

REVISING THE MERIT SELECTION AND PROMOTION PLAN FOR THE LOWER COURTS AND RENAMING THE SELECTION AND PROMOTION BOARD FOR LOWER COURTS (SPB-LC) TO HUMAN RESOURCE MERIT PROMOTION A...

SC ADMINISTRATIVE CIRCULAR NO. 150-2018, December 13, 2018

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WHEREAS, the Civil Service Commission (CSC) issued Memorandum Circular (MC) No. 24, s. 2017, adopting and promulgating the 2017 Omnibus Rules on Appointments and Other Human Resource Actions to govern the preparation, submission of, and actions to be taken on appointments and other human resource movements in the Philippine government which took effect on August 17, 2017;

WHEREAS, to ensure that the provisions of this policy are in accordance with other administrative issuances and pertinent laws, and to respond to the changing needs in human resource management, the CSC issued MC No. 14, s. 2018 approving the amendments and additional provisions to the 2017 Omnibus Rules on Appointments and Other Human Resource Actions which took effect on August 26, 2018;

WHEREAS, CSC MC No. 14 s. 2018 requires the agencies to submit to the CSC Regional Office concerned for approval the revised Agency Merit Selection Plan in accordance with the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018;

WHEREAS, there is also a need to rename the Selection and Promotion Board for Lower Courts (SPB-LC) to Human Resource Merit Promotion and Selection Board for Lower Courts (HRMPSB-LC);

NOW, THEREFORE, to conform to the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018 this Merit Selection and Promotion Plan for the Lower Courts (MSPP-LC) is revised and updated thus:

I. OBJECTIVES The MSPP-LC aims to

1. Establish a system that is characterized by strict observance of the merit, fitness, and equality principles in the selection of employees for appointment or promotion to positions in the career service; and
2. Create equal opportunities to all qualified men and women for employment and career advancement in the lower courts.

II. SCOPE

This MSPP-LC shall cover career positions in the first and second level or its equivalent in the lower courts, namely, Regional Trial Courts, Family Courts, Shari'a District Courts, Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts, Municipal Circuit Trial Courts, and Shari'a Circuit Courts.

III. DEFINITION OF TERMS

As used in this Administrative Circular, the following terms shall mean as follows:

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 examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.

Comparatively at Par - predetermined reasonable difference or gap between point scores of candidates for appointment established by the HRMPSB-LC.

Deep Selection - the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.

Discrimination - a situation wherein a qualified applicant is not included in the selection line-up on account of gender, civil status, pregnancy, disability, religion, ethnicity or political affiliation. Gender identity refers to the personal sense of identity as characterized, among others, by manners of clothing, inclinations, and behavior in relation to masculine and feminine conventions. A person may have a male or female identity with the psychological characteristics of the opposite sex. (Senate Bill 1022 - An Act Prohibiting Discrimination on the Basis of Sexual Orientation and Gender Identity and Providing Penalties Therefor.

Education and Training - include educational background, successful completion of training courses accredited by the CSC, scholarships, training grants, and other human resource development programs which must be relevant to the duties of the position to be filled.

Experience and Outstanding Accomplishments - include occupational history, relevant work experience acquired either from the government or private sector, and accomplishments worthy of special commendation.

First Level Positions - those which involve non-professional or sub- professional work in a non-supervisory or supervisory capacity requiring less than four years of college studies, such as clerical, trades and crafts, and custodial service positions.

Job Requirements - requisites not limited to the qualification standards of the position, but may include skills, competencies, potentials, physical and psycho-social attributes necessary for the successful performance of the duties required of the position.

Next-in-Rank Position - 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 agency's System of Ranking Positions (SRP).

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 the 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 of which purpose employment was made.

Open Positions - positions that do not have any next-in-rank positions or residual positions of each level which may be filled up by lateral or vertical entry.

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.

Potential - the capacity and ability of a candidate to assume the duties of the position to be filled and those of higher or more responsible positions.

Promotion - the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary.

