopy of his or her appointment (appointee's copy) for submission to the CSC, ensuring that the appointee signs on the acknowledgment portion of the appointment.
- 1.10. Submit RAI (**CS Form No. 2, Revised 2025**), certified true copy of appointments (CSC copy) with supporting documents on or before the 30th day of the succeeding month.
- 1.11. Transmit to the appointee a copy of the RAI indicating the action of the CSC FO concerned on the appointment.

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

- Record the action of the CSC FO at the Notation portion of the Agency and Appointee's copy of appointment.
- 1.12. Submit to the CSC, through the CSC FO concerned within the prescribed period, the required reports (electronic and hard copy) such as DIBAR (CS Form No. 8, Revised 2017), Report on Designations Issued (**CS Form No. 12, Series 2025**), summary list of employees' performance rating, and such other reports as may be required by the CSC.
 - 1.13. Post in three (3) conspicuous places in the agency a notice announcing the appointment of an employee a day after the issuance of appointment for at least fifteen (15) calendar days.
 - 1.14. Ensure the oath taking and conduct of orientation program to new employees and continuous human resource interventions for existing employees.
 - 1.15. Submit to the CSC FO a copy of the **Panunumpa sa Katungkulan (SS Porma Blg. 32, Narebisa 2025)** within 30 days from the date of assumption of the appointee.
 - 1.16. Submit to the CSC FO a copy of the Certification of Assumption to Duty (**CS Form No. 4, Revised 2025**) within 30 days from the date of assumption of the appointee.
 - 1.17. Disseminate copies of the University's approved Revised Merit Selection and Promotion Plan (MSPP) and its annexes to all TSU personnel after approval thereof by the Civil Service Commission. An orientation shall also be conducted by the HRDM Office within six (6) months upon approval of the MSPP. This orientation is meant to ensure awareness and understanding of the Plan.
 - 1.18. Ensure the establishment and maintenance of the agency Human Resource Management Database which will be the basis of all the reports to be submitted to the CSC.
 - 1.19. Ensure the establishment, maintenance, and disposal of agency's employees 201 or 120 files pursuant to the guidelines of CSC MC No. 8, s. 2007 and CSC MC No. s. 2011.
 - 1.20. Ensure the renewal of professional licenses of appointees to positions involving practice of profession regulated by bar or board law.
 - 1.21. Recruit and screen applicants in accordance with existing laws, rules, policies, and procedures (University as well as Civil Service Rules);
 - 1.22. **Conduct the initial screening of applicants and prepares reports for HRMPSB evaluation;**
 - 1.23. Notify all applicants of the outcome of the evaluation;
 - 1.24. **Prepare the comparative ranking of applicants for the vacant position in accordance with MSP and CSC rules and regulations;**
 - 1.25. **Present the comparative ranking to the HRMPSB for deliberation en banc;**
 - 1.26. Notify the appointee of the result of selection;
 - 1.27. Submit the necessary additional documents on specific cases to support the appointment such as:
 - a. Erasures/alterations;
 - b. Appointee with decided administrative/criminal case;

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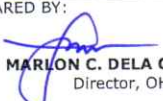




TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

- c. Discrepancy of personal information in the PDS;
 - d. Change of status;
 - e. Appointments issued by SUCs;
 - f. Appointments requiring Board Resolution;
 - g. Prohibition on Issuance of Appointment During Election Period**
 - h. Appointment Involving Demotion which is Non-Disciplinary in Nature;
 - i. Temporary Appointment;
 - j. Reclassification.
 - k. Promotional Appointment beyond the Three (3)-Salary Grade Limitation**
- 1.28. **Ensure updating of Personnel Data Sheet (CS Form No. 212, Revised 2025) on an annual basis and shall be subscribed and sworn to before the HRDM Officer or his/her authorized official in the agency. The PDS shall be attached for authorized positions found in the Plantilla of Personnel and lump sum appropriation of contractual employees and not be attached to the appointment involving Reappointment (renewal);**
- 1.29. For modes of separation, HRDM Officer shall submit a copy of the order of dropping from the rolls or notice of separation signed by the appointing officer, or death certificate to the CSC FO within thirty (30) calendar days from the date of effectivity;
- 1.30. Submit the following documents to CSC FO:

For Permanent, Temporary, Coterminous, Contractual, Substitute and Provisional Appointments:

- a. **Electronic file (e-file) stored in compact disc (CD) or flash drive or sent thru official electronic mail (email) plus 2 printed copies (CSC copy and agency copy) of the Report on Appointments Issued (RAI) (CS Form No. 2, Revised 2025). The RAI shall also serve as the Appointment Transmittal and Action Form (ATAF);**
- b. **Certified true copy (CSC copy) of appointment/s issued (CS Form No. 33-B, Revised 2025)**
- c. **Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet, except for reappointment (renewal) to temporary, contractual, substitute, and provisional appointments;**
- d. **Proof of Eligibility – any one of the report of rating or license or certificate of admission to the Bar or certificate of eligibility or eligibility card [original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/ screen capture of the eligibility using the Civil Service Eligibility Verification System (CSEVS), Licensure Examination and Registration Information System (LERIS) of the Professional Regulation Commission (PRC), or Supreme Court of the Philippines (SC) Lawyers' List] for original appointment, promotion, transfer,**

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

reappointment (change of status to permanent), or reemployment:

- i. Certificate of Eligibility or Eligibility Card issued by the CSC or Career Executive Service Board (CESB);
 - ii. Valid professional license issued by the PRC, Certificate of Admission to the Bar issued by the SC, and License ID issued by the Maritime Industry Authority (MARINA) for positions that involve practice of profession;
 - iii. Professional license or Certificate of Registration or Report of Rating issued by the PRC, Certificate of Admission to the Bar issued by the SC, or License ID issued by the MARINA for positions that do not involve practice of profession; or
 - iv. Valid license issued by authorized regulatory agencies such as National Telecommunications Commission (NTC) or Civil Aviation Authority of the Philippines (CAAP) or Land Transportation Office (LTO) or Philippine National Police (PNP)
- e. Position Description Form (PDF)(DBM- CSC Form No. 1, Revised 2017);
- f. Panunumpa sa Katungkulan (SS Form No. 32, Narebisa 2025);
- g. Certification of Assumption to Duty (CS Form No. 4, Revised 2025).

For Casual Appointments:

- a. Report on Appointments Issued (RAI) (CS Form No. 2, Revised 2025). The RAI shall also serve as the ATAF;
- b. Certified true copy (CSC copy) of Plantilla of Casual Appointments (CS Form No. 34-B, Revised 2025)
- c. PDS (CS Form No. 212, Revised 2025) with WES – only for original appointment, reemployment, and reappointment (except renewal)
- d. Proof of Eligibility - any one of the report of rating or license or certificate of admission to the Bar (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the CSEVS, LERIS of the PRC, or SC Lawyers' List) for original appointment, reemployment, and reappointment:
 - i. Valid professional license issued by the PRC, Certificate of Admission to the Bar issued by the SC, and License ID issued by the MARINA; or
 - ii. Valid license issued by authorized regulatory agencies such as NTC or CAAP or LTO or PNP


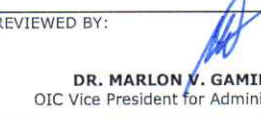
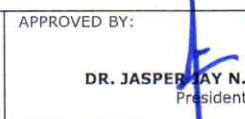
1.31. Perform all other functions as may be provided by law.

