



26 April 2024

MARIA MARGARITA MONTEMAYOR NOGRALES

Chief Operating Officer
Tourism Promotions Board
4th Floor, Legaspi Towers 300
Roxas Boulevard cor. P. Ocampo Street
Malate, Manila

Dear **Chief Operating Officer Nograles**:

This refers to your letter dated 02 April 2024 seeking approval of the revision on the composition of the Human Resource Merit and Selection Board under the CSC-approved Merit and Selection Plan (MSP) of the Tourism Promotions Board (TPB).

This Office interposes no objection in the revision on the HRMPSB under the CSC-approved MSP of the TPB. Thus, this revision is hereby **NOTED** and shall form part of the TPB's records on file with this Office.

We look forward to the successful implementation of the TPB MSP.

Respectfully yours,


VICTORIA F. ESBER
Director IV

C: DIRECTOR II MIRA MICHELLE A. BRAZIL
CSC FO – Bangko Sentral ng Pilipinas

PSED/VEV/MFLG/ers

Bawat Kawani, Lingkod Bayani

TOURISM PROMOTIONS BOARD

MERIT SELECTION PLAN

as of 25 March 2024

Pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), CSC Memorandum Circular No. 3, s.1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum Circular No. 8, s. 1999, CSC Memorandum Circular No. 03, s. 2001, and CSC Memorandum Circular No. 04, s. 2005, further amended by CSC Memorandum Circular No. 24 s.2017 the Tourism Promotions Board Merit Selection Plan (TPB MSP) is hereby established for the guidance of all concerned.

I. DEFINITION OF TERMS

Agency - refers to the Tourism Promotions Board (TPB), a government-owned-and-controlled corporation and an attached agency of the Department of Tourism (DOT) tasked to market and promote the Philippines as a world-class tourism destination.

Appointing Officer/ Authority - the person or body duly authorized by law to issue appointments in the agency.

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 TPB Human Resource Merit Promotion and Selection Board (HRMPSB).

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

Discrimination - is a situation wherein a qualified applicant is not included in the selection line-up on account of age, sex, sexual orientation and gender identity, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.

Executive/ Managerial Positions - this 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.

First Level Positions – shall include clerical, trades and crafts, and custodial service which involve non-professional or sub-professional work in a non-supervisory or supervisory capacity requiring less than four years of collegiate studies.

Human Resource Actions – any action denoting the movement or progress of human resource in the civil service such as original appointment, promotion, transfer, reinstatement, reemployment, detail, reassignment, secondment and demotion.

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

Next-in-Rank Position – refers to a position which by reason of the hierarchical arrangement of positions in TPB is determined to be in the nearest degree of relationship to a higher position as contained in TPB's approved Organizational Structure and Staffing Pattern (OSSP).

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 employment was made.

Promotion – is 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 – refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way the person perceives things, ideas, beliefs and understanding and how the person acts and relates these things to others and in social situations.

Qualification Standards – are the minimum and basic requirements for positions in the government in terms of education, training, experience, Civil Service Eligibility, physical fitness and other qualities required for successful performance of the duties of the position.

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 System of Ranking Position (SRP) approved by the Head of Agency and who meets the requirements for appointment to the next higher position.

Second Level Positions – professional, technical and scientific positions which involve professional, technical or scientific work in a non-supervisory or supervisory capacity requiring at least four years of college work.

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 position.

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

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.

System of Ranking Positions – “ANNEX A” is the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which positions 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.

II. POLICY GUIDELINES

1. Selection of employees for appointment in the Tourism Promotions Board (TPB) shall be open to all qualified men and women according to the principle of merit and fitness.
2. The TPB MSP shall cover positions in the first, second level – nonsupervisory/supervisory and second level-executive/managerial positions, which are not presidential appointments and shall also include original appointments and other related human resource actions.
3. Selection of employees for appointment in the TPB shall be open to all qualified officers and employees 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 TPB, provided they meet the minimum requirements of the position to be filled.

4. 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.
5. Eligibility for promotion of employees with pending administrative case pursuant to Section 46, Rule 8 of CSC Resolution No. 1701077 or the 2017 Rules on Administrative Cases in the Civil Service (RACCS) dated 03 July 2017 shall not disqualify respondent from promotion and other human resource actions or from claiming maternity/paternity benefits.
6. Pursuant to Section 25, Rule VII of CSC Resolution No. 1701009 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, all agencies shall submit a list of their corresponding qualification standards and plantilla item numbers (CS Form No. 9, Revised 2017) in electronic and printed copies to the CSCFO concerned. The printed copy shall be posted by the CSCFO in its bulletin board. The electronic copy shall be forwarded to the CSCRO concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website. In addition, agencies may publish vacant positions in the agency website, newspaper and other job search engines.
7. A Human Resource Merit Personnel Selection Board (HRMPSB) shall be established which shall assess and deliberate candidates for first, second level - non-supervisory /supervisory and second level/executive/managerial positions, which are not presidential appointments. All candidates for appointment to these levels of position shall be assessed and deliberated by the HRMPSB.
8. 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 pursuant to Item 6(e), Rule II of CSC Resolution No. 1800692.
9. TPB 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 and those conferred with the PRIME-HRM Bronze/ Silver/ Gold award.
10. 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 those authorized exemptions by the Commission.

