



Republic of the Philippines

Ministry of Natural Resources

Visayas Avenue, Diliman, Quezon City, Metro Manila

July 20, 1987

DENR SPECIAL ORDER)
No. 440)
Series of 1987

SUBJECT: Creation of Action Evaluation Teams for the Reorganization.

In preparation for the full implementation of the E.O. 192 reorganizing the Department of Environment and Natural Resources, the following are hereby designated as Action Evaluation Team members for purposes of evaluating the staffing requirements of these specific Offices/Services, as indicated:

NAMRIA

Ricardo M. Umali - Team Leader
Jose Solis
Ananias Batilaran
Elisea Gozun

SPECIAL CONCERNS OFFICE

Ebert Bautista - Team Leader
Gregorio Magdaraog
Donna Gasgonia

PUBLIC AFFAIRS OFFICE

Vicente Javier - Team Leader
Amando Dayrit
Irma Paulme

ADMINISTRATIVE SERVICES

Magdangal Elma - Team Leader
Antonio Tria
Sophia Neri

FINANCE SERVICES

Magdangal Elma - Team Leader
Evangeline Cruzado
Emerita Bicaldo

HRD SERVICES

Magdangal Elma - Team Leader
Antonio Tria
Evangeline Cruzado
Leonardo Hernandez

CLAIMS AND LITIGATION

Magdangal Elma - Team Leader

RESEARCH AND LAW ENFORCEMENT

Magdangal Elma - Team Leader

PLANNING SERVICE

Philip Ella Juico - Team Leader
Roque Magno
Dorothy Tadeo

POLICY STUDIES

Philip Ella Juico - Team Leader
Benjamin Leong
Roque Magno
Eugene Bennagen

PROJECT MANAGEMENT

Philip Ella Juico - Team Leader
Benjamin Leong
Gregorio Tecson

PROJECT PACKAGING

Philip Ella Juico - Team Leader
Benjamin Leong
Bayani Nera

LANDS MANAGEMENT

Rolleo Ignacio - Team Leader
Abelardo Palad
Felix Maquinto

FOREST MANAGEMENT

Rolleo Ignacio - Team Leader
Cirilo Serna
Isidro Esteban
Doroteo Antonio

MINES AND GEO-SCIENCES

Rolleo Ignacio - Team Leader
Guillermo Balce
Rolando Cuano

ENVIRONMENT MANAGEMENT

Celso Roque - Team Leader
Antonio Tria
Corazon Fontellar
Beta Balagot

PROTECTED AREAS AND WILDLIFE

Celso Roque - Team Leader
Jesus Alvarez
Luz Gonzales
Wilbur Dee

ECOSYSTEM RESEARCH AND DEVELOPMENT

Celso Roque - Team Leader
Filiberto S. Pollisco
Jeremias Canonizado

CRC MONITORING TEAM

Rolando Metin - Team Leader
Horace San Valentin
Modesto Singson
Renato Garcia
Amador Evangelista

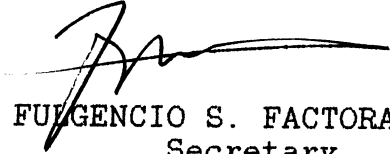
The Action Evaluation Team members shall perform the following functions:

- 1) Assist in the preparation of the roster of employees presently designated to positions in the respective team's assigned offices;
- 2) Collect, collate and evaluate the bio-data/forms filled up by the respective employees/candidates;
- 3) Prepare a Long List of candidates to the new positions proposed for their offices;

- 4) Recommend a Short List of qualified candidates according to the guidelines attached herewith;
- 5) Attend and participate in the briefing to be conducted by the CRC for this purpose on 23 July 1987, 2:00 o'clock P.M., at the Secretary's Conference Room, 3rd floor, DENR Bldg.
- 6) Undertake such other activities as may be required by the CRC for this purpose.

The CRC Monitoring Team shall directly assist the CRC in planning, monitoring, and integrating the work of the Action Evaluation Teams.

For immediate compliance.