Psycho-Social Attributes - the characteristics or traits of a person which involve both psychological and social aspects. Psychological attribute includes the way a person perceives things, ideas, beliefs and understanding and how a person acts and relates these things to others and in social situations.

Qualification Standards - a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required in the performance of the job.

Qualified Next-in-Rank - 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.

Second Level Positions - those which involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.

Selection - 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 position.

Selection Line-up - 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 work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential.

Superior Qualifications - any outstanding relevant work accomplishments, educational attainment and training appropriate for the position to be filled, which shall include demonstration of exceptional job mastery and potentials in major areas of responsibility.

System of Ranking Positions (SRP) - 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 allocations;
- c. Classification and functional relationship of positions; and
- d. Geographical location.

IV. BASIC POLICIES

1. Selection of appointees in the lower courts shall be open to all qualified men and women according to the principle of merit, fitness and equality.

There shall be equal employment opportunities for men and women at all levels of positions in the lower courts, provided that they meet the minimum requirements of the position to be filled.

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

2. The MSPP-LC shall cover positions in the first and second levels and shall also include original appointments

and other related human resource actions.

3. When a position covered by this MSPP-LC becomes vacant, applicants selected for appointment thereto who are competent and qualified and possess the appropriate civil service eligibility shall be considered for permanent appointment.

4. Vacant positions marked for filling shall be published in accordance with Republic Act No. 7041 (Publication Law). The published vacant positions shall also be posted in at least three conspicuous places in the court where such vacancies exist for at least ten (10) working days. Other appropriate modes of publications shall be considered.

5. The members of the HRMPSB-LC shall undergo orientation and workshop on the selection or promotion process and CSC policies on appointments.

6. The Chief Justice shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB-LC.

7. All qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position.

8. The appointing authority may appoint an applicant who is not next-in-rank but who possesses superior qualifications and competence, and has undergone the selection process.

9. The HRMPSB-LC shall maintain fairness and impartiality in the assessment of candidates for appointments. Towards this end, the HRMPSB-LC may initiate innovative schemes in determining the best and most qualified candidate.

The following appointments shall no longer be screened by the HRMPSB-LC

a. Substitute appointments 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 HRMPSB-LC;

b. Appointment to primarily confidential positions; and

c. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for the last rating period.

10. Recommendations for appointment to vacancies in the Branch of a court shall be made by the Presiding Judge or the Acting Presiding Judge thereof and submitted to the Executive Judge for transmittal to the Office of Administrative Services, Office of the Court Administrator (OAS, OCA) for consideration or deliberation by the HRMPSB-LC.

For vacancies in the Office of the Clerk of Court, recommendations shall be made by the Executive Judge. The Clerk of Court may comment on such recommendation.

The Presiding Judge or Acting Presiding Judge or the Executive Judge, as the case may be, shall forward to the OAS, OCA all other applications for inclusion in the deliberations of the HRMPSB-LC.

The recommendee of the Presiding Judge or Acting Presiding Judge or the Executive Judge shall be given priority only if said applicant-recommendee possesses superior qualifications than, or is at least equally qualified as, the other applicants.

11. The HRMPSB-LC shall evaluate the qualifications of the recommendees or applicants. Through a resolution, it shall recommend to the Court either the approval or denial of applications, taking into consideration the qualification requirements of the position to be filled up.

12. No relatives of incumbent employees within the third civil degree of consanguinity or affinity shall be appointed in the same branch or office except when the appointment involves the promotion of an incumbent employee of the same branch or office, a change of status of appointment, or a renewal of temporary appointment.

13. Temporary appointment is issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed to, except for the appropriate eligibility. A temporary appointment may only be issued in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority. The appointment shall not exceed twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available.

However, in no case shall a temporary appointment be issued for positions that involve practice of profession regulated by bar/board law for lack of the required license and/or certificate of registration.

