MWSS – Corporate Office

Merit Selection Plan and

Human Resource Merit Promotion and Selection Board

LEGAL BASIS

Pursuant to Section 7 of REPUBLIC ACT No. 6234 “AN ACT CREATING THE METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM AND DISSOLVING THE NATIONAL WATERWORKS AND SEWERAGE AUTHORITY; AND FOR OTHER PURPOSES” and Section 83 of Rule IX of the 2017 OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS, the METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM – CORPORATE OFFICE (MWSS – CO) hereby issues this MERIT SELECTION PLAN AND HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD to serve as Guidelines in the Hiring and Placement of Employees.

I. OBJECTIVES

It is the policy of MWSS-CO to strictly adhere to the principles of merit, fitness and equality. The selection of MWSS-CO employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. 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. Thus, in adherence to this policy, this MWSS-CO Merit Promotion and Selection Plan aims to:

1. Establish a Merit Selection Plan (MSP) that is characterized by strict observance of the merit, fitness and equality principles in the selection of employees for appointment to MWSS-CO career and non-career positions, and

2. Create equal opportunities for employment to all qualified men and women to enter MWSS-CO through the Human Resource and Organizational Development and Learning (HRODIL) Department for career advancement.
II. SCOPE

This MSP shall cover career positions in the first and second (Professional and Executive/Managerial) level positions in the MWSS—CO.

III. DEFINITION OF TERMS

MWSS-CO – Metropolitan Waterworks and Sewerage System Corporate Office

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

Competency – refers to the measurable or observable knowledge, skills, abilities and behaviors of employees or staff critical to specific desired outcomes defined in every position/item commonly known as successful job performance. This is coupled by the commitment of the personnel to perform and to act in a wide variety of situations. MWSS has established core, leadership and functional competencies specifically required for each position and its corresponding level often defined as a set of observable, measurable, and vital skills, knowledge, and attitudes that are translations of capabilities deemed essential for organizational success.

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

Demotion – the movement of an employee from a higher position to a lower position where he/she qualifies, if a lower position is available. The demotion entails reduction in duties, responsibilities, status or rank, which may or may not involve a reduction in salary. In cases where demotion is due to reorganization or rationalization, the employee shall be allowed to continue to receive the salary of the higher position. Where the demotion is voluntary or at the instance of the employee, he/she shall be allowed to receive the same step of the salary grade of the same position where he/she voluntarily sought to be appointed. A written consent shall be secured from the demoted employee.

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.

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 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 Position (SRP).

**Personnel Action** – 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.

**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 he/she perceives things, ideas, beliefs and understanding and how he/she 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. These shall serve as the basic guide in the selection of the employees and in the evaluation of appointments to all positions in the government.

**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 SRP approved by the head of agency and who meets the requirements for appointment to the next higher position.

**Reclassification** – a form of staffing modification and/or position classification which is applied only when there is a substantial change in the regular duties and responsibilities of the position which may result in a change in any or all of the position attributes: position title, level and/or salary grade and can be accompanied by an upward or downward change in salary. Reclassification is the generic term for changes in staff/position classification which includes upgrading, downgrading and re-categorization.

Reclassification requires the issuance of an appointment but the same is ministerial on the part of the appointing officer/authority. The appointment of an incumbent (permanent employee) whose position was reclassified shall be approved/validated, regardless of whether he/she meets the qualification requirements of the position involved. The incumbent of the reclassified position has a vested right to the reclassified position but he/she shall not be promoted unless he/she meets the qualification requirements of the next higher position.
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 mastery and potential in major areas of responsibility.

System of Ranking Positions – is 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 allocation
c. Classification and functional relationship of positions; and
d. Geographical location

IV. BASIC POLICIES

a. Selection of employees for appointment in the MWSS-CO shall be anchored on the principles of merit and fitness. Employment opportunities shall be open to all who are qualified, regardless of gender, civil status, disability, religion, ethnicity or political affiliation.

b. When there is vacant position in the first or second (Professional and Executive/Managerial) level, applicants for appointment shall be competent, qualified, and shall possess appropriate civil service eligibility to be considered for permanent appointment.

c. In addition to the required qualifications, applicants for second-Executive/Managerial level positions must possess executive and managerial competence.

d. An employee should have obtained at least Very Satisfactory performance rating for one year in the present position before being considered for promotion.¹

¹ Sec. 95 of the 2017 Omnibus Rules on Appointments and Other Human Resources Actions (ORAOHRA)
e. MWSS 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.\(^2\)

f. For appointment by transfer, the performance rating for the last rating period immediately preceding the transfer from the former office or agency should be at least very satisfactory.

