



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

AUG 11 2017

ADMINISTRATIVE ORDER

No. 2017 - 0016

SUBJECT: Adoption of the Revised Merit Promotion Plan (MPP) for the Department of Health, and all its Offices, Bureaus and Hospitals

I. RATIONALE

Section 32, Chapter 5, Book 5 of EO No. 292 provides the establishment of merit promotion plans which shall be administered in accordance with the provisions of the Civil Service law and rules, regulations and standards promulgated by the Civil Service Commission (CSC).

The Merit Promotion Plan of the Department of Health (DOH) was approved by the Civil Service Commission in 2002 with the following objectives:

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; and
2. Create equal opportunities for employment to all qualified men and women to enter the government service and for career development in the Department without discrimination on account of gender, age, civil status, disability, religion, ethnicity.

However, with the recent changes in the DOH organizational structure and reforms as mandated by Executive Order no. 366 and approval of the standardized staffing, as well as expansion of the hospitals/rehabilitation centers coupled with the new issuances from the CSC, the existing DOH MPP needs to be revised in order to harmonize and align this with the current DOH structure.

II. OBJECTIVES

This Order is being issued to provide guidance to all DOH employees in the recruitment, selection and hiring (regular, casual, contractual, and job order or contract of service).

III. SCOPE OF APPLICATION

This Order shall apply to all offices in the DOH: Central Office, Regional Offices, Hospitals, Sanitaria, Treatment and Rehabilitation Centers, Mental Health Facilities, Food and Drug Administration, and Bureau of Quarantine. This shall also apply to the attached agencies and specialty hospitals under the DOH.

IV. DEFINITION OF TERMS

- A. 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 examinations or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- B. Non-career Service** - 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; and (2) tenure which is limited to the duration of a particular project for which purpose of employment was made.
- C. First level Positions** - shall include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory capacity.
- D. Second Level Positions** - involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.
- E. Second Level Executive/Managerial Positions** - 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.
- F. Third Level Positions** - generally require either Career Service Executive Eligibility (CSEE) or Career Executive Service Eligibility (CESE). This includes the Undersecretary, Assistant Secretary, Bureau Director, Assistant Bureau Director, Regional Director, Assistant Regional Director, Chief of Department Services and other officers of its equivalent rank.
- G. Qualification Standards** - a statement of the minimum qualifications for a position which shall include education, experience, training and civil service eligibility.
- H. System of Ranking Positions (SRP)** - refers to 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.

- I. Next-in-rank Position** - refers to a position which by reason of the hierarchical arrangement of positions in the agency or in the government is determined to be in the nearest degree of relationship to a higher position as contained in the SRP.
- J. 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 who meets the requirements for appointment to the next higher position.
- K. Personnel actions** - 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.
- L. 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 positions.
- M. 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 (if applicable), relevant working accomplishments, physical characteristics, psycho-social attributes, personality traits and potential.
- N. Psycho-social Attributes** - refer to the characteristics or traits of a person which involved 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 social situations.
- O. 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.
- P. Deep Selection** - the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.

- Q. Discrimination** - is a situation wherein a qualified applicant is not included in the selection line-up and evaluation by the Selection and Promotion Board (SPB) on account of age, gender, civil status, pregnancy, disability, religion, ethnicity or political affiliation

V. GENERAL GUIDELINES

- A. Selection of employees for appointment in all offices in the Department shall be open to all qualified men and women 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 agency, provided they meet the minimum requirements of the position to be filled.

- B. The Merit Promotion Plan shall cover positions in the first, second, second level executive/managerial, and third level and shall also include original appointments and other related personnel actions.

There shall be no discrimination in the selection of employees on the account of age, gender, civil status, disability, religion, ethnicity, or political affiliation.

- C. When a position in the first, second, second level executive-managerial or third level becomes vacant, applicants for employment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment. Exemptions are those physicians under the residency training program, immediate post-residency and a fellowship program in level 3 hospitals.