A temporary appointment issued to a person who does not meet any of the education, training or experience requirements for the position shall be disapproved/invalidated except to positions that are hard to fill, or other meritorious cases as may be determined by the Commission, or as provided by special law, such as Medical Officer/Specialist[6] positions, Special Science Teacher[7], Faculty positions[8] and Police Officer[9] positions. Except for these positions, temporary appointments may only be renewed once.

A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority.

When there are no available qualified faculty in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with [10].

The renewal of temporary appointments shall be limited to five (5) times only reckoned from the effectivity of CSC Memorandum Circular No. 25, s. 2017 [11].

14. The comparative competence and qualifications of candidates for appointment shall be determined on the bases of the following:

a. Performance Rating - For appointment by promotion or transfer, the Performance Rating of the appointee in the last rating period prior to the date of assessment or screening, which should be at least Very Satisfactory, shall be required.

The performance rating in the last rating period prior to the scholarship grant, which should be at least Very Satisfactory, shall be used as basis for promotion of an appointee-scholar.

The performance rating of at least Very Satisfactory (VS) in the last rating period shall not be required for promotion from first to second level entry positions.

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.

b. Eligibility - refers to the result of passing a merit and fitness test which may be determined as far as practicable

by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as the PRC-conducted board examinations, the SC-conducted bar examinations or the CESB-conducted CES examinations.

c. Education - refers to the formal or non-formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the position description form (PDF) (DBM-CSC form no. 1, revised 2017) of the position to be filled.

d. Training - refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or job description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the agency head and Certificates issued by the HRMO or authorized official from the government or private sector.

e. Experience - refers to the previous jobs in either the government or private section, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.

f. Outstanding Accomplishments - these include accomplishments worthy of special commendation.

g. Psycho-Social Attributes and Personality Traits - These refer to the characteristics or traits of a person which involve both psychological and social aspects. Psychological traits include how an applicant perceives things, ideas and beliefs and how the applicant acts and relates these things to others and in social situations.

h. Potentials - These refer to the capacity and ability of a candidate to assume not only the duties of the position to be filled but also higher or more responsible positions.

A greater percentage weight shall be allocated to performance.

15. No employee may be promoted to a position which is more than three (3) salary grades higher than the employee's present position except in very meritorious cases, such as:

a. The position occupied by the person is next-in-rank to the vacant position as identified in the SRP of the agency.

b. The vacant position is lone or entrance position as indicated in the agency staffing pattern.

c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/ Computer Programmer positions. Hard to fill vacancies refer to vacancies for which agencies found difficulties in recruitment for reasons such as, lack of skills of applicants, inadequate experience, applicants' expectation of high salary, lack of professional license, competition with private sectors and overseas jobs. (Occupational Shortages and Surpluses, 2013-2014 Integrated Survey on Labor and Employment, Philippine Statistics Authority, LABSTAT Updates, March 2016.

d. The vacant position is unique and/or highly specialized such as Actuarial, Airways Communicator positions.

e. The candidates passed through a deep selection process taking into consideration the candidates' superior qualifications in regard to:

- o Educational achievements
- o Highly specialized trainings
- o Relevant work experience
- o Consistent high performance rating ranking

f. The vacant position belongs to the closed career system. g. Other Meritorious cases, such as:

- when the appointee is the lone applicant who meets all the
- requirements of the positions and passed through the deep
- selection process . when the qualified next-in-rank employees waived their rights
- 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 employee/s is/are not qualified . when the qualified next-in-rank employees did not apply

The three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:

- a) Transfer incidental to promotion provided that the appointee was subjected to deep selection
- b) Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
- c) Reappointment from career to non-career position
- d) Reemployment
- e) Reclassification of position

16. An employee who is on local or foreign scholarship, training grant, or maternity leave, may be considered for promotion. For this purpose, the performance rating to be considered shall be that obtained in the last rating period in the present position prior to the scholarship or training grant or maternity leave. If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty of the appointee.

An employee should have obtained at least Very Satisfactory performance rating for the last rating period in the present position before being considered for promotion. Agencies shall not fill up vacancies resulting from promotion until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission.