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2. The Human Resource Merit Promotion and Selection Board for 1st and 2nd levels shall have the following functions and responsibilities:

- 2.1. Adopt a formal screening procedure with customized criteria, guidelines, and assessment tools that ensure the fair and objective evaluation of applicants' qualifications and competence, in accordance with the requirements of the position.**
- 2.2. Develop agency-specific guidelines to ensure the consistent application of the Equal Employment Opportunity (EEO) principle.**
- 2.3. Institutionalize monitoring and evaluation tools to regularly assess the efficiency and effectiveness of the RSP process.**
- 2.4. Disseminate screening procedure and criteria for selection to all agency officials and employees and interested applicants.
- 2.5. Screen all candidates for appointment to first and second level positions;
- 2.6. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates to the corresponding level of positions to assist the appointing authority in the judicious and objective selection of candidates for appointment. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;
- 2.7. Convene en banc to deliberate on the results of the comparative ranking of candidates for appointment;**
- 2.8. Submit the comparative ranking of candidates for appointment, from which the appointing authority shall select the most qualified for the vacant position. The HRMPSB may deliberate on extraordinary issues and recommend resolutions to the OUP, including, but not limited to, the re-evaluation of documents;**
- 2.9. Maintain records of deliberations, which must be accessible to HRMPSB members upon written request and available for inspection and audit by the CSC;**
- 2.10. HRMPSB members or their alternates shall strictly follow the prescribed process for the selection of employees for appointment in the government service;**
- 2.11. HRMPSB members or their alternates shall ensure the confidentiality, security, and proper handling of personal and sensitive information at all stages of the screening, evaluation, deliberation, ranking, submission, and records management processes, in accordance with applicable data privacy and civil service rules.**
- 2.12. The Human Resource Merit Promotion and Selection Board for Non-Teaching Personnel for first and second level positions shall be established in the University, with the following composition:
 - a. Director of Human Resource Development and Management Office as Chairperson;
 - b. Chief Administrative Officer, Administration;
 - c. Head, HRDMO Recruitment Selection and Placement;

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

- d. Head of office/college/department where the vacancy exists; and
- e. Two regular and alternate representatives of the rank-and-file career employees, one from the first level and one from the second level, who shall both be chosen by NASA.

The first-level representative shall participate in screening candidates for first-level vacancies, while the second-level representative shall participate in screening for second-level vacancies.

In determining quorum, an alternate representative may serve in place of a regular member.

2.13. Similarly, a separate HRMPSB shall be established for executive/managerial positions. The members of this Selection Board are:

- a. Vice President for Administration as Chairperson;
- b. VP for Research, Innovation, and Extension;
- c. Chief Administrative Officer, Administration;
- d. Chief Administrative Officer, Finance; and
- e. Director, Human Resource Development and Management Office

2.14. The HRMPSB deliberation shall commence only after the lapse of ten (10) calendar days from the initial date of posting and publication of the vacant positions, provided that the screening of all qualified applicants in accordance with the CSC-approved agency Merit Selection Plan (MSP) has been completed;

2.15. Candidates for the following appointments shall no longer be subject to the screening of the HRMPSB:

- a. Substitute appointment due to its short duration and emergency nature.
- b. Appointment to entry laborer position;
- c. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactorily for two rating periods: or
- d. Appointment to primarily confidential positions.
- e. Appointment to casual, contractual, coterminous, and other non-career positions as identified under section 9, Subtitle A, Title I, Book V of EO No. 292; and
- f. Special promotions based on awards and/or acts of conspicuous courage and gallantry under special laws and relevant CSC resolutions.

3. The Role of the Appointing Authority

The appointing authority shall have the following functions and responsibilities:

3.1. Establishes a Human Resource Merit Selection and Promotion Board and sees to it that all HRMPSB members undergo orientation and

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

- workshop on the selection/promotion process and CSC policies on appointments. The University President shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels; and
- 3.2. **Assesses the merits of the HRMPSB’s report on candidate evaluations and, in the exercise of sound discretion, selects—where practicable—from among the following:**
 - Applicants deemed most qualified to the vacant position; and
 - Applicants who have undergone deep selection and found to possess superior qualifications.
 - 3.3. **The appointing authority must adhere to the prohibited HR actions during the election period, as outlined in the on Elections’ resolution or other issuances;**
 - 3.4. **The appointing authority shall be guided by the HRMPSB’s assessment report of the candidates in selecting the one deemed most qualified for the vacant position.**
 - 3.5. **The appointing authority is not precluded from selecting a qualified candidate not included in the top five (5) of the comparative ranking, in the exercise of sound discretion.**
 - 3.6. **The appointing authority may disapprove or invalidate an appointment on the following grounds:**
 - a. **Temporary appointment issued to a person who meets all the qualification requirements of the position except appointees to Medical Officer or Specialist positions undergoing residency or fellowship training;**
 - b. **An appointment to a position issued without a QS approved or confirmed by the CSC;**
 - c. **The appointee does not meet the QS for the position;**
 - d. **An appointment has been issued where the HRMPSB deliberation commenced before the required period of publication pursuant to RA Nos. 7041 is complied with;**
 - e. **The appointment has been issued in violation of the CSC-approved MSP of the agency;**
 - f. **The appointment has been issued in favor of a relative of the appointing or recommending officer or authority, or of the chief of the bureau or office or of the person exercising immediate supervision over the appointee;**
 - g. **The appointee has been dismissed for cause an enumerated in the 2025 RACCS or any future amendment thereto or has been found guilty of a crime where perpetual or temporary disqualification from appointment is attached to the penalty thereof, unless an executive clemency has been granted;**
 - h. **The contractual or casual appointment has been issued to fill a vacant position in the Plantilla of personnel or the contractual or casual appointee performs the duties and responsibilities of the vacant position;**
 - i. **The appointee 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 or her appointment;**

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- j. The appointment has been issued in violation of existing civil service laws, the Board or Bar laws, Publication Law (RA No. 7041), the Omnibus Election Code (BP Blg. 881, as amended), or other pertinent laws;
- k. The appointment has been submitted to the CSC RO or FO concerned with incomplete required documents, and the agency failed to submit the required documents within the prescribed period of fifteen (15) calendar days from receipt of CSC RO or FO notification about the incomplete submission;
- l. The temporary appointment to Medical Officer or Specialist position has been issued beyond the allowable residency period. Certification stating the period of completion of residency shall be submitted with the temporary appointment; and
- m. Extension beyond the residency period may be allowed by the concerned CSC RI subject to justification based on existing circumstances such as ongoing critical medical projects or exigency of the service due to national health emergency.

XII. EMPLOYMENT STATUS, NATURE OF APPOINTMENT AND OTHER HUMAN RESOURCE ACTIONS

1. **Employment Status-** the employment status in the university shall be determined by the appointment issued, which can be any of the following:

1.1. **Permanent-** an appointment issued to a person who meets all the qualification requirements of the position to which he or she is being appointed, including the appropriate eligibility, in accordance with the provisions of law, rules, and standards promulgated in pursuance thereof.

1.2. **Temporary-** an appointment issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed to, except for the appropriate eligibility.

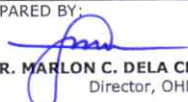


Temporary appointments shall be governed by the following:

1.2.1 A temporary appointment may only be issued in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer or authority.

1.2.2 Except to those under item 7.5 of Part VI of this MSPP, all temporary appointment must be accompanied by a request for the continuous publication of the position subject of the temporary appointment which shall be submitted to CSC FO.

1.2.3 The appointment shall not exceed twelve (12) months reckoned from the date of issuance but the appointee may be replaced sooner whenever a qualified eligible who is willing to accept the appointment becomes actually available.

1.2.4 Renewal of a temporary appointment may only be done once, subject to the following requirements: the rating of the concerned employee must be at least Satisfactory; continuing

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absence of an applicant who meets all the qualification requirements of the position which should be certified anew by the appointing officer or authority; and compliance with item 1.2.1 and 1.2.3 of Part VII of this MSPP.

Subsequent renewals may only be allowed under exceptionally meritorious circumstances as may be determined by the CSC RO concerned, subject to compliance with the requirements enumerated in the preceding sentence.

1.2.5. In no case shall temporary appointments be issued for positions that involve practice of a profession regulated by bar or board law where the appointees lack the required license and/or certificate of registration.

