

Republika ng Pilipinas  
**PAMBANSANG PANGASIWAAN NG PATUBIG**  
*(National Irrigation Administration)*  
Lungsod ng Quezon

**NIA-REVISED MERIT SELECTION PLAN**

Pursuant to the Revised Policies provided under CSC Resolution No. 010114 and CSC Memorandum Circular No. 3, dated January 26, 2001, the approved NIA-Merit Selection Plan dated May 16, 2003 disseminated through NIA Memorandum Circular No. 55, s. 2003 dated October 20, 2003 is hereby amended in part to incorporate identified improvements deemed necessary during the implementation of the NIA-MSP. Hence, this shall now be referred to as NIA-Revised Merit Selection Plan.

**I. OBJECTIVES**

It is the policy of the NIA to strictly adhere to the principles of merit, fitness and equality. The selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity or political affiliation. In this pursuit, the NIA-MSP aims to:

1. Establish a system that is characterized by strict observance of the merit, fitness and equality principles in the selection of employees for appointment to positions in the career and non-career service in all levels.
2. Create equal opportunities for employment to all qualified men and women to enter the government service and for career advancement in the NIA.

**II. SCOPE**

This NIA-Revised MSP shall cover positions in the first, second and second level-non-supervisory/supervisory and second level-executive/managerial, and shall also include original appointments and other related personnel matters.

**III. DEFINITION OF TERMS**

1. Agency – shall mean the National Irrigation Administration (NIA).
2. Career Service - positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
3. Comparatively at Par – predetermined reasonable difference or gap between point scores of candidates for appointment established by the PSB.
4. Deep Selection – the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.

5. Discrimination - is a situation wherein a qualified applicant is not included in the selection line-up on account of gender, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.
6. First Level Positions - shall include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory capacity.
7. Functional Relationship – shall mean the correlation between the current position and the position to be considered next-in-rank taking into consideration the duties and responsibilities of both positions.
8. Job Requirements - requisites not limited to the qualification standards of the position, but may include skills, competencies, potential, physical and psychosocial attributes necessary for the successful performance of the duties required of the position.
9. Merit Promotion - is a systematic method of selecting employees for advancement or promotion on the basis of their qualifications, fitness and ability to perform the duties and assume the responsibilities of the position being filled.
10. Next-in-Rank Position – 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 NIA’s System of Ranking Positions (SRP).
11. Non-Career Service – positions expressly declared by law to be in the non-career; 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; and (2) tenure which is co-terminous with that of the appointing authority or subject to his pleasure, or which is limited to the duration of particular project for which purpose employment was made or positions co-terminous with project activities.
12. Open Positions – refer to those positions in each occupational group that do not have any positions next-in-rank or residual positions to each level or group which may be filled by lateral/vertical entry.
13. Personnel Action - any action denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer, reinstatement, reemployment, detail, reassignment, secondment and demotion.
14. Promotion - is the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary.
15. Promotional Line-Up – is a listing of incumbents of position next-in-rank to a vacancy as well as those who, though not next-in-rank are deemed qualified and competent together with all necessary information about each incumbent.
16. Psycho-Social Attributes – refer to the characteristics or traits of a person which involve both psychological and social aspects. Psychological includes the way he/she

perceives things, ideas, beliefs and understanding and how he/she acts and relates these things to others and in a social situations.

17. Qualification Standards - is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required in the performance of the job.
18. Qualified Next-in-Rank – refers to an employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the SRP (approved by the head of agency and the CSC) and who meets the requirements for appointment to the next higher position.
19. Second Level-Non-Supervisory Position – this includes professional, technical and scientific positions performing work requiring the practice of profession or application of knowledge acquired through formal training in a particular field or the exercise of a natural, creative or artistic ability or talent in arts and letters. Also included in this category are positions involved in research and application of professional knowledge and methods to a variety of technological, economic, industrial and government functions.
20. Second Level-Supervisory Position – this includes professional, technical and scientific positions in a department or agency or local government, which have the responsibility of overseeing the work of an organizational unit charged with a major and specialized activity. For this purpose, a supervisor shall be the one who plans, programs, delegates tasks and evaluates performance of employees; monitors work outputs; maintains morale and discipline among employees; develops cooperation and ensures a well coordinated workforce; and coordinates and cooperates with other organizational units within the department or agency.
21. Second Level-Executive/Managerial Position - this includes professional, technical and scientific positions, 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. As applied to NIA, it refers to the positions of Regional/Operations Manager (UPRIIS & MRIIS) and Department Manager (Central Office).
22. Selection - is 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.
23. Selection Line-up – is a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating, relevant work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential.