11. Those who are on official leave of absence/maternity leave, scholarship, or training grant may be considered for promotion provided that the performance rating of at least Very Satisfactory in the last rating period prior to official leave of absence/maternity leave, scholarship, or training grant shall be required pursuant to Section 6(e), Rule II of CSC Resolution No. 1800692.

If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty or upon return from scholarship or training grant or authorized leave.

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

III. COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

1. Human Resource Merit Promotion and Selection Board (HRMPSB) for first and second level and second level executive/managerial positions shall be established in TPB, with the following composition:

Composition	First and Second Level Positions (SG 1-25/ JG 4-12)	Executive/ Managerial Positions (SG 26/ JG 14 and above)
Chairperson	Deputy Chief Operating Officer for Corporate Affairs or designated representative	Deputy Chief Operating Officer for Marketing and Promotions or designated representative
Members	Head of organizational unit where the vacancy exists, or designated alternate	Deputy Chief Operating Officer for Corporate Affairs or designated representative
	Manager, Administrative Department or designated alternate	Manager, Administrative Department or designated alternate
	Division Chief, Personnel and Human Resources Development Division or designated alternate	Division Chief, Personnel and Human Resources Development Division or designated alternate
	Department Manager/ Acting Head where the vacancy exists or designated alternate	Department Manager/ Acting Head where the vacancy exists or designated alternate

Composition	First and Second Level Positions (SG 1-25/ JG 4-12)	Executive/ Managerial Positions (SG 26/ JG 14 and above)
Members	Two (2) regular and alternate representatives of the rank-and-file career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association in the agency	

2. For the Deputy Chief Operating Officer for Marketing and Promotions, Deputy Chief Operating Officer for Corporate Affairs and Board Secretary V, the qualified candidates shall be endorsed by the TPB COO to the Remuneration and Nomination Committee of the TPB Board of Directors for interview as part of the evaluation/ assessment.
3. For Internal Auditor V the qualified candidates shall be endorsed to the Head of the TPB Board of Directors Audit Committee for interview as part of the evaluation/ assessment.
4. In case there is no accredited employee association in TPB, 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.
5. The first level representative shall participate during the screening of candidates for vacancies in the first level; the second 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.
6. For continuity purposes, alternates may be designated to represent the aforementioned permanent members to take over in case of their absence.
7. The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved TPB MSP and shall submit to the Appointing Officer/ Authority, as much as practicable, the list of names of the top five (5) ranking candidates for which a selection for appointment may be made.
8. In case member/s of the TPB HRMPSB will be subjected to assessment and deliberation, the member concerned shall automatically inhibit as member of

the HRMPSB and the authorized and designated alternate representatives shall seat as the provisional members of the board.

9. The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. The HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;
10. The deliberation by the HRMPSB shall not be made earlier than ten (10) calendar days from the date of publication and posting of vacant positions.
11. The Personnel and Human Resources Development Division (PHRDD) shall perform secretariat and technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also conduct background investigation for second level, supervisory, and executive/ managerial positions.
12. The Head of Agency shall ensure equal opportunity for men and women to be represented in the TPB HRMPSB for all levels.

IV. PROCEDURE

1. Pursuant to Section 25, Rule VII of CSC Resolution No. 1701009 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, all agencies shall submit a list of their corresponding qualification standards and plantilla item numbers (CS Form No. 9, Revised 2017) in electronic and printed copies to the CSCFO concerned. The printed copy shall be posted by the CSCFO in its bulletin board. The electronic copy shall be forwarded to the CSCRO concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website. In addition, agencies may publish vacant positions in the agency website, newspaper and other job search engines.

If the Bureau decides to engage a job employment facility or service provider to assist in the publication of vacancies, the applicants may register and file their applications online or through the facility's recruitment system, subject to the approval of the HRMPSB

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

- a. primarily confidential;
- b. policy-determining positions;
- 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 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, 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.