17. Promotion within six months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

18. The day following the receipt of a notice of the appointment issued, the Judge or the Clerk of Court shall cause the posting of said notice of appointment at three conspicuous places within the court's premises for a period of at least fifteen calendar days.

19. Employees who have been meted administrative penalties shall be disqualified for promotion for a certain period of time pursuant to Supreme Court Memorandum Order No. 12-2002, as follows:

Penalty Period of Disqualification

Fine or Reprimand 6 months

Suspension from 1 day to 1 month 7 months

Suspension from 1 month and 1 day to 2 months 8 months

Suspension from 2 months and 1 day to 3 months 9 months

Suspension from 3 months and 1 day to 4 months 10 months

Suspension from 4 months and 1 day to 5 months 11 months

Suspension from 5 months and 1 day to 6 months 1 year

Suspension from 6 months and 1 day to 1 year 2 years

The period of suspension and disqualification shall be reckoned from notice of the Court's resolution by the disciplined personnel.

V. Procedure

1. Request for Authority to Fill Vacant Positions

The Court Administrator shall request authorization from the Chief Justice to fill vacancies in the lower courts. In the case of a position soon to be vacated due to the compulsory retirement of their incumbent, the request shall be made within six months prior to the date of the incumbent's retirement but the publication and posting shall not be earlier than 30 days prior to retirement. In the case of a vacancy due to other causes such as optional retirement, death, transfer, dismissal, resignation or promotion of the incumbent, the request for authorization to fill shall be made within one month from the occurrence of the vacancy. The Court Administrator shall specify the positions to be filled and the court or office where such positions belong. Upon approval of the request, the OAS, OCA shall notify the concerned Presiding Judge or Acting Presiding Judge and Executive Judge.

The OAS, OCA shall regularly notify the Court Administrator of the vacancies.

2. Publication of Vacant Positions

Within one month from notice of approval of the Chief Justice, the OAS, OCA shall:

- a) Cause the publication of said vacant positions in the CSC bulletin of vacant positions or through other modes of publication; and
- b) Notify the Clerk of Court to post notices of vacancies.

Within five days from notification, the Clerk of Court shall post notices of vacancies to be filled in three conspicuous places in the court's premises for ten working days. The notice shall specify the qualification standards and requirements for the position.

Within twenty (20) days from the expiration of the ten-day period of posting, the following guidelines shall be observed:

- a. The Presiding Judge or Acting Presiding Judge shall submit all applications, with or without recommendation, to the Executive Judge.
- b. The Executive Judge shall indorse all applications, with or without his recommendation, to OAS, OCA within five days from receipt thereof.

The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published.

Should no appointment be issued within the nine-month period, the agency has to cause the re-publication and re-posting of the vacant position.

The following positions are exempt from the publication and posting requirements:

- a. Primarily confidential;
- b. Policy determining;
- c. Highly Technical;
- d. Coterminous with that of the appointing officer/authority, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of EO No. 292;
- e. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996 [12], as amended; or
- f. Those to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional/field offices.

3. Listing of all Candidates for the Position.

The OAS, OCA shall prepare a list of candidates aspiring for the vacant position, either within or outside the branch or office, including qualified next-in-rank employees.

4. Preliminary Evaluation of Qualifications

The OAS, OCA shall conduct preliminary evaluation of the qualifications of all candidates named in the list. Those initially found qualified shall be included in a selection line-up which shall also reflect the candidates' comparative competence and qualifications based on the following factors:

- a. performance;
- b. education and training;
- c. experience and outstanding accomplishments;
- d. psycho-social attributes and personality traits; and
- e. potential.

5. Notification of Outcome of Preliminary Evaluation

The OAS, OCA shall notify all applicants of the outcome of the preliminary evaluation.

6. Submission of Line-up to the HRMPSB-LC

The OAS, OCA shall immediately submit the selection line-up to the HRMPSB-LC for its deliberation.

7. Assessment of Competence and Qualification of Candidates

The HRMPSB-LC shall make a systematic assessment of the competence and qualifications of candidates for appointment. It shall evaluate and deliberate en bane the qualifications of those listed in the selection line-up.