24. Superior Qualifications – shall mean outstanding relevant work accomplishments, educational attainment and training appropriate for the position to be filled. It shall include demonstration of exceptional job mastery and potential in major areas of responsibility.
25. System of Ranking Positions - is the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following:
  - a. Organizational structure;
  - b. Salary grade allocation;
  - c. Classification and functional relationship of positions; and
  - d. Geographical location
26. Third Level Positions - require Career Executive Service (CES) Eligibility. As applied to NIA, it refers to the positions of Deputy Administrators, Senior Deputy Administrator and Administrator, generally referred to as Top Management officials.

#### **IV. POLICY GUIDELINES**

1. The NIA-Revised MSP shall cover positions in the first, second level – non-supervisory/supervisory and second level-executive/managerial and shall also include original appointments and other related personnel actions.
2. Selection of employees for appointment in the NIA shall be open to all qualified officers and employees according to the principle of merit and fitness.

There shall be equal employment opportunity for men and women at all levels of position in the NIA, provided they meet the minimum requirements of the position to be filled.

3. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity or political affiliation.
4. When a position in the first, second level – non-supervisory / supervisory or second level – executive / managerial becomes vacant, applicants for employment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment.

In addition to the required qualifications, applicants for second level-executive/managerial positions must possess executive and managerial competence.

5. Vacant positions marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the agency where they exist for at least ten (10) working days. Other appropriate modes of publication shall be considered.

Filling of vacant positions shall be made only after ten (10) working days from their publication.

Submission of applications, on the other hand, shall be up to the 15<sup>th</sup> working day from publication. Any delay in the submission accompanied by a justification shall be subject to the approval of the Deputy Administrator for Administrative and Finance.

The publication of a particular vacant position shall be valid until filled-up but not to extend beyond six (6) months reckoned from the date the vacant position was published. In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from date of publication.

6. The following positions are exempt from the publication requirement:
  - (a) Primarily confidential positions;
  - (b) Positions which are policy-determining;
  - (c) Highly technical positions;
  - (d) Other non-career positions;
  - (e) Third level positions (Career Executive Service); and
  - (f) Positions to be filled by existing regular employees in the agency in case of reorganization
7. The appointing authority shall be personally liable for the salary of appointees whose appointments have been disapproved for violation of pertinent laws, such as publication requirement pursuant to RA 7041.
8. A Personnel Selection Board (PSB) shall be established which shall screen candidates for first, second level – non-supervisory / supervisory and second level-executive/managerial positions. All candidates for appointment to these levels of position shall be screened by the PSB.
9. Candidates for appointment to second level - executive/managerial positions shall be screened by the PSB for Second Level - Executive/Managerial composed of three (3) members of the EXECOM.
10. Appointment to the following positions shall no longer be screened by the PSB:
  - a. Substitute appointment due to their short duration and emergency nature. However, should the position be filled by regular appointment, candidates for the position should be screened and passed upon by the PSB;
  - b. Appointment to entry laborer positions;
  - c. Appointments to personal and primarily confidential positions; and
  - d. Renewal of temporary appointment issued to the incumbent personnel.
11. The Administrator shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSB for all levels.
12. For vacancies in the first and second level – non-supervisory / supervisory, all next-in-rank employees shall be informed of the vacancies. Failure of a next-in-rank employee to

submit his/her application within the prescribed period of submission, i.e. 15<sup>th</sup> working day from publication, shall be deemed waiver of his/her right to be considered.