FULGENCIO S. FACTORAN, JR.
Secretary

HIRING OF PERSONNEL

I. OBJECTIVE

To staff the bureaus and regional offices with qualified personnel, giving priority in placement to DENR employees listed as of 15 July 1987.

II. GUIDELINES FOR HIRING PERSONNEL

This guideline covers the positions of Division Chiefs, Section Chiefs, accountable officers, and other lower ranking positions in the divisions and sections of the Bueaus and Services

A. PRIORITY

1. Priority in hiring should be given to DENR employees regardless of office, bureau or region of the Department that employed them before the reorganization.

2. Hiring should consider the following order of status of employment of DENR employees:

- a. **Permanent Employees** - These are employees who hold permanent appointments to positions in the regular plantilla; They also refer to those presently occupying higher level positions in the same or allied occupational group as those in the approved staffing pattern being filled but lower in rank, for lack of a comparable position; and Those presently occupying positions with the same or comparable titles and duties and responsibilities as those in the approved staffing pattern;

- b. **Temporary Employees** - those holding regular positions who meet all the requirements for permanent appointment to positions in the approved staffing pattern but appointed under temporary status for lack of appropriate eligibility or because of an office policy; and Those holding regular positions who meet all the requirements for the position in the approved staffing pattern except the appropriate civil service eligibility.

- c. **Casuals** - those who are employed on emergency or seasonal jobs.
 - d. **Contractual** - personnel who are hired to perform certain work, and who possess the qualification requirements for permanent appointment.
3. Priority shall be given to candidates holding appropriate civil service eligibilities required for the position.
 4. All permanent employees who are on extended leaves for more than 60 days, (counted from the first day of leave) shall be given lower priority.
 5. Employees who are on leave due to government or government-sponsored scholarships or grants and whose scholarships are still current shall be accorded the same status given to permanent employees who are not on extended leave.
 6. Employees who were granted scholarships that have expired but have not returned for work shall be considered AWOL.
 7. Those employees who are AWOL for more than 30 days should not be considered for appointment.
 8. Those with pending criminal cases already filed in courts shall be given lowest priority.
 9. Those with documented cases of mental illnesses should not be considered for appointment.
 10. Disabled employees should be considered for jobs where their disability will not be a hindrance to the service.

B. FACTORS TO BE CONSIDERED IN EVALUATING EXISTING EMPLOYEES AND RATING OF FACTORS

Use of Scale

Use a scale of 1 to 100 where 100 is the highest score. Candidates should be measured according to the factors and point assignments enumerated below.

1. Qualification 60 points

1.1. Education (40 points)

When candidate meets minimum requirements, including substitution by experience, 30 points

1.1.1. For 2nd level positions, no substitution for deficiency for college educational requirement shall be allowed.

1.1.2. For appointments to 1st level positions, substitution for deficiency for college education shall be allowed for a maximum of 2 years.

(See Appendix A. Guidelines on Substitution for Educational Deficiencies)

1.1.3. When candidate has completed an advanced degree related to the job, additional 10 points

1.1.4. An advanced degree is at least a masteral degree conferred by a recognized institution. To be counted, the advanced degree must be relevant to the job for which a candidate is being considered.

1.1.5. Successful completion of the Master of National Security Administration from NDCP as well as the Career Executive Service Development Program at Development Academy of the Philippines shall be considered as having advanced degrees

1.1.6. For purposes of this standard, completion of another bachelor's degree that requires a prior bachelor's degree shall be considered equivalent of another advanced degree, (e.g. Ll. B. with Bar exam), but this will be applicable to positions in Mines, Environment,

Forest Management, Land Management only.

- 1.1.7. Completion of another related technical degree in the bachelor's level that enhances performance in the job shall be considered an advanced degree. Examples:

First B.S. Degree Second B.S. Degree

B.S. Geology	B.S. Mining Eng'g or B.S. Metallurgical Eng.
B.S. Geodetic Eng'g	B.S. Civil Eng'g
B.S. Forestry	B.S. Parks & Recreation Mgt. or A.B. Sociology

For this purpose, the following cases are not to be given additional points as in 1.1.3, because they are not relevant to the position.