V. PROCEDURES

A. PUBLICATION

MWSS shall publish the vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers in the CSC Bulletin of Vacant Positions in the Government in the CSC website or through other modes of publication such as the MWSS website, newspaper and other job search websites.

Post the same in three (3) conspicuous places in MWSS-CO for at least ten (10) calendar days

Publication of a particular vacant position shall be valid until filled but not to exceed 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.

Anticipated vacancies based on the agency’s succession plan may be published. In case of retirement, resignation or transfer, the publication should not be earlier than 60 days prior to retirement, resignation or transfer.

The following positions are exempt from the publication requirement: (Sec. 26 of the 2017 ORAOHRA)

a. Primary confidential;
b. Policy determining;
c. Highly technical which includes engineers with expertise in water/water distribution, dams and tunnels;
d. Coterminal 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 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 (40) as amended; or

\(^2\) Sec. 96 of the 2017 ORAOHRA
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 the Corporate Office (Positions to be filled by existing regular employees in the Agency in case of reorganization)

B. FILLING-UP OF VACANT POSITIONS

The following shall be considered in the filling up of vacant positions, either from within or outside the MWSS-CO, including next-in-rank employees.

- 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 in very meritorious cases, such as:

  - if the position occupied by the person is next-in-rank as identified in the Merit Selection Plan and the System of Ranking Positions of the agency;
  - the vacant position is the lone or entrance position indicated in the MWSS staffing pattern;
  - the vacant position is hard to fill, such as engineers with expertise in water/water distribution, dams and tunnels;
  - the candidate passed through a deep selection process, taking into consideration the candidates' superior qualification in regard to: (a) educational achievements, (b) highly specialized trainings, (c) relevant work experience, and (d) consistent high performance ranking/rating;

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 defined in the agency SRP is vacant;
  - when the next-in-rank employees is/are not qualified;
  - when the qualified-next-in-rank did not apply (Section 97)

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 involves issuance of an appointment:

  - transfer incidental to promotion provided that the appointee was subjected to deep selection
  - reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
reappointment from career to non-career position
reemployment
reclassification of position

- An employee who is on local or foreign scholarship or training grant or pregnant on maternity leave may be considered for promotion
  - For this purpose, the performance ratings to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leave.
  - If promoted, the appointment of officials or employees who are on official leave of absence, training or scholarship grant, shall be effective upon assumption or upon return from official leave of absence, scholarship or training.

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

3. 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 others. After which, selection line-up shall be deliberated upon during a PSB meeting.

C. EVALUATION

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

1. EDUCATION (40%) – include educational background which must be relevant to the duties of the position to be filled.

2. TRAINING (20%) – include successful completion of training course accredited by the Civil Service Commission, scholarships, training grants and others which must be relevant to the duties of the position to be filled.

3. EXPERIENCE (20%) – include occupational history, relevant work experience acquired either from the government or private sector, and accomplishments worthy of special commendation.

4. COMPETENCY (Interview and Examination) 20% – refers to the measurable or observable knowledge, skills, abilities and behaviors of employees or staff critical to specific desired outcomes defined in every position/item commonly known as successful job performance. This is coupled by the commitment of the personnel to
perform and to act in a wide variety of situations. MWSS has established core, leadership and functional competencies specifically required for each position and its corresponding level as well as adopting the requirement for entry and promotional test pursuant to CSC MC 06, s. 2017 dated March 3, 2017.

D. DELIBERATION

The duly constituted HRMPSB shall, thereafter:

1. Notify all applicants of the outcome of the preliminary evaluation.

2. Submit the selection line-up to the HRMPSB for deliberation en banc.

   Appointments to the following positions shall no longer be screened by the HRMPSB

   1. Appointment to personal and primarily confidential positions; and
   2. Renewal of temporary appointment issued to the incumbent personnel.

