

Republika ng Filipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

July 17, 1987

DECS O R D E R
No. 74 s. 1987

GUIDELINES ON THE SELECTION AND PLACEMENT OF DECS
PERSONNEL PURSUANT TO E.O. NO. 117

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Cultural Agency Directors
Regional Directors
Schools Superintendents
Chiefs of Service and Heads of Units/Centers
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. In accordance with the implementing authority contained in Section 30 of Executive Order No. 117 dated January 30, 1987, these implementing guidelines on the selection and placement of DECS personnel are hereby promulgated:

A. General Provisions:

1. The provisions of Civil Service Commission Memorandum Circular No. 10, s. 1986, "Guidelines on Placement of Personnel Affected by the 1986 Government Reorganization" shall primarily govern the selection and placement of DECS personnel.
2. Pertinent provisions of DECS Order No. 27, s. 1987, "Implementing Guidelines on the Reorganization of the Department of Education, Culture and Sports Pursuant to E.O. 117," shall serve as guide in the selection and placement of all Central Office, regional and field personnel.
3. The selection and placement of all officials/personnel from the Assistant Executive Director position to the lowest position in the approved new organizational structure and staffing pattern at the Central, regional and field offices are covered by this Order.

4. All officials/personnel who are qualified under the compulsory retirement plan on or before December 27, 1987 or those who would wish to avail of any other retirement benefits under existing laws may, if they so desire, request in writing for exemption from the Targeted Selection Process not later than on August 1, 1987.
5. All heads of service units, bureaus, offices, agencies and centers shall prepare and submit to the DECS Selection and Placement Committee not later than on August 1, 1987 the following:
 - a. List of personnel who are on extended leave of absence without pay as of July 1, 1987;
 - b. List of personnel who are absent without official leave as of July 1, 1987;
 - c. List of personnel on international scholarship or fellowship grants; and
 - d. List of detailed or reassigned officials/personnel.
6. Priority for placement of DECS personnel to positions in the approved staffing pattern shall be strictly observed as follows:
 - a. All holders of permanent or regular, and temporary appointments.
 - b. All holders of casual, emergency, contractual and seasonal positions.
 - c. New applicants
7. Regional directors are enjoined to give preferential consideration to qualified Central Office personnel, as listed by the DECS Reorganization Committee for possible regional placement in the newly created divisions/units at the regional offices. Central Office officials/employees desiring to be deployed to the regional or field offices are requested to express in writing their places of preference to serve as guide in possible placement.

B. Targeted Selection Process:

1. All officials/personnel covered by this Order shall be assessed on the basis of competence to perform their duties, moral fitness, integrity, education, relevant training and experience.
2. To ensure an objective and effective placement of personnel, the DECS Targeted Selection Process shall cover all officials/personnel in the central, regional and field offices who are categorized by positions as follows:
 - a. Category I. Assistant Executive Director, Teachers Camp Superintendent, Chiefs of Divisions, Assistant Division Chiefs and Senior Educational Researchers, General Education Supervisors II and other positions of equivalent rank.
 - b. Category II. Educational Researchers II, Educational Researchers I, General Education Supervisors I, up to Clerk I and other positions of equivalent rank.
 - c. Category III. Other positions not included in the above two categories.
3. Each official/employee of the Department covered by this Order shall undergo a series of assessment process in accordance with his/her position category as shown below:

For Category I -

- a. Qualification Standard Evaluation (DECS Assessment Form 1)
- b. Written Assessment
 - (1) Personality Profile
 - (2) Work Habits/Attitude
 - (3) Understanding and Reasoning
 - (4) Supervisory Profile
- c. Managerial Capability Assessment (simulated)
- d. Capability Potential Interview by Heads of Offices (DECS Assessment Form 2)

For Category II -

- a. Qualification Standard Evaluation
(DECS Assessment Form 1)
- b. Written Assessment
 - (1) Personality Profile
 - (2) Work Habits/Attitude
 - (3) Understanding and Reasoning
- c. Capability Potential
Interview by Heads of Offices
(DECS Assessment Form 2)

For Category III -

- a. Qualification Standard Evaluation
(DECS Assessment Form 1)
- b. Written Assessment
 - Understanding and Reasoning
- c. Capability Potential
Interview by Heads of Office
(DECS Assessment Form 2)

4. Information-Oriented on the DECS Reorganization Selection and Placement Procedures:

- a. In order to clarify issues and concerns among personnel about the reorganization and the selection and placement procedures adopted, all heads of service, bureaus, agencies, centers and offices are enjoined to conduct a series of information-orientation seminar in their respective offices.
- b. The members of the DECS Reorganization Executive Committee and members of the various technical committees including the (1) Qualification Standard (2) Selection and Placement and (3) Budget are enjoined to assist in this campaign.