Technical Position BS (1st) BS (2nd)

Metallurgist	Metallurgy	Horticulture
Forester	Forestry	History

- 1.2 Special Training Related to the Job (10 pts) 10
Training that has been considered/counted as substitution for deficiency in education shall no longer be given any point.
- 1.2.1 2 points for every relevant training - disregard less than 5-days training - disregard trainings not related to the job for which candidate is being considered
- 1.2.2. completion of 12 advanced units for an advanced degree, related to the job, 2 points
- 1.2.2.1. additional 9 advanced units, on top of the 12 advanced units, additional 2 points
- 1.2.2.2. candidates for advanced degree (passed comprehensive exam), additional 4 points
- 1.2.3. The total points for training cannot exceed 10 points, regardless of the

number of training and advanced school credits he gets.

1.3. Relevant Experience (10 points)

10

For every year of experience relevant to the job for which a candidate is being considered, 1 point, but not to exceed a total of 10 points.

Examples of Relevant Experience:

Position Applied For:
Chief Accountant

Experience:

Budgeting, property and supply management, administrative management, provided candidate possesses all other major qualifications, including eligibility

Position Applied For:
Legal Officer

Experience:

Law practice

Example of Not Relevant Experience:

Position Applied For:
Computer Programmer

Experience:

Accountant with no computer experience

2. Reliability To Perform Duties Based on Past Performance ----- 25 points

2.1 This factor refers to the previous performance of the employee whether the tasks assigned were job-related or not. While this is a subjective area for rating, any judgment on the employee should be based on corroborated experiences of the employees' superior or co-workers. The employees will be rated on this factor as follows:

- 0 Poor: (frequently unreliable in his task)
- 1 - 5 Fair: (requires very close supervision to produce acceptable output)
- 6 - 10 Average: (usually reliable but requires minimum supervision)
- 11 - 15 Commendable: (very satisfactory in the performance of his job;

seldom requires supervision in producing outputs)

16 - 20 Outstanding: (very reliable, commits few mistakes, requires none or very minimal supervision to produce outputs)

21 - 25 Exceptional: (needs no supervision; outputs are always highly acceptable and reliable. Always an asset to the organization.

2.2 The rater is given the flexibility to assign points within the performance range to accommodate individual differences in performance.

3. Length of Service in Government _ _ 5 points

3.1. 1 point for every year of service but not to exceed 5 pts

3.2. Service for 6 months and one day, as of 15 July 1987, is counted as 1 year. Conversely, services of 6 months or less as of 15 July 1987 is considered zero (0) service.

3.3. In determining the length of service, disregard whether employment is regular, contractual or casual.

4. Ability To Work With Others _ _ _ 10 points

Poor _ _ _ _ _ 0 pt
Fair _ _ _ _ _ 2.5 pts
Average _ _ _ _ _ 5 pts
Above Average _ _ _ _ _ 7.5 pts
Excellent _ _ _ _ _ 10 pts

5. Other Factors

5.1. Innovations and Distinct Contributions
Bonus Points 10 points

Contribution or innovation adopted
Regionwide 5 points, per contribution, but not to exceed 10
Bureauwide 5 points, per contribution, but not to exceed 10
Departmentwide 7 points, per contribution, but not to exceed 10
Civil Service-wide 10 points

No Innovations/Distinct Contribution 0 point

Such contributions or innovations should be documented and attributed to the person

5.2. Eligibility

Eligibility is not included in the point factor because it is a totally separate consideration per Civil Service rules.

C. RECRUITMENT AND SELECTION

OBJECTIVES:

1. to provide all existing employees and other candidates the opportunity to be selected, in filling up available positions.
2. to match existing position (i.e. positions before the reorganization) with proposed positions, and
3. to match existing employees with existing positions and with proposed positions.

1. Basic Guidelines For Recruitment

Pending the approval of the new staffing pattern, employees holding current positions are occupying these positions on a hold-over capacity. To effect the operations of the new organization, existing employees may be **DESIGNATED** in the positions in the proposed staffing pattern.