HRMPSB then shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions. Evaluate and deliberate en banc the qualification of those listed in the selection line-up, and submit the list of candidates recommended for appointment, specifying the highest five (5) qualified candidates whose over-all point scores are comparatively at par, from which the appointing authority shall choose the applicant to be appointed.

3. The Appointing Authority shall assess the merit of HRMPSB’s recommendee for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five (5) ranking applicants deemed most qualified for appointment to the vacant position.

4. Issue appointment in accordance with the provisions of the MWSS-CO Merit Selection Plan

5. Post a notice announcing the appointment of an employee in three (3) conspicuous places in the agency a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

VI. GRIEVANCE

A qualified next-in-rank employee may present the complaint with the agency grievance machinery under the following conditions:
a. Non-compliance with the selection process;
b. Discrimination on account of age, sex, sexual orientation and gender identity, civil status, pregnancy, disability, religion, ethnicity, or political affiliation;
c. Disqualification of applicant to a career position for reason of lack of confidence of the appointing authority; and
d. Other violations of the provisions of the Merit Selection Plan

VII. COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

For the first and second level positions (Professional):

a. Chairperson – Highest official in-charge of human resource management or his/her authorized representative

b. Members

- Head of organizational unit where vacancy exists or his/her designated alternate
- Human Resource Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate
- 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 MWSS Labor Association (MLA).

The first level representative or alternate shall participate during the screening of candidates for vacancies in the first level; the second level shall participate in the screening of candidates for vacancies in the second level. Each rank and file representatives shall serve for a period of two (2) years. For continuity of operation, the duly accredited employee association may designate an alternate.

c. For Executive/Managerial Positions

The MWSS-CO Administrator through its HRODL, select five (5) qualified and competent applicants to each vacant position to be presented to the Members of the Board of Trustees (BOT). The BOT conducts panel interview and deliberates among themselves after thorough evaluation of the applicants’ qualifications. The same is submitted to the BOT en banc meeting for resolution. With the BOT resolution, HRODL will prepare appointment papers and all necessary documents for submission to CSC (par. 5 & 6, Section 7, RA 6234 - MWSS Charter).
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The HRODL shall act as the secretariat for the HRMPSB of first, second and executive/managerial levels.

VIII. FUNCTIONS AND RESPONSIBILITIES

1. The HRMO shall have the following functions and responsibilities:

   a. Disseminate copies of the MWSS-CO MSP and its annexes to all MWSS-CO personnel after approval thereof by the Civil Service Commission;
   b. Conduct an orientation for the HRODL within six (6) months upon approval of the MSP. This orientation is intended 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;
   c. Develop a System of Ranking Positions which will be submitted for approval of the appointing authority, copy furnished the Civil Service Commission and its Field Office concerned, for reference purposes;
   d. Identify personnel/units that may be enrolled in the Brightest in the Bureaucracy Program (BBP);
   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;
   g. Publish vacant position in the CSC Bulletin of Vacant Positions or through other modes of publication and post the same in three (3) conspicuous places within the agency pursuant to RA 7041;
   h. Prepare list of candidates aspiring for the vacant position either from within or outside the agency, including qualified next-in-rank employees. In the process, Item No. 2 hereof of procedures should be considered;
   i. Conduct preliminary evaluation of the qualification of all candidates, and the succeeding assessment such as written, skills test, interview and others;
   j. Notify all applicants of the outcome of the preliminary evaluation;
   k. Submit selection line-up to the HRMPSB for deliberation en banc;
   l. Prepare appointment for signature of the appointing authority; and
   m. Post a notice announcing the appointment of an employee in three (3) conspicuous places in the agency a day after the issuance of the appointment for at least fifteen (15) days.

2. MWSS-CO Employees

The employees shall be responsible for updating their Personal Data Sheet annually and submit all supporting documents thereto to the HRODL.
3. The HRMPSB for 1st and 2nd (Professional and Executive/Managerial) levels shall have the following functions and responsibilities:

a. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:

   i. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position;

   ii. Criteria for evaluation of qualification of applicants for appointment must suit the job requirements of the position.

b. Disseminate screening procedure and criteria for selection to all MWSS-CO officials and employees and interested applicants. Any modifications of the procedure and criteria for selection shall likewise be properly disseminated;

c. 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 HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;

d. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up;

e. Submit the list of candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed.

