



Republic of the Philippines

**UNIVERSITY OF NORTHERN PHILIPPINES**

Tamag, Vigan City

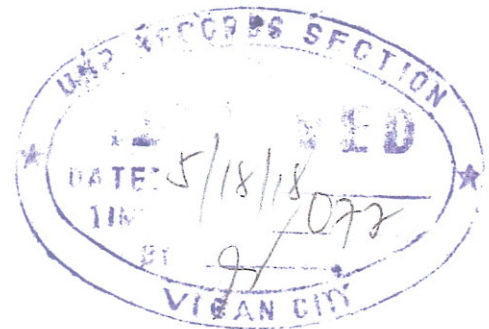
2700 Ilocos Sur

## **MERIT SELECTION PLAN** **for Teaching Personnel**





PRIME



May 16, 2018

**DR. GILBERT R. ARCE, Ed. D.**  
SUC President IV  
University of Northern Philippines  
Vigan City, Ilocos Sur

Dear Dr. Arce:

This refers to your Merit Selection Plan for Non-Teaching and Teaching Personnel (MSP) which you have resubmitted after conforming with the minor corrections/comments made by this office.

Upon final evaluation and review of the said career mechanism, we now found the same to be in consonance with the pertinent provisions of the CSC MC 24, s. 2017 or the Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA). Please be reminded however, to furnish the CSC FO and RO of the Office Order designating the members of the Human Resource Merit Promotion and Selection Board (HRMPSB) of that university for records purposes.

Your MERIT SELECTION PLAN (MSP) is now approved for implementation. It is understood that monitoring on its implementation shall be done by this Office within six (6) months after its approval.

Very truly yours,

**HEDY JOSE B. LARDIZABAL**  
Director IV

cc: ~~Ms. Marichu Y. Cuison~~  
Acting Director II  
CSC Ilocos Sur Field Office

JUN 01 2018

HJBL:VNM:MGC

*In a Race to Serve*  
*Responsive, Accesible, Courteous and Effective Public Service*

✉ Quezon Avenue, City of San Fernando, 2500 La Union

(072) 700-5639 / 700-5626 (Telefax) Text CSC: 0929-5050-668



csc\_regl@yahoo.com.ph



www.csc.gov.ph

## FOREWORD

This Merit Selection Plan for Teaching Personnel addresses pressing issues, problems, and the changing needs on policies and procedures related to appointments and other human resource actions.

It features the latest policies on employment status, nature of appointment, probationary period, effectivity and submission of appointments, posting of vacant positions, modes of separation, responsibilities of HR management officers, as well as the latest HR forms.

It also contains provisions on the university merit selection plan and the human resource merit promotion and selection board. It also covers rules on qualification standards, taken from the existing and prevailing policies on education, experience, training and eligibility requirements for positions.

Finally, this merit selection plan serves as a handy reference to help the university navigate the world of HR Policy, directing HR practitioners toward sharp decision making while balancing ethics, discipline and excellence in public service.



**JANE A. LEONES**

Supervising Administrative Officer  
(HRMO IV)



## TABLE OF CONTENTS

FOREWORD .....	i
TABLE OF CONTENTS .....	ii
INTRODUCTION .....	1
CHAPTER 1 – Objectives .....	1
CHAPTER 2 – Scope .....	1
CHAPTER 3 – Definition of Terms .....	2
CHAPTER 4 – Faculty Management Systems and Standards	
I. Qualification Standards .....	4
II. Recruitment, Selection and Appointment	
A. Recruitment and Appointment .....	6
B. Promotion .....	9
C. Composition of the Faculty Selection Board .....	10
III. Career and Faculty Development	
A. Human Resource Development Interventions .....	11
B. Faculty and Staff Development Committee (FSDC) .....	12
IV. Performance Management System .....	12
V. Program on Awards and Incentives for Service Excellence (PRAISE) .....	14
VI. Personnel Relations and Welfare Services .....	16
CHAPTER 5 – Working Hours .....	16
CHAPTER 6 – Leave Benefits .....	18
CHAPTER 7 – Complaints and Grievance Machinery .....	18
CHAPTER 8 – Public Sector Unionism .....	20
CHAPTER 9 – Discipline .....	21
CHAPTER 10 – Other Personnel Actions .....	21
CHAPTER 11 – Retirement .....	22
CHAPTER 12 – Transitory Provisions .....	22
CHAPTER 13 – Responsibility .....	23
CHAPTER 14 – Amendment .....	23
CHAPTER 15 – Effectivity .....	23

**Professor IV to VI**

Education : Relevant doctorate degree  
Experience: 5 years of relevant experience  
Training : 32 hours of relevant training  
Eligibility : None required  
RA 1080 (for courses requiring BAR or BOARD eligibility)

**University Professor**

Education : Relevant doctorate degree  
Experience: 5 years of relevant experience  
Training : 32 hours of relevant training  
Eligibility : None required  
RA 1080 (for courses requiring BAR or BOARD eligibility)

2. The National Budget Circular pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in SUCs.

## **II. RECRUITMENT, SELECTION AND APPOINTMENT**

### **A. RECRUITMENT AND APPOINTMENT**

#### **General Policy**

The University, through its governing board, shall establish its own internal policies, procedures and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the CSC for approval.