8. Submission of Resolution Containing the List of Candidates to the Court

The resolution containing the list of candidates recommended for appointment, from which the appointee will be chosen, shall be in the prescribed format, to be signed by all those who participated therein, and to be submitted to the Office of the Chief Justice within five days from its approval by the HRMPSB-LC.

The list of recommended candidates should reflect the comparative competence and qualification of the top five ranking candidates.

9. Assessment and Selection by the Chief Justice and the Chairpersons of the Divisions

The Chief Justice, with the concurrence of the Chairpersons of the Divisions, pursuant to A.M. No. 99-12-08-SC, shall assess the merits of the HRMPSB-LC recommendation for appointment and, in the exercise of their sound discretion, appoint the candidate who is deemed most qualified for appointment to the vacant position.

10. Transmittal of Resolution/Approval of Appointment

The resolution containing the approved appointment of the selected candidate, signed by the Chief Justice with the concurrence of the Chairpersons of the Divisions pursuant to A.M. No.99-12-08-SC, shall be transmitted to the OAS, OCA for the processing and preparation of the commission evidencing the appointment.

11. Posting of a Notice Announcing the Appointment

After the appointment has been made by the Chief Justice with the concurrence of the Chairpersons of the Divisions pursuant to A.M. No. 99- 12-08-SC, the OAS, OCA shall immediately request the Judge or the Clerk of Court concerned to post a notice announcing the appointment in three conspicuous places within the court's premises for at least fifteen days. The date of posting should be indicated in the notice.

VI. GRIEVANCE (PROTEST)

1. Grounds of Protest

A qualified next-in-rank employee may file a protest against the appointment issued for the following reasons:

- a. Non-compliance with the selection process;
- b. Discrimination on account of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation;
- c. Disqualification of the appointee to a career position for reason of lack of confidence of the recommending authority; and
- d. Other violations of the provisions of this HRMPSB-LC

2. Forms and Contents of Protest

The protest shall be written in clear, simple and concise language and in a systematic manner. The aggrieved party shall be called the "Protestant" and the proposed appointee the "Protestee."

The protest shall contain the following:

- a. The position contested, including its item number in the Plantilla;
- b. The full name, office, position and salary per annum of both the protestant and the protestee;
- c. The specifications of the protest; and
- d. The comparative data qualifications pertaining to both the protestant and the protestee by showing their education, training, experience, outstanding accomplishments, civil service eligibility, and latest performance rating.

3. Period for Filing Protest

The protest may be filed within fifteen (15) days from notice of the appointment by the protestant.

Failure to file a protest within the prescribed period shall be deemed a waiver of one's right, and no protest shall thereafter be entertained.

4. Procedure in Filing Protest

- a. The aggrieved party shall, within the prescribed period, file his protest in triplicate copies, together with all relevant documents, directly with the OAS, OCA which, in turn, shall immediately forward the same to the HRMPSB-LC.
- b. The HRMPSB-LC shall, within three days from receipt of the protest, require the recommending Judge or the Presiding or Executive Judge where the contested position exists, to comment thereon within five days.
- c. The relevant documents and the comment thereon of the Judge concerned shall be forwarded by the HRMPSB-LC, together with its own recommendation and findings on the matter, to the Chief Justice and the Chairpersons of the Divisions for resolution.

In case of failure on the part of the Judge concerned to file a comment within the prescribed period, the protest shall be submitted to the Chief Justice and the Chairpersons of the Divisions for resolution on the basis of available documents or records at hand.

- d. The decision of the Chief Justice and the Chairpersons of the Divisions on the protest is final and executor.