   e1. The list of recommended candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Item No. 3 of the procedures hereof;

   e2. To determine candidates who are comparatively at par, the HRMPSB shall set reasonable difference or gap between point scores of candidates for promotion.

f. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC, and

g. Orient the officials and employees of MWSS-CO pertaining to policies relative to personnel action, including the gender and development dimensions of the Merit Selection Plan.
4. The Appointing Authority shall have the following functions and responsibilities:

a) Establish a Human Resource Merit Promotion and Selection Board (HRMPSB) and see to it that all of its members undergo orientation and workshop on the selection/promotion process and CSC policies on appointments. The Administrator shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels;

b) Assess the merits of the HRMPSB's recommendation 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 positions;
- applicants who have undergone deep selection and found to possess superior qualifications; and
- pool of the Brightest for the Bureaucracy Program (BBP)
- applicants who are not next-in-rank from other organizational unit/s with superior qualifications and competencies as assessed by HRMPSB and whose position/s are listed in the System of Ranking Positions (SRP)

c) Issue appointments in accordance with the provisions of the agency's Merit Selection Plan.

IX. EFFECTIVITY

The MWSS-CO MSP and subsequent amendments thereto shall take effect immediately after the approval by the Civil Service Commission.

X. COMMITMENT

I hereby commit to implement and abide by the provisions of this MWSS-CO MSP. It is understood that this MSP shall be the basis for expeditious approval of appointments issued by the MWSS-CO.

[Signature]

PDDG REYNALDO V. VELASCO
Administrator, MWSS

APPROVED BY:

CSC-National Capital Region
Date: ____________________
REFERENCES:

Republic Act 6234 "AN ACT CREATING THE METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM AND DISSOLVING THE NATIONAL WATERWORKS AND SEWERAGE AUTHORITY; AND FOR OTHER PURPOSES"

2017 OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS
HRMPSB RATING SYSTEM
MWSS - Corporate Office

FIRST LEVEL POSITIONS

<table>
<thead>
<tr>
<th>FACTORS</th>
<th>IN-HOUSE</th>
<th>OUTSIDER</th>
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</thead>
<tbody>
<tr>
<td>I EDUCATION</td>
<td>30%</td>
<td>30%</td>
</tr>
<tr>
<td>II TRAINING</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>III EXPERIENCE</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>IV COMPETENCY (Interview &amp; Examination)</td>
<td>20%</td>
<td>20%</td>
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<tr>
<td>V PERFORMANCE</td>
<td>10%</td>
<td>10%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>100%</td>
<td>100%</td>
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</tbody>
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SCORING SYSTEM

I. EDUCATION
HIGH SCHOOL & ADD'L. YEARS IN COLLEGE

MINIMUM
Completion of First year College 70 70
Completion of 2nd year College 75 75
Completion of 3rd year College 80 80
Graduate Bachelor’s Degree 90 90

COLLEGE GRADUATE

MINIMUM
Completion of 12 units MA/MS 70 70
Completion of 24 units MA/MS 80 80
Graduate 90 90

II. TRAINING

QS MINIMUM

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<tr>
<th>Hrs.</th>
<th>In-House</th>
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<tbody>
<tr>
<td>4-8 hrs</td>
<td>+09pts.</td>
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<tr>
<td>9-16 hrs.</td>
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<tr>
<td>17-24 hrs.</td>
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<tr>
<td>25 hrs. up</td>
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</table>
III. EXPERIENCE

MINIMUM (Number of years required of the position) in the position applied for)

ACTUAL ASSIGNMENT (Additional)

6 mos.-1 yr. +03pts. +03pts.
>1 yr - 2 yrs +07pts. +07pts.
>2 yr - 4 yrs +10pts. +10pts.
> 4 yrs. +15pts. +15pts.

ACTING CAPACITY IN HIGHER POSITION (Additional)

3 mo - 1 yr +05pts. +05pts.
>1 yr - 2 yrs +10pts. +10pts.
>2 yrs. +15pts. +15pts.

IV. COMPETENCY

Examination 10%- Rated by the End-User
Interview 10%- Panel Interview by HRMPSB

V. PERFORMANCE

4.51-5 EQUIVALENT No. of Points
4.01-4.5 OUTSTANDING 100pts.
3.01-4 VERY SATISFACTORY 85pts.