1.2.6. Temporary appointments issued to individuals who do not meet any one of the education, training, or experience requirements for a position shall be disapproved or invalidated, except under the following circumstances:

- When issued in the exigency of the service for positions involving the practice of profession, provided that: the appointee lacks requirement in either experience or training only; and the appointing officer or authority certifies the absence of a fully qualified applicant to such vacant position;
- When the positions are difficult to fill, the appointment should be supported by the HRMO-certified copy of the request for publication of the vacant position showing that the position has been published regularly (e.g., at least twice a year) for a minimum of two (2) years but no one submitted an application thereto, and any of the following documents: Plantilla of positions; and PDF of the vacant position;
- As provided by special law, such as Medical Officer or Specialist; and
- Other meritorious cases as determined by the CSC Central Office.

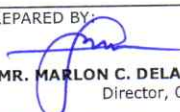


1.2.7. A temporary appointment issued to a person who meets all the requirements of the position shall be disapproved or invalidated, except for appointees to Medical Officer or Specialist positions undergoing residency or fellowship training, as certified by the appointing officer or authority stating that the period of Medical Residency or Fellowship Training Program.

1.2.8. A temporary appointment may be issued to Bar or Board national topnotcher (Top 10) as certified by the SC or PRC, even in the absence of the required experience and training and without the need for a certification of no qualified applicant, provided all other requirements are met.

1.3. Substitute- an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of position, for justifiable reasons. **This is effective only until the return of the regular incumbent.**

Substitute appointment shall be governed by the following:

1.3.1. A substitute appointment is allowed only if the absence of the

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

- incumbent is at least three (3) months;
 - 1.3.2. The reason for leave of absence of the incumbent shall be indicated on the second paragraph of the appointment paper;
 - 1.3.3. A substitute appointee must meet the education, training, experience, and eligibility requirements of the position to which he or she is being appointed;
 - 1.3.4. The substitute appointee shall be entitled to the salaries and benefits attached to the position except for those benefits requiring longer period of service for the availment thereof.
- 1.4. Coterminous-** an appointment issued to a person whose tenure is limited to a period specified by law or whose continuity in the service is based on the trust and confidence of the appointing officer/authority or of the head of the organizational unit where assigned. Specifically, the categories of coterminous appointments are:
- 1.4.1 Coterminous (Primarily Confidential) is classified as follows:**
 - 1.4.1.1. Coterminous with the appointing authority – an appointment is coexistent with the term or tenure of the appointing officer or authority.
 - 1.4.1.2. Coterminous with the head of office with fixed term – an appointment coexistent with the term or tenure of the head of the organizational unit with fixed term as provided by law or declared by the CSC, who is not the appointing officer or authority.
Appointees to coterminous (primarily confidential) positions are exempt from qualification requirements, except those positions (a) in which the qualification standards are provided by law; or (b) with duties involving the practice of a profession regulated by the Philippine Bar, Board, or by law which require appropriate licenses.
 - 1.4.2. Coterminous with the Lifespan of the Agency – an appointment to a position which is co-existent with the lifespan of the agency in accordance with the law, executive issuance, or based on the agency’s staffing pattern as approved by the DBM. Eligibility is not required but given preference. Appointments as such need not be renewed annually and lifespan should be indicated in the appointment. However, if the performance of the appointee is below Satisfactory, the appointing officer/authority may terminate or replace the appointee after giving a notice of at least thirty (30) days prior to the date of termination.
 - 1.4.3. Coterminous with the Project – an appointment to a position that is co-existent with the duration of a particular project for which purpose employment was made or subject to the availability of funds for the same. The duration of the project shall be indicated on the appointment.
- 1.5. Fixed Term-** issued to a person with a specified term of office, subject to reappointment as provided by law.
- 1.6. Contractual –** issued to a person whose employment in the government in accordance with a special contract to undertake a specific work or job

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requiring special or technical skills not available in TSU, to be accomplished within a specific period. Eligibility may be required for contractual positions that are comparable to Plantilla positions.

Appointment may be renewed every year however if funds have become insufficient or appointee has below satisfactory performance, the appointing officer/authority may terminate or replace the appointee after giving a notice of at least thirty (30) days prior to the date of termination.

Reappointment (renewal) of contractual appointments to the same position or to another contractual position shall be submitted to the CSC FO concerned for approval or validation.

1.7. Casual- an appointment issued only for essential and necessary services where there are not enough regular staff to meet the demands of the service and for emergency cases and intermittent period not to exceed one (1) year.

Reappointment (renewal) of casual appointments to the same position or to another casual position shall be submitted to the CSC FO concerned for approval or validation.

2. Nature of Appointment

The nature of appointment shall be, as follows:

2.1. Original – the initial entry into the career or non-career service.

2.2. Promotion- the advancement of a career 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.




An employee must have obtained at least a “Very Satisfactory” performance in the last rating period prior to the assessment or screening for promotion.

Furthermore, an employee under probationary period may be considered for promotion provided that he or she has obtained a Very Satisfactory performance rating after evaluation in the first three (3) months or six (6) months of the probationary period, as applicable.

The pendency of an administrative case against any employee shall not be a bar to promotion. If found guilty and subjected to demotion, suspension or fine shall then be disqualified for promotion, the duration of which shall be provided in the relevant provision/s of the 2025 RACCS or any future amendment thereto.

2.3. Transfer- the movement of an employee from one position to another which is of equivalent rank, level or salary without gap in the service involving the issuance of an appointment.

Agency of the employee who seeks transfer shall be notified thirty (30) days prior to the effective date of his/her transfer. The head shall inform the

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TARLAC STATE UNIVERSITY
 Merit Selection and Promotion Plan for Non-teaching Personnel

employee in writing of the approval of the request to transfer within thirty (30) days from the date of notice. If the request is not granted by the head of the department or agency where he/she is employed, it shall be deemed approved after lapse of thirty (30) days. For any reason, failure to transfer on the specified date, he/she shall be deemed resigned.

- 2.4. Reemployment** – the appointment of a person who has been previously appointed to a position in the government but was separated as a result of any non-disciplinary action and presupposes a gap in the service.
- 2.5. Reappointment-** the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, re-categorization or similar events. Reappointment presupposes no gap in the service.

The following human resource actions shall be considered as reappointment:

- a. **The issuance of appointments from temporary to permanent in the same position, career to non-career or vice versa, and non-career to another non-career;**
- b. **The renewal of temporary, contractual, and casual appointments, including subsequent appointments of provisional or substitute teachers and general substitute appointments; and**
- c. **The renewal of appointments of coterminous staff of reelected officials, or renewal of appointments of coterminous staff of officials whose term of office concluded but are subsequently absorbed or rehired by the succeeding official without a gap in service.**

2.6. Reinstatement (to comparable position) – the restoration of a person to a position comparable to an abolished career position from which he/she has been separated and requires the issuance of an appointment.

2.7. Demotion – the movement of an employee from a higher position to a lower position where he/she qualifies. If a lower position is available. It may entail reduction in duties, status or rank which may not involve a reduction on salary.

2.8. Reclassification – staffing modification and/or position classification action applied only when there is a substantial change in the regular duties and responsibilities of the position. This may result in a change in any or all the positions attributes: position title, level and/or salary grade. Upgrading, downgrading and re-categorization are all forms of reclassification which requires issuance of appointment.

3. Adjustments or movements of human resource without the need of issuance of an appointment – Adjustment or movements of human resource which do not involve changes in position title, rank or status shall not require the issuance of an appointment, **provided that the existing appointment is not station-specific.** A notice of such change or movement shall be issued to the employee. A copy thereof shall be kept the employee’s 201 File and another copy shall be submitted to the CSC Field Office for record purposes. These are:

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- a. Change in item number
- b. Salary Adjustment
- c. Step Increment
- d. Reinstatement (to the same position/item)
- e. Demotion as a result of a disciplinary action
- f. **Retention in positions marked as Coterminous with the Incumbent (CTI) Due to Rationalization or Reorganization of the agency**

4. Other Human Resource Actions

Reassignment, detail and designation do not require the issuance of appointment. An Office Order issued by the appointing authority is necessary for any of the HR actions and implementation should be in accordance with the CSC guidelines and policies.