VII. COMPOSITION OF THE HRMPSB-LC

There shall be a Human Resource Merit Promotion and Selection Board for Lower Courts (HRMPSB-LC) for first and second level positions in the lower courts, other than the Court of Appeals, Sandiganbayan and Court of Tax Appeals with the following composition as organized under OCA Memorandum Order No. 02-2011 dated 17 January 2011:

Chairperson - The Court Administrator

1 st Vice-Chairperson - Deputy Court Administrator

2 nd Vice-Chairperson - Deputy Court Administrator

3 rd Vice-Chairperson - Deputy Court Administrator

Members - Assistant Court Administrator

- Assistant Court Administrator

- Office of the Chief Justice Representative

- Chief of Office of Administrative Services, Office of the Court Administrator

- Philippine Association of Court Employees (PACE) Representative from the 2 nd level positions or his/her alternate who shall participate only in the screening of candidates for vacancies in the level which they represent

- Philippine Association of Court Employees (PACE) Representative from the 1 st level positions or his/her alternate who shall participate only in the screening of candidates for vacancies in the level which they represent

(The representative of PACE shall serve only as such representative for a period of two years or for a period that the union may decide)

Secretary-Recorder - To be designated by the Chairperson

Asst. Secretary-Recorder - To be designated by the Chairperson

Asst. Secretary-Recorder - To be designated by the Chairperson

Aide - To be designated by the Chairperson

3 Casual Clerk III - To assist the Secretariat

The HRMPSB-LC shall assiduously study and screen applications for the positions in the lower courts and, thereafter, make recommendations thereon to the Court for approval.

Specifically, the HRMPSB-LC shall act on the following:

1. When an applicant who is not yet in the service is recommended to a vacant position even if there are qualified applicants thereto who are already in the service;
2. When more than one applicant for the same position are recommended by the Presiding Judge;
3. When the applicant recommended by the Acting Presiding Judge of the court where the vacancy exists is different from the recommendee of the regular Presiding Judge therein who is detailed to another court;
4. When the applicant recommended by the Acting Presiding Judge or by the regular Presiding Judge detailed in another court is different from the recommendee of the Executive Judge;
5. When the recommendee of a Judge is objected to by the recommendee's co-employee belonging to the same court; and
6. Such other matters as may be referred to the HRMPSB-LC for resolution.

VIII. FUNCTIONS AND RESPONSIBILITIES OF THE HRMPSB-LC

The HRMPSB-LC shall have the following functions and responsibilities:

1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - a. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position; and
 - b. Criteria for evaluation of qualifications of applicants for appointment which must suit the job requirements of the position.
2. Disseminate screening procedure and criteria for selection to all lower court officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated.
3. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates.
4. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
5. Submit, by resolution, the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed.
6. Maintain records of all deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC;
7. Orient the officials and employees in the lower courts pertaining to the policies relative to personnel actions.

IX. FUNCTIONS AND RESPONSIBILITIES OF THE OAS, OCA The OAS, OCA shall have the following

functions and responsibilities:

- a. Disseminate copies of the HRMPSB-LC to all Judges after approval thereof by the CSC;
- b. Develop a System of Ranking Positions for approval by the Chief Justice, copy furnished the CSC and its Field Office concerned, for reference purposes;
- c. Develop and maintain an updated qualification database of employees to include education, training, experience, skills, competencies and other similar information;
- d. Develop a program to fast-track the career movement of employees with superior qualifications; and
- e. Require the employees to update their Personal Data Sheet annually, if deemed necessary, and to submit supporting documents thereto to the OAS, OCA.

X. EFFECTIVITY

The MSPP-LC and the subsequent amendments thereto shall take effect immediately after approval by the CSC.

IX. COMMITMENT

We hereby commit to implement and abide by the provisions of this Revised HRMPSB-LC.

It is understood that this HRMPSB-LC shall be the basis for expeditious approval of appointments.

Issued this 13th day of December 2018.

(SGD.) LUCAS P. BERSAMIN
Chief Justice
Chairperson, First Division

DEC 13 2018

(SGD.) ANTONIO T. CARPIO
Associate Justice
Chairperson, Second Division

(SGD.) DIOSDADO M. PERALTA
Associate Justice
Chairperson, Third Division

(By virtue of and pursuant to A.M. No. 99-12-08-SC-revised)

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