SECOND LEVEL POSITIONS

<table>
<thead>
<tr>
<th>FACTORS</th>
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<td><strong>100%</strong></td>
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SCORING SYSTEM
I. EDUCATION
COLLEGE GRADUATE

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<tr>
<th>MINIMUM</th>
<th>70</th>
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<tr>
<td>Completion of 12 units MA/MS</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>Completion of 24 units MA/MS</td>
<td>90</td>
<td>90</td>
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<tr>
<td>Graduate</td>
<td>100</td>
<td>100</td>
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<tr>
<th>MASTER'S DEGREE GRADUATE</th>
<th>70</th>
<th>70</th>
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<tbody>
<tr>
<td>at least 10 units completed Ph. D</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>at least 20 units completed Ph. D</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>Full-fledged Ph. D</td>
<td>100</td>
<td>100</td>
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</table>

II. TRAINING
*For executive/managerial positions in the second level with duties and responsibilities involving practice of profession, the Mandatory Continuing Legal Education (MCLE) for Bar passers, the Continuing Professional Education/Development (CPE/CPD) for licensed professionals or trainings relevant to practice of profession may constitute for a maximum of 40 hours of technical training and the remaining 80 hours shall be management trainings taken within the last 5 years reckoned from the date of issuance of appointment (Sec. 68 of the 2017 ORAOHRA).

*Executive/managerial positions in the second level with duties and responsibilities which are highly-specialized in nature as shown in their PDF/JJD may require trainings which are highly technical and/or highly-specialized. These highly technical/highly-specialized shall make up for the 120 hours of management and technical training where a maximum of 80 hours shall be for technical training and the minimum of 40 hours shall be management trainings taken within the last 5 years reckoned from the date of issuance of appointment (Sec. 69 of the 2017 ORAOHRA).

<table>
<thead>
<tr>
<th>MINIMUM</th>
<th>70</th>
<th>70</th>
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<tbody>
<tr>
<td>EXCESS</td>
<td>+09pts.</td>
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</tr>
<tr>
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<tr>
<td>17-24hrs.</td>
<td>+30pts.</td>
<td>+30pts.</td>
</tr>
</tbody>
</table>

III. EXPERIENCE

<table>
<thead>
<tr>
<th>MINIMUM (Number of years required of the position applied for)</th>
<th>70</th>
<th>70</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTUAL ASSIGNMENT (Additional)</td>
<td>+03pts.</td>
<td>+03pts.</td>
</tr>
<tr>
<td>6 mos.-1 yr.</td>
<td>+7pts.</td>
<td>+7pts.</td>
</tr>
<tr>
<td>&gt;1 yr - 2 yrs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HRMP-SB RATING SYSTEM
MWSS - Corporate Office

IV. COMPETENCY
Examination
Interview

V. PERFORMANCE

4.51-5
4.01-4.5
3.01-4

EQUIVALENT
OUTSTANDING
VERY SATISFACTORY

No. of Points
100pts.
85pts.
70pts.

CONFORME:

AUGUSTINE M. VESTIL, JR
Manager, Legal Services Department

JOCELYN M. TOLEDO
Manager, Finance Department

ANABELLA S. ALTUNA
Manager, Operations Support Department

MORO VIRGILIO M. LAZO
Manager, Asset Management Department

RAMON R. FABUL
Manager, Water & Sewerage Management Department

JOSE D. DORADO, JR
Manager, Site Operations Management Department

JOSE ALFREDO B. ESCOTO, JR
Manager, Field Operations Management Department

LAURELYNN F. DELOS SANTOS
Manager, HR&ODL
HRMP-SB RATING SYSTEM
MWSS - Corporate Office

RONALD S. ABRIGO
Manager, Policy, Planning & Public Relations Department

ROMEO D. RODEROS
Deputy Administrator for Innovation & Technology Group

LEONOR C. CLEOFAS
Deputy Administrator for Eng’g & Technical Operations & OIC, Mgt.& Support Group

EDGARDO J. CORDOVA
2nd Level Representative, MLA

RESTITUTO G. ESPEJO III
(Alternate) 2nd Level Representative, MLA

CONRAD NIXON P. CASER
1st Level Representative, MLA

RONALD M. ATARA
(Alternate) 1st Level Representative, MLA

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