4.1. Reassignment is a movement of an employee across the organizational structure within the same department or agency, **made in the interest or exigency of public service**, which does not involve a reduction in rank, status or salary.

Reassignment shall be governed by the following:




4.1.1 Reassignment of an employee with a station-specific place of work indicated in his or her appointment within the geographical location of the agency shall be allowed only for a maximum period of one (1) year. After one (1) year, the employee must automatically return to his or her original post/assignment without needing any order for restoration or revocation of the reassignment order.

An appointment is considered station-specific when: (a) the particular office or station where the position is located is specifically indicated on the appointment paper; or (b) the position title already specifies the station, such as Human Resource Management Officer, Accountant, Budget Officer, and other positions with organizational unit or station-specific functions. These position titles are considered station-specific even if the place of assignment is not indicated on the appointment paper.

4.1.2 If an appointment is not station-specific, the one (1) year maximum period of reassignment within the geographical location of the agency shall not apply. However, the employee concerned may request for a recall of the reassignment citing reasons for his or her return to his or her original station. The reassignment may also be revoked or recalled by the appointing officer or authority or be declared not valid by the CSC or a competent court, on appeal.

4.1.3 A reassignment shall be invalid if it is not made in the interest or exigency of public service or if it constitutes constructive dismissal.

Constructive Dismissal exists when the employee is made to work under unreasonable, humiliating, or demeaning circumstances which render continued work impossible due to factors such as geographic relocation, financial dislocation, or performance of duties and

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

responsibilities which are inconsistent with those attached to the position.

Constructive dismissal may occur even if the employee has not formally resigned and even if there is no diminution or reduction in rank, status, or salary. In such cases, the employee is deemed to have been illegally dismissed. Other reasons that may constitute for constructive dismissal are:

- a. **Reassignment of an employee to perform duties and responsibilities inconsistent with the duties and responsibilities of his/her position such as from a position of dignity to a more servile or menial job;**
- b. **Reassignment to an office not in the existing organizational structure;**
- c. **Reassignment to an existing office but the employee is not given any definite set of duties and responsibilities;**
- d. **Reassignment that will cause significant financial dislocation or will cause difficulty or hardship on the part of the employee because of geographic location; or**
- e. **Reassignment that is done indiscriminately or whimsically because the law is not intended as a convenient shield for the appointing/ disciplining officer to harass or oppress a subordinate on the pretext of advancing and promoting public interest such as reassignment of employees twice within a year, or reassignment of career service officials and employees with valid appointments during change of administration of elective and appointive officials.**
- f. **other analogous instances or situations.**

A claim of constructive dismissal must be sufficiently established.

4.2.Detail is a temporary reassignment of a government employee from one department or agency to another, without any reduction in rank, status, or salary. The employee remains under the administrative jurisdiction of the parent agency, which retains full authority over human resource actions such as performance evaluation, leave management, and disciplinary proceedings. A detail without the employee's consent is allowed for a maximum of one (1) year, while a detail with consent may be extended up to three (3) years, subject to the discretion of the parent agency. The receiving agency is responsible for monitoring the employee's performance and must report any actions or issues to the parent agency for documentation and appropriate action. In the event of an administrative case, the receiving agency may file a complaint with the parent agency, which will handle the proceedings. If the employee believes the detail lacks justification, they may file an appeal with the Civil Service Commission (CSC) or its Regional Office within fifteen (15) days from receipt of the detail order.

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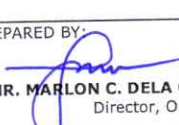

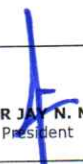
4.3. Secondment is a temporary movement of a government official or employee from one department, agency, or organization to another, including private sector entities or international organizations recognized by the Philippine government. It is intended to facilitate the sharing or transfer of expertise, technology, or the acquisition of vital competencies and specialized experience. Secondment is formalized through a Memorandum of Agreement (MOA) and does not require a new appointment. The employee remains on the plantilla of the parent agency, ensuring continuity of government service. To qualify, the secondee must hold a permanent second-level position, have a Very Satisfactory performance rating, possess at least three years of relevant experience, and have no pending administrative or criminal case. The standard duration is up to three years, extendable for another three years on meritorious grounds, subject to CSC approval. During secondment, the receiving agency typically pays the salary and benefits, and the employee earns leave credits from the receiving agency. Upon completion, the secondee returns to their original or a comparable position in the parent agency. Secondment to projects funded by the parent agency is prohibited, unless explicitly allowed by law.

The temporary vacancy created as a result of the Secondment may be filled up through the issuance of a substitute appointment or through a designation in accordance with Civil Service rules and regulations (CSC MC No. 12, s. 2024).

4.4. Designation - is a temporary assignment of additional or higher duties to a public official or employee, either on a full-time basis or in a concurrent capacity. It does not require a new appointment and may be terminated at any time at the discretion of the appointing authority. For positions without incumbent, a designation may be made only for a maximum of one (1) year. However, in the exigency of service the designation of employees may be renewed but not to exceed two (2) renewals.

An employee whose designation has been renewed twice shall no longer be allowed to be designated to the same position.

A designee in an acting capacity may perform both ministerial and discretionary functions associated with the position, provided the authority to exercise such functions—especially the power to appoint—is explicitly stated in the office order issued by the appointing authority. While designation does not entitle the employee to the salary of the position they are designated to, allowances such as Representation and Transportation Allowance (RATA) may be granted if authorized by law and specified in the designation order. Experience gained during the designation period may be credited as relevant experience for future appointments or promotions.

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XIII. PROBATIONARY PERIOD

Appointees in the career service with permanent status of appointment shall undergo a probationary period for a thorough assessment of their performance and character. The duration of probationary period is generally six (6) months unless the position requires a different period.

Probationary period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the PDF. Under this Rule, an appointee undergoing probation shall be referred to as “probationer.”

1. The probationary period shall cover the following employees:
 - a. Those who are issued original appointments under permanent status into career service;
 - b. Non-career service employees who are reappointed or reemployed to a career position under permanent status;
 - c. Temporary appointees who are reappointed under permanent appointment status in the career service (change of status to permanent)
 - d. Those who are reemployed under permanent status;
 - e. Those who are reappointed under permanent status from other agencies;**
 - f. First time appointees to closed career positions;
 - g. Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended shall under probation for a period of one (1) year; and
 - h. Appointees whose positions require probationary period as may be provided by law.

A notation stating that the appointee is under probation shall be specified in the issued appointment.

An employee under probationary period may be considered for promotion provided that he or she has obtained a Very Satisfactory performance rating after evaluation in the first three (3) months or six (6) months of the probationary period, as applicable.

2. The appointee’s performance during the probationary period shall be based in the set targets and outputs and shall be reviewed as follows:
 - a. The immediate supervisor (rater) shall regularly gather feedback on the appointee’s performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee’s performance.
 - b. The performance appraisal/evaluation shall be done at least twice during the probationary period and within every three (3) months or six (6) months depending on the duration of the probationary period, as required by the position;
 - c. The performance review shall be conducted within 10 days before the end of every rating period during the probationary period.
 - d. The critical factors to be reviewed shall be based on the performance dimensions indicated in the Strategic Performance Management System

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- and may include competency, and job-related critical incidents, such as habitual tardiness and continuous absence from work.
- e. The performance evaluation report shall be reviewed and certified by the Performance Management Team; and
 - f. The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, performance evaluation reports and/or recommendation for the continuity of the permanent appointment of the probationer.

The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review or depending on the duration of the probationary period as required by the position.

