

SUPPLEMENTARY GUIDELINES/PROCEDURES IN THE RECRUITMENT AND SELECTION OF PERSONNEL

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This is corollary to Department Order No. 150, dated 21 September 1989, creating the One-Stop Testing Centers, which are tasked to help ensure that only the mentally and physically fit, and the qualified and competent are to be appointed/promoted to vacant positions in the first and second levels of the career service in the DPWH.

In the filling of existing vacancies in all offices under this Department, a short list of the three (3) most qualified and competent among the candidates for the vacancies should be required to take the psychological and aptitude tests to be conducted by the One-Stop Testing Center (Central Office or Regional Office One-Stop Testing Center, as the case may be) prior to the initial evaluation by the Office Place Committee. The Office concerned shall be furnished the results of these tests as in-puts in the evaluation before the submission of their proposal to the appropriate Selection Board, for final review. Likewise, the tests results of direct applicants for the vacancies will be forwarded to the office concerned for inclusion in the evaluation/assessment for the vacancies.

To effect this process, the official concerned shall coordinate with the One-Stop Testing Center concerned, for test scheduled.

For strict compliance.

Adopted: 21 May 1990

(SGD.) FIORELLO R. ESTUAR
Secretary

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