C. DECS Selection and Placement Committees

- 1. To effectively operationalize the guidelines on the selection and placement of DECS personnel at the national, regional and field levels, the following ad hoc committees are hereby organized:

a. DECS National Selection and Placement Committee which shall be composed of the following:

Chairman:	Dr. Victor M. Ordoñez Undersecretary
Co-Chairman:	Dr. Adriano A. Arcelo Undersecretary
Vice-Chairman:	Mr. Marcial A. Salvatierra Assistant Secretary
Coordinator:	Dr. Ma. Lourdes V. Macatangay Assistant Director, RPSSB
Consultant:	Atty. Mario Yango, Commissioner, CSC
Members:	Mr. Jesus T. Manipula Assistant Secretary Dr. Felix P. Santos Assistant Secretary Dr. Diosdado P. Tuason Assistant Secretary All Assistant Bureau Directors

The Duties and Functions of the DECS National Selection and Placement Committee

- (1) Prepare categorized list of all officials/employees by position/officer;
- (2) Facilitate the preparation of materials for the Targeted Selection Process of all officials/employees concerned;
- (3) Prepare the official plantilla for the various Offices/Bureaus/Services/Centers of the Department in accordance with the approved staffing pattern;
- (4) Coordinate the conduct of information campaign on the selection and placement policy and procedure for all DECS officials/personnel;
- (5) Coordinate the conduct of various components/phases of the Targeted Assessment Process with concerned agencies including the NETRC, DAP, PNC, etc;

(6) Assist in the conduct/administration of the various phases of the Targeted Assessment Process, and

(7) Prepare a weekly report to the Secretary on the status of the program; and a final report at the end.

b. Regional Selection and Placement Committee shall be composed of the following:

Chairman: Regional Director

Vice Chairman: Asst. Regional Director

Consultant: CSC Official Representative

Members: Chiefs of Divisions
Personnel Officer

The duties and functions of the Regional Selection and Placement Committee are:

(1) Identify qualified applicants for various categories in their respective offices;

(2) Assist the Department Assessment Team in the conduct of the Assessment Program in their respective regions/offices

(3) Prepare list of qualified officials/employees for each category;

(4) Determine/Coordinate venue and personnel to assist in the conduct of the written assessment;

(5) Conduct capability potential interview of applicants; and

(6) Prepare the proposed plantilla and submit the same for approval by the Secretary, DECS, through the DECS National Selection and Placement Committee.

c. DECS Appeals Committee

In order to immediately respond to appeals or requests for reconsideration on the placement of personnel, an ad hoc DECS National Appeals Committee composed of the following is hereby constituted:

Chairman: Atty. Tomas V. Santos
Undersecretary

Vice-Chairman: Mr. Marcial Salvatierra
Assistant Secretary, HRDS

Members: One representative, Selected DECS
Employee Groups (To be determined
by the Chairman)

D. Funding Requirements

Funding for the conduct of the various phases of the Selection and Placement as indicated in this Order shall be chargeable against available DECS funds, or from the respective allocation of the specific offices, bureaus, service and centers, subject to the usual accounting and auditing rules and regulations.

E. Date of Effectivity

This Order shall take effect upon its approval.

2. For the information and guidance of all concerned, the timetable for the selection and placement of DECS personnel at the central, regional and field offices is inclosed.