Issuance of termination of service by the appointing authority for cases proven to be demonstrations of unsatisfactory conduct or want of capacity shall adhere to prescribed CSC rules and regulations on probationary period. Notice of termination shall be issued fifteen (15) days immediately after it was proven, it shall state the reason/s for termination and supported by at least two (2) of the following:

- Performance Evaluation Report
- **Report of the immediate supervisor (rater) on job-related critical and unusual incidents and on unsatisfactory conduct or behavior of the probationer; or**
- **Other valid documents that may support the notice of termination of service**

The same may be appealed to the CSC RO concerned, within fifteen (15) days from receipt of the employee concerned but shall be executory pending appeal and must be included in the employee's 201 file, furnished the CSC FO concerned.

XIV. MODES OF SEPARATION

1. **Resignation** – an act of an employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date and must be given and received on a working day, which shall not be less than thirty (30) days from date of such notice or earlier as mutually agreed upon by the employee and the appointing officer. Acceptance of resignation of an employee is mandatory but may be suspended due to uncontrolled circumstances such as war, imminent danger to public safety, emergency cases or natural disasters and resignation shall be effective 30 days after the circumstances. It may be withdrawn by the employee nonetheless deemed complete and operative, the withdrawal thereof shall not automatically restore the employee to his/her former position. **Except when provided by law, a resignation may not be denied on account of the pendency of a case/s against the resigning employee.**
2. **Dismissal** – the act of being discharged or terminated from employment or service for cause. It is the definite severance of an employee from government service on the initiative of the agency, office, CSC, Ombudsman, or regular courts.

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

3. **Other Modes** – For other modes of separation such as dropping from the rolls, termination/expiration of temporary, coterminous, contractual or casual appointment, retirement or death, a copy of the order or notice of separation signed by the appointing authority stating the date of such separation, or the death certificate shall be submitted to the CSC Office within thirty (30) calendar days from the date of its effectivity.

XV. EFFECTIVITY

The TSU Merit Selection and Promotion Plan and subsequent amendments thereto shall take effect immediately after approval by the Civil Service Commission.

XVI. COMMITMENT

I hereby commit to implement and abide by the provisions of this Merit Selection and Promotion Plan. It is understood that this MSPP shall be the basis for expeditious approval of appointment.


DR. JASPER JAY N. MENDOZA
President

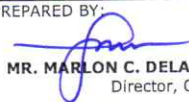


Date

Approved by:


ATTY. ROSALINDA A. TANALIGA-OLIVIA
Director IV

CSC Regional Director

Date **5/21/20**

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ANNEXES



TARLAC STATE UNIVERSITY
 Merit Selection and Promotion Plan for Non-teaching Personnel

ANNEX A.1

**QUALIFICATION STANDARD FORM
 NON-TEACHING PLANTILLA POSITIONS**

EDUCATION	:	
EXPERIENCE	:	
TRAINING	:	
ELIGIBILITY	:	
<i>Note: The Qualification Standards for the Plantilla Positions are based on the CSC Qualification Standards Manual.</i>		
REQUIRED COMPETENCY:		
Competency Type <i>(See guide below)</i>	Competency Standard	Proficiency Level <i>(See guide below)</i>
<i>Add additional rows as necessary</i>		
Duties & Responsibilities of the Position:		Percentage of working time <i>(Total Must Equal 100%)</i>
1.		
2.		
3.		
4.		
5.		
<i>Add additional rows as necessary</i>		

GUIDE TO COMPETENCY TYPE:

Core Competencies – these include the knowledge, skills and abilities required of everyone in the organization (from top to bottom). They are usually derived from the organization’s vision, mission and strategy. The core competencies set for TSU administrative positions were gleaned from the core values of the educational institution to reinforce and provide for the reinforcement of its envisioned culture.

Functional Competencies – These are the skills, knowledge, abilities required in a function such as finance, administrative services, instruction and the like.

Technical Competencies – These are behaviors, skills, knowledge and motivations that lead to success in a specialized specific job.

Leadership Competencies – These encompass knowledge, skills, and behaviors required to guide individuals and teams toward achieving organizational goals. These include strategic thinking, effective decision-making, resource management, and fostering collaboration, as well as the ability to motivate, communicate, and manage performance.

GUIDE TO PROFICIENCY LEVEL:

Expert – Demonstrates mastery of the competency in highly complex or unprecedented situations.

Advanced – Exhibits comprehensive knowledge and a broad understanding of the competency.

Intermediate – Applies knowledge and skills related to the competency effectively in familiar and predictable contexts.

Basic – Demonstrates introductory knowledge and skills related to the competency.

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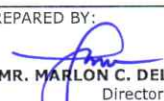




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Merit Selection and Promotion Plan for Non-teaching Personnel

ANNEX A.2
QUALIFICATION STANDARD FORM
NON-TEACHING PLANTILLA POSITIONS
(SAMPLE)

If you are requesting for the Administrative Assistant II (Human Resource Management Assistant I), SG 8 Plantilla position

EDUCATION	: Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	
EXPERIENCE	: 1 year of relevant experience	
TRAINING	: 4 hours of relevant training	
ELIGIBILITY	: Career Service (Subprofessional) / First Level Eligibility	
Note: The Qualification Standards for the Plantilla Positions are based on the CSC Qualification Standards Manual.		
REQUIRED COMPETENCY:		
Competency Type <i>(See guide below)</i>	Competency Standard	Proficiency Level <i>(See guide below)</i>
Technical	Proficiency in conducting and evaluating behavioral interviews using the STAR Method	Advanced
Technical	Knowledge of Omnibus Rules on Appointment and Other Human Resource Actions (2025)	Intermediate
Functional	Knowledge and Skills in Computer Operations and Applications	Intermediate
Core	Customer Service	Advanced
Core	Interpersonal and human relations skills	Advanced
Core	Integrity and professionalism at work especially in handling confidential concerns in the University	Advanced
<i>Add additional rows as necessary</i>		
Duties & Responsibilities of the Position:		Percentage of working time <i>(Total Must Equal 100%)</i>
Issues and reviews documentary requirements for permanent and contractual appointments.		25
Prepares and processes CSC forms and related documents, including but not limited to the Position Description Form (PDF), Certificate of Assumption of Duty, Oath of Office, and other appointment-related records of appointed personnel		20
Conducts initial screening and interviews of applicants		20
Assesses, evaluates, and screens application documents to ensure compliance with qualification standards and institutional requirements		15
Serves as Secretariat to the HRMPSB during committee meetings, including the preparation of minutes and related documentation.		15
Performs other tasks that may be assigned by the immediate supervisor		5
<i>Add additional rows as necessary</i>		

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ANNEX B

**VERIFICATION OF APPLICANT'S DOCUMENTS
(CONSENT FORM)**

I _____ the undersigned is fully aware that Tarlac State University is committed to ensuring the confidentiality, security, and protection of personal information in pursuant with *RA 10173* also known as the *Data Privacy Act (DPA) of 2012*, its Implementing Rules and Regulation (IRR), and other relevant laws of the Philippines.




As an applicant of this University, I understand that HR representatives may collect any information about my identity, educational background, eligibility, and previous work employment, or any documents containing my personal information. This includes but not limited to:

1. Name
2. School Attended
3. Course/Major
4. Academics Honors Received
5. Name of Previous Company
6. Position Title
7. Period of employment
8. Duties and Responsibilities
9. Job Performance
10. Disciplinary Records
11. Eligibility
12. Training and Seminars attended
13. Other information relating to my job application.

I voluntarily give my consent to Tarlac State University authorized representative to access, verify, examine and/or inspect my personal data or information for the purpose of confirmation the correctness of submitted data/documents as part of the hiring process and procedures of the university.