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

VI. IMPLEMENTING GUIDELINES

A. Posting and Publication of Vacant positions

1. Vacant positions marked for filling shall be published in accordance with Republic Act 7041 dated 1991 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the Department for at least ten (10) calendar days. Other appropriate modes of publication shall be considered.

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

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 the date of publication.

2. The following positions are exempted from the publication requirement:
 - a. Primarily confidential positions;
 - b. Positions which are policy determining;
 - c. Highly technical positions;
 - d. Co-terminous with the appointing authority or limited to the duration of a particular project;
 - e. Positions to be filled by existing regular employees in the department in case of reorganization;

B. Selection and Promotions Board

1. The agency head shall, as far as practicable, ensure equal opportunity regardless of gender to be represented in the SPB for all levels.
2. The SPB in the first and second level positions shall be established in the Central Office, Regional Offices, Hospitals, Sanitaria, Treatment and Rehabilitation Centers, Mental Health Facilities, FDA and Bureau of Quarantine preferably with the following composition:
 - 2.1. Chairperson - career service representative designated by the Agency Head;
 - 2.2. Vice Chairperson – Director III/Division Chief or equivalent;
 - 2.3. Members
 - a. any authorized career service representative of the organizational unit where the vacancy is;
 - b. Human Resource Management Officer or the career service employee directly responsible for personnel management; and
 - c. Representatives of rank-and-file career employees from the first level for applicants of first level positions or from the second level for applicants of second level positions, who shall be chosen by the duly accredited employee association in the agency.

In case there is no accredited employee association in the agency, the representatives shall be chosen at large by the employees through a general assembly or other mode of selection to be conducted for the purpose. The candidate who garnered the second highest votes shall automatically be the alternate representative.

The first level representative shall participate during the screening of candidates for vacancies in the first level; the second

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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, the duly accredited employee association may designate an alternate.

The Human Resource Management Office shall serve as the secretariat of the board.

3. For second-level executive/managerial and third level positions:

3.1. Chairperson – The highest Career Executive Service Officer responsible for personnel administration such as Undersecretary or Assistant Secretary;

3.2. Vice Chairperson - Undersecretary/Assistant Secretary designated by the Secretary of Health

3.3. Members

a. Career Executive Officers to be designated by the Secretary of Health;

b. Cluster Representatives where the vacancy exists

4. Special Selection Board in every Regional Offices and Metro Manila Hospitals to evaluate applicants for Division Chief positions in the Hospital/TRC:

4.1. Chairperson - Director III (or equivalent)

4.2. Vice-chairperson – Chief of Hospital (or its equivalent)

4.3. Members:

a. Designated representative of the Chief of the Hospital/TRC where the vacancy is;

b. The Human Resource Management Officer where the vacancy is;

c. Representative of rank-and-file career employees from the second level who shall be chosen by the duly accredited employee association in the agency.

In case there is no accredited employee association in the agency, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.



The second level representative shall participate during the screening of candidates for division chief position. He/she shall serve for a period of two (2) years. For continuity of operation, the duly accredited employee association may designate an alternate.

- d. The Human Resource Management Office of the hospital/TRC where the vacancy is will serve as the secretariat of the board.
5. The Chairperson and Vice-chairperson may serve for a maximum period of two (2) years. For continuity of operation, the agency-accredited employee association may designate an alternate for first level and second level rank-and-file employee representatives.
6. The SPB members including alternate representatives for first, second and third level positions shall undergo orientation and workshop on the selection/promotion process and CSC policies and appointments.
7. All candidates for appointment to first and second level positions shall be screened by the SPB. Candidates for appointment to third level positions shall be screened by the SPB for third level positions composed of at least three (3) career executive service officials as may be constituted in the agency.