- a. Prepare a list of all existing positions, (including vacancies,) and incumbents as of 15 July 1987 to include employees item b below (**Personnel Roster - Accounting List**).
- b. Prepare a separate list for employees who are out on detail to other agencies. Indicate agency/agencies; duration and date of start of detail
- c. Prepare a list of employees who are on detail at your present agency as of 15 July 1987. Indicate the mother unit, duration and date of start of detail.
- d. Prepare a **Long List** which will include all incumbents as well as applicants from the outside. Group them by position applied for.
- e. Compare the current and proposed staffing pattern to guide the key officers

concerned in subsequent placement of people.

OUTPUT: Long List of Employees
Considered for Placement

2. Guidelines For Selection

Basic Policies - Application and Evaluation

- 1.0. These policies cover the positions of Division Chiefs, Section Chiefs, and the other personnel in the divisions and sections of the Bureaus and Services (OSEC) only.
- 2.0. Considerations of Candidates and Applicants
 - 2.1 A candidate may apply for more than one position within one occupational group (See Appendix B. Occupational Groups.).
 - 2.2 If a candidate applies for the position he currently occupies, he will be initially considered for the highest position within occupational group to which his position belongs, before he is considered for lower positions within his group.
 - 2.3 If a personnel does not apply for any position, he will be considered for positions within his occupational group, unless he specifically opts for separation.
 - 2.4 A candidate who applies for position in an occupational group other than his present occupational group shall not be considered anymore for positions in his former occupational group. He will however be considered for selection for appropriate positions of his choice in a regional office, provided he is included in the Central Office short list.
3. The order of designation shall be:
 - 3.1. Division Chiefs,
 - 3.2. Section Chiefs, before the other positions may be filled. The idea is to involve middle level officers in selecting the rest of the employees belonging to the first level.
4. The selection process is started by following

the steps below:

- a. provide bio-data forms for all personnel included in the long list
- b. evaluate the candidates according to the present position/preferred position in other occupational groups as stated in the basic policies on application and evaluation, based on filled-up bio-data, following the guidelines on priority in hiring, qualification standards, and point system.
- c. The responsibility for evaluation of candidates will be lodged to the Central Action Evaluation Teams.
- d. The AET shall prepare the short list of candidates who will be the basis for the final list. In this process, a list of disqualified employees and qualified employees but not accommodated in the short list will have to be made. This list will be submitted to the CRC together with the short lists. Please follow the prescribed form included in this manual.
- e. From the short list submitted by the Action Evaluation Team, a final list will be drawn by the following.

CENTRAL OFFICE

REGIONAL OFFICE

2nd LEVEL

USEC
ASEC

USEC
ASEC

1st LEVEL

BD
Rep'tive of
USEC

RED
Rep'tive of
USEC

- f. the final list for the first level is submitted to the USEC through ASEC for approval
- g. The final list for the second level is submitted to the Secretary through USEC for approval.
- h. After approval of the list documentation follows.

III. Notification of Appointed/Designated Employees

- A. After approval and signature of the authorities the employee designated/appointed is informed in writing to report for work within 30 days from the effectivity of the appointment/designation. The letter should indicate that failure of the employee to report within 30 days shall result in the cancellation of the appointment when otherwise extension is authorized by the Secretary.

EMPLOYEES EVALUATED FOR APPOINTMENT
(SHORT LIST)

	TOTAL	F	R	C	T	O	R	S
POINTS								
GAINED								
Education (max: 40 pts)								
Experience (max: 10 pts)								
Training (max: 10 pts)								
RELIABILITY								
RELIABILITY TO WORK WITH OTHERS (max: 10 pts)								
LENGTH OF SERVICE (max: 5 pts)								
INNOVATIONS/DISTINCT CONTRIBUTION (max: 10 pts) (Bonus)								
Cumulative Total								
Total of 2nd Level Pos. To Date								
Total of 1st Level Pos. To Date								
Total To Date								
Balance of Proposed Pos.								
2nd Level								
1st Level								
Total								

Submitted by

Signature
Authorized Signatory

Date