Signature over printed name of Applicant

Date Signed

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

ANNEX C.1
PROFESSIONAL QUALIFICATIONS EVALUATION FORM
FOR FIRST-LEVEL NON-TEACHING PERSONNEL

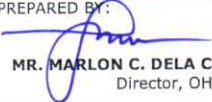


			Point Reference	Earned Points
A. Educational Qualification (Highest Creditable Point)				
A.1 First Level Positions Requiring Eligibility				
	A.1.3	Master's degree (Relevant)	40	
	A.1.4	Master's degree (Relevant) (units earned) *30 + 1 point for every 6 units earned, not to exceed the highest creditable points	35	
	A.1.5	Bachelor's Degree (Relevant)	30	
	A.1.6	Bachelor's Degree (Irrelevant)	27.5	
	A.1.7	Post-Secondary Diploma Program Graduate / College Undergraduate (Relevant) *20 + 0.75 point for every 18 units earned, not to exceed the highest creditable points	25	
	A.1.8	Post-Secondary Diploma Program Graduate / College Undergraduate (Irrelevant) *20 + 0.5 point for every 18 units earned, not to exceed the highest creditable points	22.5	
		Senior High Graduate	20	
	A.1.9	Junior High Graduate/Highschool Graduate (Old Curriculum)	18	
	A.1.10	Elementary Graduate	15	
	A.1.11	Elementary Undergraduate	10	
A.2 First Level Positions Not Requiring Eligibility				
	A.2.1	Bachelor's Degree (Relevant)	35	
	A.2.2	Bachelor's Degree (Irrelevant)	30	
	A.2.3	Post-Secondary Diploma Program Graduate / College Undergraduate (Relevant) *20 + 0.75 point for every 18 units earned, not to exceed the highest creditable points	25	
	A.2.4	Post-Secondary Diploma Program Graduate / College Undergraduate (Irrelevant) *20 + 0.5 point for every 18 units earned, not to exceed the highest creditable points	22.5	
	A.2.5	Senior High Graduate	20	
	A.2.6	Junior High Graduate/Highschool Graduate (Old Curriculum)	18	
	A.2.7	Elementary Graduate	15	
	A.2.8	Elementary Undergraduate	10	
B. Trainings and Seminars (Total Points)				
B.1 For First Level Positions Requiring Eligibility (Maximum of 15)				
B.1.1 Functional and Technical (Max. of 5)				
	B.1.1.1	International (1 point for every 8 hours) (not to exceed 5 points per learning activity)		
	B.1.1.2	Local (0.5 for every 8 hours) (not to exceed 3 points per learning activity)		
B.1.2 Core (Max. of 10)				
	B.1.2.1	International (0.5 point for every 8 hours) (not to exceed 5 points per learning activity)		

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		B.1.2.2	Local (0.25 for every 8 hours) (not to exceed 3 points per learning activity)		
B.2	For First Level Positions Not Requiring Eligibility (Max. of 20)				
	B.2.1	Functional and Technical (Max. of 10)			
		B.2.1.1	International (1 point for every 8 hours) (not to exceed 5 points per learning activity)		
		B.2.1.2	Local (0.5 for every 8 hours) (not to exceed 3 points per learning activity)		
	B.2.2	Core (Max. of 10)			
		B.2.2.1	International (0.5 point for every 8 hours) (not to exceed 5 points per learning activity)		
		B.2.2.2	Local (0.25 for every 8 hours) (not to exceed 3 points per learning activity)		
		Subtotal			
C.	Professional Experience (Total Points)				
	C.1 For First Level Positions Requiring Eligibility (Max. of 25)				
	C.1.1	Permanent/Temporary at TSU (2 points per year)			
	C.1.2	Contractual/Substitute/Co-Terminus in TSU (1.5 point per year)			
	C.1.3	Regular/Permanent/Temporary/Contractual appointment from other government agency (1 point per year)			
	C.1.4	Job Order/Lecturer appointment in TSU (1 point per year)			
	C.1.5	Job Order/Lecturer in other government agencies/ Others (private agency/company) (0.75 point per year)			
	C.2 For First Level Positions Not Requiring Eligibility (Max. of 30)				
	C.2.1	Permanent/Temporary at TSU (2 points per year)			
	C.2.2	Contractual/Substitute/Co-Terminus in TSU (1.5 point per year)			
	C.2.3	Regular/Permanent/Temporary/Contractual appointment from other government agency (1 point per year)			
	C.2.4	Job Order/Lecturer appointment in TSU (1 point per year)			
	C.2.5	Job Order/Lecturer in other government agencies/ Others (private agency/company) (0.75 point per year)			
		Subtotal			
D.	Eligibilities and Certifications (Total Points)				
	For First Level Positions Requiring Eligibility (Max. of 10)				
	For First Level Positions Not Requiring Eligibility (Max. of 5)				
	D.1	Bar/PRC License equivalent to second-level eligibility and relevant to the position		5	
	D.2	Career Service Professional / PD 907 / PD 997 / PRC License equivalent to second-level eligibility but not relevant to the position		4	
	D.3	Career Service Sub-Professional / PRC License equivalent to first-level eligibility and relevant to the position		3	
	D.4	TESDA Certification / National Certificate (NC) / Converted or other licenses required, or PRC License equivalent to first-level eligibility but not relevant to the position		2	
	D.5	TESDA Certification / NC / Converted or other licenses subject to renewal but not relevant to the position, or other certifications not listed above		1	

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

		Subtotal		
E.	Awards and Commendations (Total Points – Max. of 5)			
E.1	International (5 points for each award)			
E.2	National (4 points for each award)			
E.3	Regional (3 points for each award)			
E.4	Local (2 points for each award)			
E.5	Institutional/Others (1 point for each award)			
		Subtotal		
F.	Professional Contributions (Total Points – Max. of 5)			
F.1	Professional Development and Training Services			
	F.1.1	International	1	
	F.1.2	Regional/National	0.5	
	F.1.3	Local/Institutional	0.25	
F.2	Research, Discoveries, and Creative Outputs			
	F.2.1	International	5	
	F.2.2	Regional/National	4	
	F.2.3	Local/Institutional	3	
F.3	Technical Assistance and Advisory			
	F.3.1	For serving as a consultant /expert in an activity of an educational, technological, professional scientific or cultural nature (foreign or local) sponsored by government agencies or private entities. (per activity/project)		
		F.3.1.1	International	1
		F.3.1.2	Regional/National	0.5
		F.3.1.3	Local/Institutional	0.25
	F.3.2	For expert services as adviser/consultant /validator /statistician /language critic and other analogous services in doctoral dissertation, master's and undergraduate thesis, or their equivalents as requirements for the completion of academic programs.		
		F.3.2.1	Doctoral dissertation	1
		F.3.2.2	Masteral Thesis	0.5
		F.3.2.3	Undergraduate Thesis	.25
	F.3.3	For serving as an officer or member in professional organizations, Technical Committee, Commission in any government agency including TSU (1 point per year)	1	
	F.3.4	For expert service as an examiner, testing officer or assessor in trade skills, Civil Service Commission, and other Professional Regulations Commission Examination (0.5 point per examination)	0.5	
	F.3.5	For services as coach /trainer of the students in official activities and adviser of accredited students organization (0.5 point per year)		
	F.3.6	Participation as a winning player or performer (at least Top 3) in inter-agency cultural or sports activities shall be credited at 0.5 point per category per event/year	0.5	
F.4	Community Outreach			
	Participation in voluntary service-oriented projects in the community (per project, regardless of number of days)			
			Subtotal	.25
GRANDTOTAL				

