



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR

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EXECUTIVE ORDER NO. 33
Series of 2023

**DIRECTING THE APPROVAL AND ADOPTION OF THE MERIT SELECTION PLAN
(MSP) FOR THE QUEZON CITY GOVERNMENT**

WHEREAS, this Executive Order shall set the direction for the strict observance of the principles of merit, fitness and equal access to opportunities in the recruitment, selection and placement of applicants for appointment in the first and second level positions and executive/managerial positions in the second level, in the Quezon City Government (QCG).

WHEREAS, Section 2 (2) of Article IX-B (Civil Service Commission) of the 1987 Philippine Constitution provides that appointments in the civil service shall be made only according to merit and fitness to be determined, as far as practicable, by competitive examination, except to positions which are policy- determining, primarily confidential, or highly technical.

WHEREAS, Section 21 (1), Chapter 5, Title 1, Book V of Executive Order No. 292 (EO 292 [The Revised Administrative Code of 1987]) states, opportunity for government employment shall be open to all qualified citizens and positive efforts shall be exerted to attract the best qualified to enter the service. Employees shall be selected on the basis of fitness to perform the duties and assume the responsibilities of the positions.

WHEREAS, Section 32, Chapter V, Title I, Book V of EO 292 also directs agency heads to establish their respective merit promotion plans to be administered in accordance with Civil Service Law, rules, regulations and standards to be established by the Commission.

WHEREAS, Republic Act No. 7160 (The Local Government Code of 1991) mandates "every local government unit to establish an accountable, efficient and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its constituents (Section 3 [b], Chapter 1, Title 1, Book I); and its appropriate appointing authority to appoint or remove local officials and employees paid wholly or mainly from local funds, according to merit and fitness, subject to civil service law, rules and regulations."

WHEREAS, to support the abovementioned constitutional and statutory provisions, and the numerous Civil Service Commission issuances reinforcing the merit and fitness principle as the systematic method of selection in the government, there is a need to adopt this MERIT SELECTION PLAN for implementation throughout the City Government, concerning recruitment, selection, placement and promotion of its officials and employees, and in its other human resource actions.

NOW, THEREFORE, I, MA. JOSEFINA G. BELMONTE, Mayor of Quezon City, by virtue of the powers vested in me by law, do order and direct the following:

SECTION 1. OBJECTIVES OF THE MSP. The Objectives of the MSP are:

- a. To institutionalize a system that will ensure that selection shall be open to all qualified applicants, regardless of personal circumstances such as political or religious affiliation, gender, civil status, age, disability or ethnicity, and only on the basis of merit and fitness.

- b. To establish a clear, simplified and standardized procedure where only qualified applicants can advance to the next stages of recruitment.
- c. To create a working environment that is characterized by merit-driven promotion and recognition, organizational effectiveness, and employee morale.
- d. To equip the QCG with the necessary competence (skills, knowledge and attitude) and experience to manage the operational needs of the organization.
- e. To create equal opportunities for employment that will attract qualified individuals to apply in the QCG and for career advancement in the organization.
- f. To ensure that appointments submitted by the QCG to the CSC-National Capital Region or the Field Office concerned are compliant with civil service rules and regulations as to merit their approval.

SECTION 2. IMPLEMENTING RULES AND REGULATIONS.

The Human Resource Management Department shall issue the implementing guidelines for the effective implementation of this Executive Order, including the mechanism to be observed by the appointing authority in the recruitment, selection and placement of officials and employees in the QCG.

SECTION 3. EXCLUDED IN THE MSP. The following are excluded in the MSP:

Excluded from the coverage of this Guidelines are positions which are primarily confidential, policy-determining, highly technical, co-terminous with the appointing authority and other non-career positions such as contractual and casual, and those to be filled by existing regular employees in the agency in case of reorganization (for the publication requirement); and substitute appointments, appointments of faculty members and academic staff of Local Universities and Colleges (LUCs), reappointment from temporary to permanent status, and casual/contractual/co-terminous appointments (for the requirement on screening and deliberation by the HRMPSB).

SECTION 4. FUNCTIONS AND RESPONSIBILITIES.

4.1 All Departments

a. The requesting or concerned department shall undertake the following actions, before the submission of the applications and its pertinent documentary requirements to the Human Resource Management Department, included but not limited to the following:

- a.1. Creation of its own personnel selection board for the pre-screening of the applicants.
- a.2. Background investigation of the applicants.
- a.3. Interview of applicants.
- a.4. Accomplishment of the Comparative Evaluation Report.
- a.5. Status updates for informing applicants if they have been shortlisted or endorsed for the screening and interview of the Personnel Selection Board En Banc.