13. The appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualifications and competence, and has undergone selection process.

14. The comparative competence and qualification of candidates for appointment shall be determined on the basis of:

(a) PERFORMANCE

i. For appointment by promotion, the performance rating of the appointee for the last rating period prior to the effectivity date of the appointment should be at least very satisfactory.

ii. For appointment by transfer, the performance rating for the last rating period immediately preceding the transfer from the former office or agency should be at least very satisfactory.

iii. Provided, however, that a greater percentage weight shall be allocated to performance.

(b) EDUCATION

Includes educational background which must be relevant to the duties of the position to be filled.

(c) TRAINING

Includes successful completion of training courses, scholarships, training grants, which must be relevant to the duties of the position to be filled and other trainings related to personality development, character enhancement, work ethics and the like.

(d) EXPERIENCE

Include occupational history and relevant work experience acquired either from the government or private sector.

(e) PSYCHO-SOCIAL ATTRIBUTES and PERSONALITY TRAITS

Refer to the characteristics or traits of a person which involve both psychological and social attributes. Psychological aspect includes the way he/she perceives things, ideas, beliefs and understanding while social aspect includes how he/she acts and relates these things to others and in social situations.

(f) POTENTIAL

Refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of higher or more responsible positions. An appointee should have at least Average Weighted Potential Rating to be considered for appointment.

15. An employee may be promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the approved SRP, or the lone or entrance position indicated in the NIA staffing pattern or during reorganization, rationalization, reengineering and the like.
16. An employee should have rendered at least very satisfactory service for the last rating period in the present position before being considered for appointment or promotion, as the case may be.
17. Experience to be considered for second level – non-supervisory / supervisory vacancies shall have been earned while occupying a second level position. Experience in first level position may be considered as relevant experience requirement of second level - non-supervisory / supervisory positions when acquired in the same occupational group of functionally related positions.
18. An employee who is on local or foreign scholarship or training grant or on secondment 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 secondment or maternity leave.

*If promoted, the effectivity date of the promotional appointment shall be upon the assumption to duty after the scholarship or training grant or maternity leave.*

19. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
20. The approved NIA-Revised MSP shall be used as one of the bases for the expeditious approval of appointments, for attestation and accreditation and final action on appointments.

## **V. PROCEDURES ON HIRING / SELECTION / PROMOTION**

The following procedures shall be observed in filling any vacant positions whether in the first, second level – non-supervisory / supervisory or second level-executive / managerial in the career service and as shown in detail in the Recruitment and Selection Flow Chart:

1. The HRMO / Personnel Officer or the duly authorized personnel in-charge of personnel matters shall publish the vacancy in the CSC Bulletin of Vacant Positions or other modes of publication and post the same in three (3) conspicuous places where the vacancy exists.
2. For vacancies in the first and second level – non-supervisory / supervisory, all next-in-rank employees shall be informed of the vacancies. Failure of a next-in-rank employee to submit his/her application within the prescribed period of submission, i.e. 15<sup>th</sup> working day from publication shall be deemed waiver of his/her right to be considered.
3. Conduct preliminary evaluation of the qualifications of all candidates vis-à-vis job requirements.

- (a) The selection line-up shall reflect the comparative competence and qualifications of candidates.

The greatest percentage weight shall be allocated to performance.

The distribution of percentage weights are allocated as follows:

<u>FACTORS</u>	<u>PERCENTAGE WEIGHT (%)</u>
Performance	35%
Education	15%
Training	10%
Experience	20%
Psycho-Social Attributes	10%
Potential	<u>10%</u>

100%

5. Submit the selection line-up to the PSB for deliberation en banc.
6. The PSB shall determine en banc all qualified candidates and prepare a certification of eligible candidates for appointment.

Further assessment such as: written examination, skills test, hands-on examination, interview and others may be conducted as deemed necessary by the PSB.