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

ANNEX C.2

**PROFESSIONAL QUALIFICATIONS EVALUATION FORM
FOR SECOND-LEVEL NON-TEACHING PERSONNEL**

			Point Reference	Earned Points
A.	Educational Qualification (<i>Highest Creditable Point</i>)			
A.1	For Second Level Positions			
	A.1.1	Doctorate degree (Relevant)	45	
	A.1.2	Doctorate degree (Relevant) (units earned) *35 + 1 point for every 6 units earned, not to exceed the highest creditable points	40	
	A.1.3	Master's degree (Relevant)	35	
	A.1.4	Master's degree (Relevant) (units earned) *25 + 1 point for every 6 units earned, not to exceed the highest creditable points	30	
	A.1.5	Post Graduate Diploma (Relevant)	30	
	A.1.6	Bachelors' Degree (Relevant)	25	
	A.1.7	Bachelor's Degree (Irrelevant)	20	
B.	Trainings and Seminars (<i>Total Points</i>) (<i>Maximum of 10</i>)			
	B.1	Functional and Technical /Leadership /Managerial /Supervisory (<i>Max. of 7</i>)		
	B.1.1	International (1 point for every 8 hours) (not to exceed 5 points per learning activity)		
	B.1.2	Local (0.5 for every 8 hours) (not to exceed 3 points per learning activity)		
	B.2	Core (<i>Max. of 3</i>)		
	B.2.1	International (0.5 point for every 8 hours) (not to exceed 5 points per learning activity)		
	B.2.2	Local (0.25 for every 8 hours) (not to exceed 3 points per learning activity)		
Subtotal				
C.	Professional Experience (<i>Total Points</i>) (<i>Max. of 25</i>)			
	C.1	Permanent/Temporary at TSU (2 points per year)		
	C.2	Contractual/Substitute/Co-Terminus in TSU (1.5 point per year)		
	C.3	Regular/Permanent/Temporary/Contractual appointment from other government agency (1 point per year)		
	C.4	Job Order/Lecturer appointment in TSU (1 point per year)		
	C.5	Job Order/Lecturer in other government agencies/ Others (private agency/company) (0.75 point per year)		
Subtotal				
D.	Eligibilities and Certifications (<i>Total Points</i>) (<i>Max. of 10</i>)			
	D.1	Bar/PRC License equivalent to second-level eligibility and relevant to the position	5	
	D.2	Career Service Professional/ PRC License equivalent to second-level eligibility but not relevant to the position	4	
	D.3	Career Service Sub-Professional / PRC License equivalent to first-level eligibility and relevant to the position	3	
	D.4	TESDA Certification / National Certificate (NC) / Converted or other licenses required, or PRC License equivalent to first-level eligibility but not relevant to the position	2	
	D.5	TESDA Certification / NC / Converted or other licenses subject to renewal but not relevant to the position, or other certifications not listed above	1	
Subtotal				
E.	Awards and Commendations (<i>Total Points</i>) (<i>Max of 5</i>)			
	E.1	International (5 points for each award)		

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Merit Selection and Promotion Plan for Non-teaching Personnel

E.2	National (4 points for each award)		
E.3	Regional (3 points for each award)		
E.4	Local (2 points for each award)		
E.5	Institutional/Others (1 point for each award)		
		Subtotal	
F.	Professional Contributions (Total Points) (Max of 5)		
F.1	Professional Development and Training Services		
F.1.1	International (1 point for each service)		
F.1.2	Regional/National (0.5 point for each service)		
F.1.3	Local/Institutional (0.25 point for each service)		
F.2	Research, Discoveries, and Creative Outputs		
F.2.1	International (1 point for each project)		
F.2.2	Regional/National (0.5 point for each project)		
F.2.3	Local/Institutional (0.25 point for each project)		
F.3	Technical Assistance and Advisory		
F.3.1	For serving as a consultant /expert in an activity of an educational, technological, professional scientific or cultural nature (foreign or local) sponsored by government agencies or private entities. (per activity/project)		
F.3.1.1	International (1 point for each activity)		
F.3.1.2	Regional/National (0.5 point for each activity)		
F.3.1.3	Local/Institutional (0.25 point for each activity)		
F.3.2	For expert services as adviser/consultant /validator /statistician /language critic and other analogous services in doctoral dissertation, master's and undergraduate thesis, or their equivalents as requirements for the completion of academic programs.		
F.3.2.1	Doctoral dissertation (1 point)		
F.3.2.2	Masteral Thesis (0.5 point)		
F.3.2.3	Undergraduate Thesis (0.25 point)		
F.3.3	For serving as an officer or member in professional organizations, Technical Committee, Commission in any government agency including TSU (1 point per year)		
F.3.4	For expert service as an examiner, testing officer or assessor in trade skills, Civil Service Commission, and other Professional Regulations Commission Examination (0.5 point per examination)		
F.3.5	For services as coach /trainer of the students in official activities and adviser of accredited students organization (0.5 point per year)		
F.3.6	Participation as a winning player or performer (at least Top 3) in inter-agency cultural or sports activities shall be credited at 0.5 point per category per event/year		
F.4	Community Outreach		
	Participation in voluntary service-oriented projects in the community (per project, regardless of number of days) (0.25 per project)		
		Subtotal	
GRANDTOTAL			

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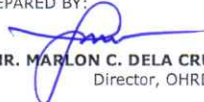




TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

ANNEX C.3

POINT ALLOCATION FOR PROFESSIONAL QUALIFICATIONS EVALUATION

Category	Maximum Creditable Points		
	First Level Not Requiring Eligibility	First Level Requiring Eligibility	Second Level
A. Education	35	40	45
B. Training	20	15	10
C. Experience	30	25	25
D. Eligibility and Certifications	5	10	10
E. Awards	5	5	5
F. Professional contributions	5	5	5
TOTAL:	100	100	100

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ANNEX D

COMPETENCY-BASED BEHAVIORAL INTERVIEW FORM

Rating Scale:	5 - Shows Strength 4 – Very Proficient 3 – Proficient 2 – Minimal Development Needed 1 – Much Development Needed	- demonstrated 95% to 100% of the behavioral indicator - demonstrated 85% to 94% of the behavioral indicators - demonstrated 75% to 84% of the behavioral indicators - demonstrated 50% to 74% of the behavioral indicators -demonstrated less than 50% of the behavioral indicators				
TARGET COMPETENCY DEFINITION						
REQUIRED LEVEL OF COMPETENCY DESCRIPTION (Expected Behavioral Indicator)						
STAR	1	2	3	4	5	REMARKS
For Situation/Task <ul style="list-style-type: none"> ● Give me a specific example when you... ● Tell me about a time when you had... ● Describe a situation when... (Supply the target competency to be measured) 						
For Action <ul style="list-style-type: none"> ● What were the steps undertaken... ● Describe the specific actions... ● How were you able to achieve the result... 						
For Results <ul style="list-style-type: none"> ● Cite the results of your actions... ● What happened... ● What was the result... 						
ABILITY TO PRESENT SELF (Voice & Speech, Confidence, Emotional Stability, and Alertness)						
ABILITY TO PRESENT IDEAS (Thought Composition and Organization)						
TOTAL						

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ANNEX E

TABLE OF SPECIFICATION OF COMPETENCY EXAMINATION (SAMPLE)

If you are requesting for the Administrative Assistant II (HRM Asst.), SG 8 Plantilla position

Competency Type	Competency	Proficiency Level	Assessment Tool	Test Part/Item No.	Question/ Behavioral Indicator	Time Limit	Equivalent Point/Reference/ Total	Expected Output/Scoring Key
Technical	Knowledge of Omnibus Rules on Appointment and Other Human Resource Actions (2025)	Intermediate	Pen and Paper Test	Test A.	Identify and enumerate the documentary requirements for submission to the Civil Service Commission (CSC) for permanent appointment.	15 mins.	50 points	<ul style="list-style-type: none"> • RAI • Appointment Form • PDS & WES • Proof of Eligibility • PDF • Panunumpa sa Katungkulan • COA
Functional	Knowledge and Skills in Computer Operations and Applications	Intermediate	Practical	Test B.	Perform computer tasks such as file management, word processing, spreadsheet data entry, email use, and basic troubleshooting	1 hour and 20 mins.	25 points	Can efficiently operate a computer, navigate the operating system, use common office applications, manage files and folders, apply basic troubleshooting steps, and produce accurate outputs through hands-on demonstration or structured practical tasks.
Core	Customer Service	Advanced	Pen and Paper Test	Test C.	<p>Multiple Choice (Situational)</p> <p>Question 1 An employee approaches you visibly upset, claiming that their promotion was unfairly denied and demanding immediate access to the evaluation documents. The supervising officer is currently unavailable. What is the BEST response? A. Provide the evaluation documents to calm the employee and show transparency. B. Explain that you cannot release the documents and advise the employee to send a written complaint. C. Acknowledge the employee's concern, explain the proper process and confidentiality limitations, and offer to schedule a discussion with the appropriate officer. D. Suggest the employee raise the issue directly with top management.</p> <p>Question 2 A job applicant angrily complains that their application was rejected due to a policy they believe is "unfair" and demands that you override it. What is the MOST appropriate action? A. Defend the policy firmly and end the conversation. B. Agree with the applicant to de-escalate the situation. C. Listen calmly, explain the policy and its basis clearly, and inform them of any available review or appeal options. D. Transfer the call immediately to your supervisor without explanation.</p> <p>Question 3 A supervisor requests verbal confirmation of an employee's disciplinary record, claiming it is needed for an urgent management decision. The employee has not given written consent, and no formal request has been filed. What should you do? A. Provide the information verbally since it is for management use. B. Decline abruptly and tell the supervisor to check the employee's file themselves. C. Explain the confidentiality requirements, offer to initiate the proper documentation process, and refer the request to the authorized office. D. Share only partial information to accommodate the urgency.</p>	25 mins.	25 points	C, C, C
Total						2 hours	100 points	