C. Procedure in the Selection and Promotion Board (SPB)

1. Appointment to the following positions shall no longer be screened by the SPB:
 - 1.1. 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 SPB;
 - 1.2. Appointment to personal and primarily confidential positions.
 - 1.3. Appointment to entry laborer positions; and
 - 1.4. Renewal of temporary appointment issued to the incumbent personnel, provided that there are no other qualified applicants and the performance rating of the temporary employee is very satisfactory or higher.
2. For vacancies in the first and second levels, all qualified next-in-rank employees are automatically considered for promotion to the next higher position. As such, they shall submit within the prescribed period the documentary requirements necessary in the screening procedure. Non-submission of said requirements on time shall mean a waiver of their possible promotion.
3. The SPB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the SPB may employ the

assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.

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

- 4.1. Performance

- a. 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.

- b. 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.

- 4.2. Education and Training

- 4.3. Experience and Outstanding Accomplishments

- 4.4. Psycho-social Attributes and Personality Traits

- 4.5. Potential

5. General exam score for first and second level positions is valid for one (1) year reckoned from the date of examination.

6. An employee may be promoted 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:

- 6.1. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Promotion Plan and the System of Ranking Positions (SRP) of the Department;

- 6.2. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern;

- 6.3. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions;

- 6.4. The vacant position is unique and/or highly specialized;

- 6.5. 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
- Consistent high performance rating/ranking

6.6 The vacant position belongs to the closed career system, i.e. those that are scientific, or highly technical in nature; and

6.7. 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 qualified next-in-rank employees waived their right over the vacant position in writing
- When the next-in-rank position, as identified in the agency SRP is vacant
- When the next-in-rank employees did not apply.

7. An employee should have rendered at least very satisfactory service for the last rating period in the present position at the time of application for vacant position before being considered for promotion.

8. 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 promoted, the effectivity date of the promotional appointment shall be on assumption to duty.

9. The appointing authority may opt to re-open the vacant position when the evaluation results of the SPB does not conform to his/her standards.

10. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

11. A notice announcing the appointment of an employee shall be posted in three conspicuous places in the agency a day after the issuance of the appointment for at least fifteen (15) calendar days.

12. The approved agency Merit Promotion Plan shall be used as one of the bases for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.

VII. FUNCTIONS AND RESPONSIBILITIES

1. In the performance of the SPB's role of assisting the appointing authority in the exercise of his/her wide latitude of discretion, the SPB shall perform the following functions and responsibilities:

1.1. Follow strictly the process on the selection of employees for appointment in the government service;

- 1.2 Submit a comprehensive evaluation report of candidates screened for appointment so that the appointing authority will be guided in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled. The evaluation report should not only specify whether the candidates meet the qualification standards of the position but also should include observations and comments on the candidate's competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report;
 - 1.3 Comply with the policy on the three (3)-salary grade limitation on promotion. This policy is intended to minimize possible abuse of discretion in the appointment process and to exercise greater scrutiny in the screening of candidates. It should be pointed out that the 3-salary grade limitation shall apply only to promotion and not to transfer, reemployment, reappointment and reclassification/upgrading, including appointment from non-career service positions to career service positions and vice-versa;
 - 1.4 Check the approved agency System of Ranking Positions (SRP) in identifying the next-in-rank positions to be considered in filling a vacant position;
 - 1.5 Ensure that the minutes of all deliberations are recorded, properly filed and maintained, which must be made accessible to interested parties upon written request, and for inspection and audit by the CSC, if necessary;
 - 1.6 Through the HRM Unit, make accessible the following information or documents upon written request:
 - a. Screening procedure and criteria for selection, and its amendments;
 - b. Policies relative to personnel actions, including the gender and development dimensions of the Merit Promotion Plan, and
 - c. Approved Agency MPP.
 - 1.7 Notify all applicants on the result of the selection; and
 - 1.8 Provide information about the individual rating of a particular applicant upon written request subject to the approval of the appointing authority.
2. The membership of the SPB can be modified, provided it conforms to the composition prescribed in CSC MC No. 3, s. 2001. Agencies may add a reasonable number of members, but the prescribed composition may not be reduced. SPB members must be duly designated and their names posted in the agency bulletin board.