Vacant positions in the career service, including vacant executive/ managerial positions in the second and third level positions that are authorized to be filled together with their corresponding qualification standards and plantilla item numbers, shall be published and posted in three (3) conspicuous places for a period of at least ten (10) calendar days in accordance with the provisions of R.A. No. 7041 and its implementing guidelines.

Submission to CSC-Examination, Recruitment and Placement Office (CSC-ERPO) of a list of vacant executive/managerial positions in the agency is no longer required. Instead, the same shall be published in the CSC Bulletin of Vacant Positions in the Government at the CSC website.

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

Anticipated vacancies may be published in case of retirement, resignation, or transfer. However, the publication should not be earlier than thirty (30) days prior to such retirement, resignation, or transfer.

2. The PHRDD shall conduct preliminary assessment of the qualification of all candidates vis-a vis the qualification standard for the position. Those initially found qualified shall undergo further assessment such as: 1) interview 2) written examination 3) skills test 4) pre-employment background check and 5) others as may be deemed necessary by the HRMPSB.
3. A selection line-up shall be prepared and posted in three (3) conspicuous places in TPB for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.

The selection line-up shall reflect the comparative competence and qualification of candidates on the basis of:

3.1.1 PERFORMANCE - 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 pursuant to Item 6(e), Rule II of CSC Resolution No. 1800692.

Those who are on official leave of absence/maternity leave, scholarship, or training grant may be considered for promotion provided that the performance rating of at least Very Satisfactory in the last rating period prior to official leave of absence/maternity leave, scholarship, or training grant shall be required pursuant to Section 6(e), Rule II of CSC Resolution No. 1800692.

3.1.2 EDUCATION and TRAINING - include educational background, successful completion of training courses accredited by the Civil Service Commission, scholarships, training grants, and other programs relevant to the duties of the position to be filled conducted by other training institutions or other forms of interventions conducted by the Agency.

3.1.3 EXPERIENCE and OUTSTANDING ACCOMPLISHMENTS - include occupational history, relevant work experience acquired either from the government or private sector, and accomplishments worthy of special commendation.

3.1.4 PSYCHO-SOCIAL ATTRIBUTES and PERSONALITY TRAITS - refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way the person perceives things, ideas, beliefs and understanding and how the person acts and relates these things to other and in social situations.

3.1.5 POTENTIAL - refers to the capacity and ability of a candidate to assume the duties of the positions. A greater percentage weight shall be allocated to performance.

4. Notify all applicants of the outcome of the preliminary evaluation.
5. Submit the selection line-up to the TPB HRMPSB for deliberation.

Appointment to the following positions shall no longer be screened by the TPB HRMPSB:

- 5.1 Substitute appointment due to its short duration and emergency nature;
 - 5.2 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 two (2) rating periods;
 - 5.3 Appointments to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292 pursuant to Section 94, Rule IX of CSC Resolution No. 1800692.
6. The HRMPSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions. They shall evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
 7. 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 specify whether the candidates meet the qualification standards of the position, observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled, and information about the candidates' preference of assignment.

The list of candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

8. The Chief Operating Officer (COO), as the head of agency and the appointing authority, shall assess the merits of the TPB HRMPSB's comprehensive 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 applicants deemed most qualified for appointment to the vacant position.

The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

To determine candidates who are comparatively at par, the TPB HRMPSB shall set reasonable difference or gap between point scores of candidates for appointment.

9. Issue appointment in accordance with the provisions of the TPB MSP.
10. Post a notice announcing the appointment of an employee in three (3) conspicuous places in TPB a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

V. PROTEST

Only a qualified next-in-rank official or employee may file a protest against an appointment made in favor of another who does not possess the minimum qualification requirements pursuant to Section 89, Rule 18 of CSC Resolution No. 1701077 dated July 3, 2017.

A qualified next-in-rank employee shall have the right to appeal initially to the head of agency, then to the CSC RO, and then to the Civil Service Commission Proper.

VI. FUNCTIONS AND RESPONSIBILITIES

1. The Human Resource Management Officer (HRMO) shall have the following functions and responsibilities:
 - a. Disseminate copies of the TPB MSP and its annexes to all personnel of TPB after approval thereof by the Civil Service Commission (CSC). An orientation shall also be conducted by the PHRDD Unit within six (6) months upon approval of the MSP. This orientation is meant to ensure awareness and understanding of the Plan. A report on the same shall be submitted to the Civil Service Field Office concerned for record purposes;
 - b. Develop a System of Ranking Positions (SRP) which will be submitted for approval of the appointing authority, copy furnished the CSC and its Field Office concerned, for reference purposes;
 - c. Identify vacant positions that may be enrolled in the Brightest for the Bureaucracy Program (BBP);
 - d. Develop a Plan which shall set forth the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives and programs;

- e. Develop and maintain an updated qualification database of employees of the agency to include education, training, experience, skills, competencies, and other similar information;
- f. Develop a program to fast track the career movement of employees with superior qualifications; and
- g. Publication of vacant position in the CSC Bulletin of Vacant Position in the CSC website is now mandatory. However, publication through other modes, in addition to publication in the CSC, may be allowed, provided a request for publication of vacant position has been filed at the CSC FO concerned on the same day of publication in the agency website or newspaper or other job search.