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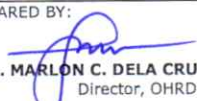
ANNEX F

COMPETENCY TEST SCORING RUBRIC

Instructions: For objective-type examinations, ratings shall be based on the examinee's test score, task completion, accuracy, and compliance with prescribed time limits, where applicable.

For subjective-type examinations, whether theoretical (written/oral) or practical (performance-based), ratings shall be based on the accuracy of knowledge, clarity and coherence of reasoning or execution, organization of ideas or procedures, appropriate application of concepts or skills, and overall quality of the output or response.

PROFICIENCY LEVEL	INDICATOR (Objective-Type Examination)	INDICATOR (Subjective-Type Examination)
Expert	Achieved an outstanding score on the objective test. Demonstrates exceptional knowledge and/or skills. Accurately completes all required items and, where applicable, accomplishes tasks ahead of the given time.	Demonstrates exceptional mastery of required knowledge and/or skills. Concepts, procedures, or techniques are applied accurately and appropriately. Ideas or actions are clear, logical, and well-organized. Provides precise explanations, correct reasoning, and/or highly competent execution with relevant examples, details, or outputs that meet or exceed standards.
Advanced	Achieved an above-average score on the objective test. Demonstrates strong knowledge and/or skills. Accurately completes required items within the given time with minimal errors.	Demonstrates strong knowledge and/or skill competence. Responses or performance are generally accurate and complete, with minor lapses that do not affect overall quality. Ideas or actions are organized and clearly presented. Shows proper application of concepts or skills and meets expected standards.
Intermediate	Achieved an average score on the objective test. Demonstrates adequate or functional knowledge and/or skills. Completes required items within the given time but shows limitations in accuracy, consistency, or depth.	Demonstrates adequate or average knowledge and/or skills. Shows basic understanding or execution but is limited to general concepts or routine procedures. Organization is acceptable but lacks depth, precision, or refinement. Output or response meets minimum requirements but requires improvement.
Basic	Achieved a below-average score on the objective test. Demonstrates limited knowledge and/or skills. Shows difficulty completing tasks within the given time and/or commits noticeable errors.	Demonstrates minimal knowledge and/or skill competence. Understanding or execution is incomplete or inconsistent. Ideas or actions are poorly organized, unclear, or improperly applied. Output or response falls below expected standards and shows significant gaps.
Development Needed	Achieved a low score on the objective test. Demonstrates insufficient knowledge and/or skills. Unable to complete tasks correctly, accurately, or within the given time requirements.	Demonstrates insufficient knowledge and/or skills. Response or performance is poorly organized, inaccurate, or inappropriate. Shows little understanding of concepts or procedures and is unable to meet task requirements even with guidance.

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TARLAC STATE UNIVERSITY
 Merit Selection and Promotion Plan for Non-teaching Personnel

ANNEX G
COMPETENCY TEST SUMMARY

		Applicant/s			
		1		2	
Percentage (%)		Score	Weight	Score	Weight
65	TEST I. Technical Test				
30	TEST II. Aptitude Test				
5	TEST III. Intelligence Test				
TOTAL					
RANK					

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ANNEX H
COMPETENCE ASSESSMENT SUMMARY

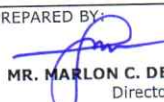


PLANTILLA ITEM NO.:
 PLACE OF ASSIGNMENT:
 JOB SUMMARY:

QUALIFICATION STANDARDS
 EDUCATION:
 EXPERIENCE:
 TRAINING:
 ELIGIBILITY:

DUTIES AND RESPONSIBILITIES:

- 1.
- 2.
- 3.
- 4.
- 5.

Required Competency			Competency Assessment Tool/ Methodology	Assessed Proficiency Level
Competency Type	Competence	Proficiency Level		

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

ANNEX J

FACTOR ALLOCATION IN THE COMPUTATION OF THE OVERALL RATING OF APPLICANTS

Factor	1	2
	First Level Not Requiring Eligibility	First Level Requiring Eligibility and Second Level
	Percentage	Percentage
Professional and Educational Qualification	50%	50%
Competency/Skills Test	35%	30%
Interview	15%	15%
Performance	N/A	5%
TOTAL:	100%	100%

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TARLAC STATE UNIVERSITY
Merit Selection and Promotion Plan for Non-teaching Personnel

ANNEX K
EMPLOYMENT / CHARACTER BACKGROUND CHECK

Name of Applicant: _____

Position Applied For (leave blank): _____

Relationship of Reference to Applicant

- Former Employer
- Academic Instructor / Professor
- Thesis Adviser / Practicum Supervisor
- Internship / OJT Supervisor
- Training Coordinator
- Colleague
- Community / Organizational Leader
- Other (please specify): _____

Applicant's Role / Designation (if applicable) (e.g., Student, Intern, Research Assistant, Organization Officer) _____

Period of Employment/Association with the Applicant _____

Institution / Company / Organization Name _____

Nature of Employment

- Full-time Employment
- Part-time Employment
- Project-based
- Probationary
- OJT / Internship / Practicum
- Academic Engagement (e.g., coursework, thesis, research supervision)
- Volunteer / Organizational Involvement

Main Duties and Responsibilities of the Applicant (if academic, kindly describe the applicant's academic performance, responsibilities, leadership, research, or participation in class or school activities.)

Attendance, Punctuality, or Compliance (if applicable; otherwise indicate "Not Applicable")

Absences: _____
Tardiness: _____
Remarks / Reasons (if any): _____

Were there any recorded concerns, complaints, or disciplinary issues involving the applicant?

- None
- Yes (please specify nature and resolution, if applicable): _____

Notable Recognitions, Awards, or Academic / Organizational Achievements (if any)

Observed Strengths of the Applicant

(e.g., work ethic, communication skills, integrity, leadership, professionalism, initiative, dependability)

Areas for Improvement (if any)

Overall Assessment of the Applicant's Performance / Conduct

- 3 – Satisfactory
- 4 – Very Satisfactory
- 5 – Outstanding

Would you recommend this applicant for employment or professional appointment?

- Yes
- Yes, with reservations
- No

Level of Recommendation

- 3 – Fairly Recommended
- 4 – Strongly Recommended
- 5 – Excellent Recommendation

Additional Comments on the Applicant's Character, Attitude, and Professional Readiness

(Especially for fresh graduates, comments on maturity, ethical conduct, and potential for growth are highly appreciated.)

Acknowledgment

I declare that the information provided is true, correct, and based on my direct knowledge and professional or academic interaction with the applicant.

Name of Reference: _____

Position / Title: _____

Institution / Organization: _____

Signature over Printed Name: _____

Date: _____

Conducted by: Signature over Printed Name
RSP Unit Staff

Reviewed by: Signature over Printed Name
RSP Unit Head

Action:

- For Filing
- For Deliberation

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