The established University's policies and procedures on recruitment and appointment of faculty shall be in accordance with the following Civil Service policies and procedures:

#### **Policies**

1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.
2. Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the University.
3. Vacant positions marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the University for at least ten (10) calendar days and should be sent to other educational institutions within the region to inform other interested people. Other appropriate modes of publication is considered.



The filling of vacant positions in the University shall be made after ten (10) calendar days from their publication.

The publication of a particular vacant position shall be valid until filled but not 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 date of publication.

Should there be no appointment issued within the nine (9)-month period, the University has to cause the re-publication of the vacant position.

4. If a faculty member is appointed as University President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.
5. The statuses of appointment for the members of the faculty are the following:
  - a. Permanent appointment is issued to a faculty who meets the qualification standards established for the faculty rank and who shall have completed the probationary period. The probationary period for faculty positions shall be six (6) months as approved by the Board of Regents.
  - b. Temporary appointment is issued to a faculty who does not meet the education, training or experience requirements of the position to which he/she is being appointed not exceeding one school year.
  - c. Contractual appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, which is not true with contractual appointment.

## **Procedures**

The University shall recruit and appoint faculty in accordance with the UNP Faculty Merit System procedure herein:

- a. The HRMO identify and prepare vacant positions to be filled up.



- b. The HRMO publish vacant positions in accordance with RA 7041 (Publication Law) for transparency. The published vacant positions shall also be posted at least three (3) conspicuous places in the University for at least ten (10) calendar days and should be sent to other educational institutions within the region for the information of other people who may be interested in them. Other appropriate modes of publication shall be considered. Men and women shall be encouraged to apply.
- c. The HRMU receive application either from inside and outside sources and prepare list of candidates aspiring for the vacant position.
- d. The HRMU conducts preliminary evaluation of the qualification of all candidates.
- e. The candidates who passed the preliminary evaluation shall undergo further assessment such as interview, teaching demonstration and psychological tests. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the University for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice. Prior to the interview, a background investigation or reference check shall be conducted by the HRMU to check the veracity of the information in the candidate's application form.
- f. The HRMO shall notify all applicants of the outcome of the preliminary evaluation.
- g. The HRMO shall submit the selection line-up to the FSB for its deliberation en banc.
- h. The FSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or positions, evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
- i. The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled.

The evaluation report should specify the top five (5) ranking candidates whose overall point scores are comparatively at par based on the comparative assessment in terms of performance, education, training, experience and outstanding accomplishments and other relevant criteria.

To determine candidates who are comparatively at par, the FSB shall set reasonable differences or gaps between point scores of candidates for appointment.

- j. The President shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking candidates deemed most qualified for appointment to the vacant position.



- k. The President shall issue the appointment in accordance with the provision of the Merit Selection Plan for Teaching Personnel as approved by the Board of Regents, and submitted to the CSC.
- l. The HRMU shall post a notice announcing the appointment of a faculty in three (3) conspicuous places in the UNIVERSITY a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.
- m. The HRMU conducts orientation to appointed personnel.

For upgrading of rank, the criteria and procedures for evaluation provided in the National Budget Circular pertaining to compensation and positions classification plan for faculty positions in SUCs shall be followed.

## **B. PROMOTION**

### **Policies**

- 1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training and scholarship grants, and others) of the position, including performance rating of at least Very Satisfactory during the last two (2) rating periods.
- 2. In cases where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.
- 3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
- 4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- 5. Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
- 6. A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effectivity date of the promotional appointment including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.



The FSB shall make its activities and decisions as transparent as possible.

#### **Procedures**

- a. The HRMU shall cause the publication and posting of all vacant positions or ranks to be filled.
- b. The FSB shall evaluate the candidates' credentials or documents submitted to it by the HRMRU and submit a comprehensive evaluation report of candidates screened for promotion to the President, after which the HRMU informs the candidates of the results of the evaluation.
- c. All promotional appointments, including upgrading/reclassification of positions/ranks, shall be posted in conspicuous places throughout the University to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification.

### **C. COMPOSITION OF THE FACULTY SELECTION BOARD**

The University shall create a "Faculty Selection Board" herein referred to as FSB. This body shall assist the University President in selecting applicants or candidates for recommendation to the Board of Regents, who shall confirm the appointment of faculty members to positions/ranks.

The members of the FSB of the University are the following:

1. The Vice President for Academic Affairs as Chairperson;
2. The Dean/Department Head where the vacancy exists;
3. The Human Resource Management Officer as member;
4. The President of the CSC-accredited Faculty Union;
5. A ranking faculty member chosen by the University President;
6. A ranking professor whose specialization is in line with the nature of the teaching position to be filled and who shall be chosen by the Dean or Department Head requiring such expertise.
7. The FSB secretary shall come from the HRMU, who shall continuously make an inventory of all vacant positions and coordinate with the Chairperson in determining qualified insiders who may be considered for appointment. The HRMU shall keep records and proceedings of the FSB and maintain all records and documents, keeping them in readiness for inspection and audit by the Civil Service Commission;

### **III. CAREER AND FACULTY DEVELOPMENT**

#### **General Policy**

The University shall develop a career and faculty learning and development program which shall include provisions on training, including foreign and local