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

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

- Primarily confidential;
 - Policy-determining;
 - 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;
 - Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996, as amended; or
 - Those 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.
- h. Prepare list of candidates aspiring for the vacant position either from within or outside TPB within fifteen (15) days from completion of the preliminary evaluation in the process, the following should be considered:

- Qualified next-in-rank employee to the vacant position shall be automatically considered
- The following meritorious cases are exempted from the three (3)-salary grade limitation on promotion:
 - a. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Promotion Plan and System of Ranking Positions (SRP) of the agency;
 - b. The vacant position is a 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;
 - d. The vacant position is unique and/or highly specialized;
 - e. 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
 - f. The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature; and
 - g. 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 employee/s is/are not qualified
 - when the next-in-rank employees did not apply
- Those who are on official leave of absence/maternity leave, scholarship, or training grant may be considered for promotion provided that the performance rating of at least Very Satisfactory in the last rating period prior to official leave of absence/maternity leave, scholarship, or training grant shall be required pursuant to Section 6(e), Rule II of CSC Resolution No. 1800692.

If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty or upon return from scholarship or training grant or authorized leave.

- Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- i. Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as: written examination, skills test, interview and other. After which, selection line-up shall be prepared and posted in three (3) conspicuous places in TPB for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice;
 - j. Notify all applicants the outcome of the preliminary evaluation;
 - k. Submit selection line-up to the TPB HRMPSB for deliberation.

Appointment to the following positions shall no longer be screened by the TPB HRMPSB:

- Substitute appointment due to its short duration and emergency nature;
- 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 two (2) rating periods;

- Appointment to primarily confidential positions; or
 - Appointments to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292 pursuant to Section 94, Rule IX of CSC Resolution No. 1800692.
2. The employees shall be responsible for updating their Personal Data Sheet (PDS) annually, if deemed necessary, and submit supporting documents thereto to the PHRDD.
3. The TPB Human Resource Merit Promotion and Selection Board (HRMPSB) shall have the following functions and responsibilities:
- a. Assist the Head of Agency, as the appointing authority, in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved TPB Merit Selection Plan (MSP).
 - b. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - b.1 Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - b.2 Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
 - c. Disseminate screening procedure and criteria for selection to all TPB officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall, likewise, be properly disseminated;
 - d. Prepare a systematic assessment of the competence and qualifications of candidates for appointment, maintain fairness and impartiality in the assessment of candidates. Towards this end, the TPB PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;

- e. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up;
- f. Submit the list of candidates for appointment from which the appointing authority shall choose the applicant to be appointed.

The list of candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

- g. Maintain records of the deliberations which must be made accessible to the interested parties upon written request and for inspection and audit by the CSC; and
- h. Orient the officials and employees in the agency pertaining to policies relative to personnel actions of the MSP.

4. The COO, as the head of agency and the appointing authority, shall have the following functions and responsibilities:

- a. Establish a Human Resource Merit Promotion and Selection Board (HRMPSB) in TPB and see to it that all HRMPSB members undergo orientation and workshop on the selection/promotion process and CSC policies on appointments. The head of agency shall, as far as practicable, ensure equal opportunity for men and women to be represented in the TPB HRMPSB for all levels;
- b. Assess the merits of the TPB HRMPSB's comprehensive evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the following:
 - top five ranking applicants deemed most qualified to the vacant position;
 - applicants who have undergone deep selection and found to possess superior qualifications; and
 - pool of the Brightest for the Bureaucracy Program (BBP);
- c. Appoint an incumbent of position not considered next-in-rank to the vacant position and who is qualified and possess superior qualification over other applicants provided that said employee has undergone a deep selection process.
- d. Issue appointments in accordance with the provisions of the TPB MSP.

VII. EFFECTIVITY

The TPB Merit Selection Plan (TPB MSP) and subsequent amendments thereto shall take effect immediately after the approval by the Civil Service Commission.

VIII. COMMITMENT

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

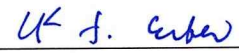


MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer
Tourism Promotions Board

4.5.2024

Date

APPROVED BY



VICTORIA F. ESBER
Director IV
Civil Service Commission - National Capital Region

APR 26 2024

Date