4.2 Human Resource Management Department

- a. Conduct a thorough review of the applications with the supporting documentary requirements initially evaluated by the requesting Department and transmitted to it for further evaluation. Those found to be qualified shall be included and ranked in a selection line-up, which shall reflect the candidates' comparative competence and qualifications.
- b. Inform all applicants of their qualification or non-qualification vis-à-vis the qualification standards indicated in the published Request for Publication.
- c. Conduct a Background Investigation (BI) of the qualified candidates.
- d. Provide secretariat and technical support to the Human Resource Merit Promotion Selection Board (HRMPSB) for the comparative assessment and final evaluation of candidates. It shall also evaluate and analyze structured background investigation for second level, supervisory, and executive/managerial positions.
- e. Prepare and submit to the HRMPSB a selection line-up, which shall reflect the comparative competence and qualifications of candidates on the basis of performance, education and training, work experience, outstanding achievements, potentials and personality traits, and results of the BI, and all necessary documents to be used by the HRMPSB in its deliberation of the candidates.
- f. Inform those included in the selection line-up of the scheduled date of their screening and deliberation by the HRMPSB, with notice that failure to appear on the scheduled date shall be construed as waiver of the interest of the applicant to pursue his/her application with the concerned department or unit.
- g. Inform the selected candidate of the appointing authority to submit to the HRMD within seven (7) days from receipt of notice the required documents as condition for the preparation and issuance of his/her appointment, failure on which shall be considered waiver of interest to pursue his/her appointment with the department/unit concerned.
- h. Prepare and submit to the appointing authority the appointment paper within three (3) calendar days from submission to it by the selected candidate of the complete documentary requirements.
- i. Post a Notice announcing the appointment of an employee a day after the issuance of the appointment in conspicuous places in the premises of the QCG for at least fifteen (15) calendar days.

4.3 Human Resource Merit Promotion and Selection Board (HRMPSB)

- a. The role of the HRMPSB is assistorial. It is the body that assists and guides the appointing authority in the judicious and objective selection of candidates for appointment in the QCG.
- b. The HRMPSB shall meet at least once a month at any venue convenient to its members. A quorum is needed to take any action provided that: (i) at least a majority of the HRMPSB members or their authorized representatives must be present; (ii) this majority should include the Chairperson or his/her authorized representative. In the absence of a quorum, the HRMPSB members present may

nonetheless constitute themselves as an executive committee. The executive committee may proceed to deliberate and propose recommendations for ratification of the body in the next scheduled meeting.

c. The HRMPSB shall observe the following:

- i. Strictly follow the process in the selection of employees for appointment in the QCG.
- ii. Evaluate candidates' fitness whether it conforms to the qualification requirements and based on the needs of the QCG.
- iii. Maintain fairness and impartiality in the assessment of candidates for appointment. For this purpose, it may adopt such mechanism or scheme to determine the best and most qualified candidates.
- iv. Check/validate results of the documentary review submitted by the HRMD.
- v. Submit to the appointing authority a comprehensive evaluation of candidates screened for appointment to assist and guide her/him in the selection of candidates who can efficiently discharge the duties of the position to be filled.
- vi. The evaluation report shall specify that the candidates meet the qualification standards of the position and the Board's observations on the candidates' competence and other qualifications that will enable them to effectively carry out the functions of the position to be filled.
- vii. Submit to the appointing authority the names of the top five (5) ranking candidates or less (depending on the number of candidates) deemed most qualified for appointment to the vacant position.
- viii. Implement the three (3)- salary grade limitation policy on promotion except in meritorious cases determined by the CSC.
- ix. Refer to the QCG System of Ranking Positions in identifying the position/s which is/are considered next in rank to the position to be filled.
- x. Ensure the recording, proper filing and safekeeping of the Minutes of Meeting of the Board's deliberation.

4.4. Appointing Authority (the City Mayor or City Vice-Mayor, as the case may be):

- a. Make the final choice on who shall be appointed to the vacant position.
- b. Establish a Selection Board and ensure that all members undergo orientation workshop on the selection/promotion process and CSC policies on appointments;
- c. Guided by the evaluation report of the HRMPSB's assessment of candidates, and in so far as practicable, select the candidate to be appointed to the vacant position from among the top five (5) candidates or less (depending on the number of candidates) deemed most qualified for appointment, as submitted by the HRMPSB.

- d. As far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions.
- e. Ensure that appointments issued by the QCG are compliant with civil service law, rules and regulations.

SECTION 5. FUNDING. Funding requirements of the HRMPSB and for ensuring the effective and efficient implementation of the QCG-MSP shall be drawn from the available funds of the Office of the City Mayor and the Office of the Vice-Mayor for the Executive Department and Legislative Department, respectively.

SECTION 6. REPEALING CLAUSE. All issuance, orders, guidelines, rules and regulations inconsistent herewith are hereby repealed, amended or modified accordingly.

SECTION 7. SEPARABILITY CLAUSE. In the event that any provision of this Order or any part hereof is declared invalid, illegal or unconstitutional, the provisions not thereby affected shall remain in force and effect.

SECTION 8. EFFECTIVITY. This Order shall take effect immediately.

DONE, 31 October 2023, Quezon City.


MA. JOSEFINA G. BELMONTE
City Mayor