3. Maximum dissemination of the contents of this Order to all concerned is hereby enjoined. Heads of offices, service, bureaus and centers are requested to conduct conferences and seminars with their respective officials/personnel in order to achieve an orderly implementation of this Order.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incls.:
As stated

References:
DECS Order: (Nos. 23, 27 and 41, s. 1987)

Allotment: 1-2-3-(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

/ APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
/ APPROPRIATIONS
/ EMPLOYEES
/ LEAVE
/ OFFICIALS
/ RETIREMENT
/ RULES & REGULATIONS
/ SERVICE

DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
SELECTION AND PLACEMENT FORM I

NAME: _____ AGE: _____ SEX: _____ CS: _____

CITY ADDRESS: _____

PROVINCIAL ADDRESS: _____

PRESENT POSITION: _____ BUREAU/OFFICE: _____

NO. OF YEARS IN PRESENT POSITION: _____

NO. OF YEARS IN GOVERNMENT SERVICE: _____

POSITION APPLIED FOR: _____

OFFICE : _____ OTHERS: _____

Service/Bureau/Center
EDUCATIONAL QUALIFICATION: _____

CIVIL SERVICE ELIGIBILITY: _____

AREA(S) OF SPECIALIZATION: _____

RELEVANT TRAINING EXPERIENCE: _____
(Please use back/separate page)

INCLOSED HEREWITH ARE:

- 1. Form 213
- 2. Accomplishment Report for the last 12 months

Certified Correct:

Signature of Employee

ATTESTED BY:

Head of Office

DATE: _____

In connection with the DECS selection and placement of personnel, you are instructed to report to the _____ on _____ at _____ for the phase of the Targeted Selection Process.

Inclosure 3-@ to DECS Order 74, s. 1987

DECS SELECTION AND PLACEMENT TIMETABLE

DATE	ACTIVITY/EVENT
<u>FOR CATEGORY I (CENTRAL OFFICE)</u>	
Aug. 1	Targeted Selection Process Part I (Written Assessment) at the PNC, Taft Avenue
Aug. 15/16,	Targeted Selection Process Part II Panel Interview by DECS Panel of Interviewers
Aug. 17-24	Capability Potential Interview by Respective Heads of Offices
Aug. 25,	Deadline for Submission of Category I Nominees by Heads of Offices, Bureaus, Service and Center Chiefs to the DECS Selection and Placement Committee
Aug. 28-30,	Release/Issuance of Notification for Designated Category I Personnel Through Their Respective Heads of Offices
<u>FOR CATEGORY II (CENTRAL OFFICE)</u>	
Aug. 8 and Aug. 9	Targeted Selection Process Part I, (Written Assessment) at Philippine Normal College, Taft Avenue
Sept. 1-15	Capability Potential Interview by Respective Heads of Offices and Division Chiefs
September 16	Submission of Proposed Office Plantilla by Heads of Offices, Bureaus, Service and Centers (Central Office and Regional levels) to the DECS National Selection and Placement Committee
September 30	Approval and Release of Appointments to DECS Personnel Pursuant to the Provisions of E.O. 117
<u>FOR CATEGORY III (CENTRAL OFFICE)</u>	
Aug. 15-16	Targeted Selection Process (Written) at the PNC, Taft Avenue, Manila
Sept. 1-15	Capability Potential Interview by Respective Heads of Office and Division Chiefs

REGIONAL OFFICES

CATEGORY I

- Aug. 2 - 9 Targeted Selection Process Part I, Written Assessment (Specific date and venue for each regional office shall be announced by the Regional Selection and Placement Committee in coordination with the National DECS Selection and Placement Committee)
- Aug. 15-16 Targeted Selection Process Part II Panel Interview by DECS Panel of Interviewers
- Aug. 17-24 Capability Potential Interview of Category I by Respective Regional Selection and Placement Committee
- Aug. 25 Deadline for Submission of Category I Chief and Assistant Chief of Division Nominees by Regional Directors to the National Selection and Placement Committee
- Aug. 28 Release and Issuance of Notification for Designated Chief and Assistant Chief of Division Through Their Respective Heads of Offices

CATEGORY II and III

- Aug. 10-15 Targeted Selection Process Part I for Category II (Written Assessment) (Specific Date/Region and Venue of Assessment Shall be Determined by the Regional Selection and Placement Committee)
- Sept. 1-15 Capability Potential Interview by Regional Placement and Selection Committee