7. Submit the list of eligible candidates from which the appointing authority shall choose the applicant to be appointed through the requesting / recommending officials.
8. The appointing authority shall assess the PSB's certified list of eligible candidates and appoint the candidate he deems best qualified to fill the vacancy.
9. Issue appointment in accordance with the provisions of the agency Revised Merit Selection Plan.
10. Post a notice announcing the appointment of an employee on the first succeeding working day after the issuance of the appointment for at least ten (10) working days. The date of posting should be indicated in the notice.

## **VI. PROTEST**

1. A qualified next-in-rank employee shall have the right to appeal initially to the head of Agency, the Administrator, then to the Civil Service Commission Regional Office, and then to the Civil Service Commission Proper under the following conditions:
  - a. Non-compliance with the selection process;
  - b. Discrimination on account of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation;



- c. Disqualification of applicant to a career position for reason of lack of confidence of the appointing authority; and
- d. Other violations of the provisions of this Merit Selection Plan

## **VII. PERSONNEL SELECTION BOARD (PSB)**

1. Personnel Selection Board shall be established for the screening and evaluation of candidates for appointment / promotion under the first, second level non-supervisory / supervisory and second level-executive / managerial positions.
2. Reasonable and valid standards and methods of evaluating the qualifications and competence of all employees competing for appointment / promotion to the same position shall be applied fairly and consistently by the PSB.
3. The PSB shall maintain fairness and impartiality in the assessment of candidates for appointment.
4. The PSB for the First and Second Level – Non-supervisory / Supervisory shall have the following compositions:
  - a. Chairperson : Administrator or authorized representative;
  - b. Members:
    - Department Manager or Division Manager or the authorized representative from the career service of the organizational unit where the vacancy is
    - Department Managers or Division Manager or highest official officer/ employee directly responsible for personnel management
    - Two 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 the NIAEASP.

The first level representative shall participate during the screening of candidates for vacancies in the first level, the second level representative shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years. For continuity of operation, NIAEASP may designate an alternate.

## I. CENTRAL OFFICE

### A. Office of the Administrator / Senior Deputy Administrator, Internal Audit Services, Corporate Planning Services, Public Affairs and Information Staff, Legal Services

DESIGNATION	EX-OFFICIO CAPACITY
Manager, Administrative Department	Chairperson
All other Department Managers	Alternate Chairperson
Manager, HR Division (directly responsible for personnel management)	Member
HRMO IV (RSCS)	Alternate Member
Department Manager/Division Manager (from the Organizational Unit where the vacancy/ies is/are)	Member
NIAEASP Representative for 1 <sup>st</sup> or 2 <sup>nd</sup> level	Member

### B. Administrative and Finance Sector

DESIGNATION	EX-OFFICIO CAPACITY
Manager, Engineering Department	Chairperson
All other Department Managers	Alternate Chairperson
Manager, HR Division (directly responsible for personnel management)	Member
HRMO IV (RSCS)	Alternate Member
Department Manager/Division Manager (from the Organizational Unit where the vacancy/ies is/are)	Member

### C. Engineering & Operations Sector

DESIGNATION	EX-OFFICIO CAPACITY
Manager, Internal Audit Services	Chairperson
All other Department Managers	Alternate Chairperson
Manager, HR Division (directly responsible for personnel management)	Member
HRMO IV (RSCS)	Alternate Member
Department Manager/Division Manager (from the Organizational Unit where the vacancy/ies is/are)	Member
NIAEASP Representative for 1 <sup>st</sup> or 2 <sup>nd</sup> level	Member