Any change in the composition of the SPB should be reported to the CSC Regional Office or Field Office concerned.

3. A protest on appointment shall no longer be acted upon through the grievance machinery. The same shall be initially appealed to the appointing authority who issued the appointment, then to the Civil Service Commission Regional Office, and then to the Civil Service Commission Proper.

VIII. ISSUANCE OF APPOINTMENT

1. The appointing authority shall assess the merits of the SPB's evaluation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the applicants deemed qualified for appointment to the vacant position.
2. The appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualification and competence and has undergone selection process.
3. An employee may be promoted 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
 - 3.1. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Promotion Plan and the System of Ranking Positions (SRP) of the Department;
 - 3.2. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern;
 - 3.3. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions;
 - 3.4. The vacant position is unique and/or highly specialized;
 - 3.5. 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
 - Consistent high performance rating/ranking
 - 3.6. The vacant position belongs to the closed career system, i.e. those that are scientific, or highly technical in nature; and
 - 3.7. 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 qualified next-in-rank employees waived their right over the vacant position in writing

- When the next-in-rank position, as identified in the agency SRP is vacant
 - When the next-in-rank employees did not apply.
4. A qualified next-in-rank may present the appeal or protest initially to the appointing authority, in the issuance of the appointment under the following conditions:
 - 4.1. Non-compliance with the selection process.
 - 4.2. Discrimination on account of age, gender, civil status, disability, pregnancy, religion, ethnicity, or political affiliation.
 - 4.3. Other violations of the Merit and Promotion Plan.
 5. Employees who were issued original appointments under permanent status in the Career Service and who meet all the requirements of the position including the Civil Service Eligibility shall undergo 6 months probationary period.
 6. A notation “under probation for 6 months” shall be indicated at the back of the appointment.
 7. Among Level 3 Teaching and Training Hospitals, the following doctors shall be issued temporary status of appointment:
 - 7.1. Medical Officer (MO) III who are undergoing Residency Training Program (RTP).
 - 7.2. Resident/s or trainee/s in their last year of their RTP may be appointed as MO IV if available and meritorious.
 - 7.3. Doctors who have completed their RTP and are eligible to take the Specialty board exam, in preparation for taking and passing the specialty board exam, may be appointed as MO IV or MO III in the absence of MO IV position. The appointment is renewable every year for a maximum period of three (3) years. In exceptional cases, extension beyond the maximum period may be allowed with justification subject to confirmation by the CSC.
 - 7.4. Doctors undergoing Fellowship Training Program may be appointed as MO IV or MO III in the absence of MO IV position.
 - 7.5. Doctors who have completed their RTP and who are already Diplomate/ Fellow and have been appointed as MO IV prior to this issuance due to the absence of an available Medical Specialist (MS) position. The appointment is renewable every year for a maximum period of three (3) years or until a MS position has been made available. In exceptional cases, extension beyond the maximum period may be allowed with justification subject to confirmation by the CSC.

IX. REPEALING CLAUSE


This Order repeals Administrative Order No. 87-B s. 2002 and all other existing issuances which are inconsistent herewith.

X. EFFECTIVITY

This Department Order shall take effect immediately after the approval of the Civil Service Commission. Subsequent amendments to the personnel mechanism shall be submitted to CSC Regional Office for approval.

XI. COMMITMENT

I hereby commit to implement and abide by the provisions of this Merit and Promotion Plan (MPP). It is understood that the MPP shall be the basis for expeditious approval of appointments.


PAULYN JEAN B. ROSELL-UBIAL, MD, MPH, CESO II
Secretary of Health

APPROVED


JUDITH A. DONGALLO-CHICANO
Director IV

MAY 12 2017