**II. REGIONAL IRRIGATION OFFICE / INTEGRATED IRRIGATION SYSTEM OFFICE / SPECIAL PROJECT OFFICE**

**A. For positions below Division Manager Level**

<b>CAPACITY</b>	<b>OFFICE OF THE REGIONAL IRRIGATION MANAGER</b>	<b>ADMINISTRATIVE &amp; FINANCE DIVISION</b>	<b>ENGINEERING &amp; OPERATION DIVISION</b>
<b>Chairperson (representative of the Regional/Operations Manager)</b>	Manager, Administrative & Finance Division	Manager, Engineering & Operation Division	Manager, Administrative & Finance Division
<b>Alternate Chairperson</b>	Any one of the other Division Managers / IMO Heads		
<b>Member - Directly responsible for personnel management</b>	Administrative Services Officer V		
<b>Alternate Member</b>	Sr. Industrial Relations Management/Development Officer A		
<b>Member</b>	IMO Manager / Division Manager / Section Chief from the Organizational Unit where the vacancy/ies is/are		
<b>Member - NIAEASP Representative (anyone may attend)</b>	From the ranks of NIAEASP legitimate members – two from 1 <sup>st</sup> level and another two for 2 <sup>nd</sup> level		

**B. For Division Manager position**

<b>CAPACITY</b>	<b>ADMINISTRATIVE &amp; FINANCE DIVISION</b>	<b>ENGINEERING &amp; OPERATION DIVISION</b>	<b>IRRIGATION MANAGEMENT OFFICE</b>
<b>Chairperson (representative of the Regional/Operations Manager)</b>	Manager, Administrative & Finance Division	Manager, Engineering & Operation Division	Manager, Administrative & Finance Division
<b>Alternate Chairperson</b>	Any one of the other Division Managers / IMO Heads		
<b>Member - Directly responsible for personnel management</b>	Administrative Services Officer V		
<b>Alternate Member</b>	Sr. Industrial Relations Management/Development Officer A		
<b>Member</b>	IMO Manager / Division Manager / Section Chief from the Organizational Unit where the vacancy/ies is/are		
<b>Member - NIAEASP Representative (anyone may attend)</b>	From the ranks of NIAEASP legitimate members – two from 1 <sup>st</sup> level and another two for 2 <sup>nd</sup> level		

5. For continuity of operation, all PSB members shall have alternates. In case of the absence or incapacity of the regular member to attend meetings, alternate members will take over.
6. All PSB members and alternates shall undergo orientation and workshop on the selection/promotion process and Civil Service Commission policies on appointments.
7. The PSB for the Second Level-Executive / Managerial (PSB-Executive) shall have the following composition:
  - a. Chairperson : Administrator
  - b. Members:
    - Three (3) officials duly constituted by the EXECOM namely Sr. Deputy Administrator and Deputy Administrators
    - Administrative Department Manager or HR Manager - highest official directly responsible for personnel management.
    - NIAEASP National / Chapter President

#### **VIII. OTHER HRD RESPONSIBILITIES**

1. The HRD shall be responsible for the publication and dissemination of copies of this Revised Merit Selection Plan after the approval thereof by the Civil Service Commission;
2. Dissemination copies of the NIA-Revised MSP and its annexes to all NIA personnel after approval thereof by Civil Service Commission. An orientation shall also be conducted by the HRD within six (6) months upon approval of the Revised MSP. This orientation is meant to ensure awareness and understanding of the plan. A report on the same shall be submitted to the Civil Service Field Office concerned for record purposes;
3. Develop a System of Ranking Positions which will be submitted for approval of the appointing authority, copy furnished the Civil Service Commission and its Field Office concerned, for reference purposes;
4. Develop a Plan which shall set forth the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives and programs;
5. Develop and maintain an updated qualification database of employees of the NIA to include education, training, experience, skill, competencies, and other similar information;
6. Develop a program to fast track the career movement of employees with superior qualifications.

**RULE IX  
EFFECTIVITY**

This NIA-Revised MSP and subsequent amendments thereto shall take effect immediately after the approval by the Civil Service Commission.

**C O M M I T M E N T**

I hereby commit to implement and abide by the provisions of this NIA-Revised MSP. It is understood that this NIA-Revised MSP shall be the basis for expeditious approval of appointments.

**ANTONIO S. NANGEL  
Administrator**

\_\_\_\_\_  
Date

APPROVED BY:

\_\_\_\_\_  
Director, CSC-NCR

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Date