

BRIEFER FOR THE SECRETARY

| | |
|-----------------|---|
| FROM: | DIR. GEMMA B. GABUYA National Program Manager Pantawid Pamilyang Pilipino Program |
| SUBJECT: | Guidance Notes on the Filling-up of Newly Created Contractual Positions under Pantawid Pamilyang Pilipino Program, amending therefor for this purpose pertinent provisions in the Memorandum from the Secretary dated 29 May 2014 |
| DATE: | 20 February 2020 |

Background:

In 2014, the Department of Budget and Management has approved 9,025 contractual positions under Pantawid Pamilyang Pilipino Program. The Pantawid Pamilya NPMO then initiated and formulated internal guidelines through the issuance of the Memorandum from the Secretary dated 29 May 2014 or the Guidelines on the Selection Process and Issuance of Appointments under Pantawid Pamilyang Pilipino Program. The said guidelines helped the program achieve efficient selection process and was able to effectively fill-up the contractual positions thereby resulted to smooth program implementation despite the transition in employment status.

In response to the anticipated approval of the contractual positions under Pantawid Pamilyang Pilipino Program by the Department of Budget and Management this year, the Pantawid Pamilya NPMO saw the urgency to update the aforementioned Memorandum from the Secretary dated 29 May 2014.

It is for this reason that it should be enhanced to provide updated and clear guidelines governing the filling-up of contractual positions of the program that is in accordance with the recent issuances by the Department and Civil Service Commission 2017 Omnibus Rules on Appointments and Other Human Resource Actions, with its amendments on July 2018.

Moreover, this is also seen as a concomitant enabling guideline aligned with the Ease of doing Business Act and Efficient Government Service Delivery with the basic principle of promoting improvement of transactions and processes as deemed necessary. This guideline aims to fill-up the contractual positions in least turn-around time mindful of the career development and advancement of the incumbent personnel of the program.

This Guidance Note once approved will be issued to Central Office and Field Offices to adopt for the purposes of clarity and uniformity in the implementation thereof.

Expected Role of the Secretary and Desired/Expected Executive Action:

Respectfully for the consideration and approval of the Secretary

Attachments:

- Copy of the Memorandum for the Secretary on the Guidance Notes on the Filling-up of Newly Created Contractual Positions under Pantawid Pamilyang Pilipino Program, amending therefore for this purpose pertinent provisions in the Memorandum from the Secretary Dated 29 May 2014
- Memorandum from the Secretary dated 29 May 2014 or the Guidelines on the Selection Process and Issuance of Appointments under Pantawid Pamilyang Pilipino Program

PREPARED BY:

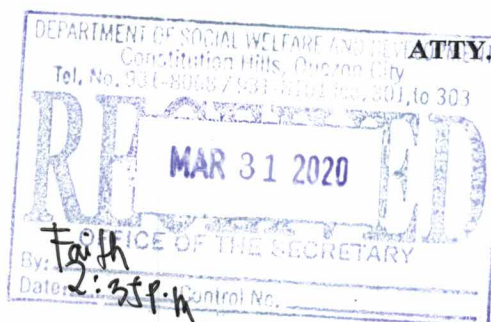
GRACE R. BERNARDO
Division Chief
Pantawid - ASD

REVIEWED BY:

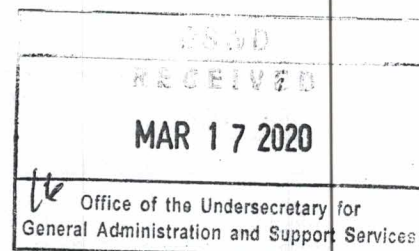
DIR. ERNESTINA Z. SOLLOSO
Deputy Program Manager for
Support

APPROVED BY:

DIR. GEMMA B. GABUYA
National Program Manager
4Ps NPMO

FOR THE USE OF THE OFFICE OF THE SECRETARY

ATTY. GEORGINA RUBY A. GASCON
Head Executive Assistant



MEMORANDUM FROM THE SECRETARY

TO : ALL OFFICES / BUREAUS / SERVICES / UNITS /
Central Office and Field Offices
Department of Social Welfare and Development

SUBJECT : Guidance Notes on the Filling-up of Newly Created
Contractual Positions under Pantawid Pamilyang Pilipino
Program, amending therefor for this purpose pertinent
provisions in the Memorandum from the Secretary Dated 29
May 2014

DATE : 20 February 2020

I. RATIONALE

In 2014, the Department of Budget and Management has approved 9,025 contractual positions under Pantawid Pamilyang Pilipino Program. The Pantawid Pamilya NPMO then initiated and formulated internal guidelines through the issuance of Memorandum from the Secretary dated 29 May 2014 or the Guidelines on the Selection Process and Issuance of Appointments under Pantawid Pamilyang Pilipino Program. The said guidelines helped the program achieve efficient selection process and was able to effectively fill-up the contractual positions thereby resulted to smooth program implementation despite the transition in employment status.

In response to the anticipated approval of the contractual positions under Pantawid Pamilyang Pilipino Program (4Ps) by the Department of Budget and Management this year, the 4Ps NPMO noted the urgency and importance to update the aforementioned Memorandum from the Secretary dated 29 May 2014 in order to be more responsive to evolving demands in program implementation.

Also, this updated and clearer guidelines governing the filling-up of contractual positions of the program is ensured to be in accordance with the recent issuances by the Department and the Civil Service Commission (CSC) 2017 Omnibus Rules on Appointments and Other Human Resource Actions, with its amendments on July 2018.¹

¹ 2017 Omnibus Rules on Appointments and other Human Resource Actions, Revised July 2018

Further, this enabling guideline is ensured to be aligned with the Ease of doing Business Act and Efficient Government Service Delivery² with the basic principle of promoting improvement of transactions and processes as deemed necessary within least turn-around time mindful of the career development and advancement of the incumbent personnel of the program.

This Guidance Note is being issued for the Central Office and Field Offices to adopt for clarity and uniformity in the implementation thereof.

II. LEGAL BASES

1. Republic Act 11032 or The Ease of Doing Business and Efficient Government Service Delivery Act of 2018
2. CSC Memorandum Circular No. 24, Series of 2017 or the 2017 Omnibus Rules on Appointments and other Human Resource Actions
3. CSC Memorandum Circular No. 14, Series of 2018 or the 2017 Omnibus Rules on Appointments and other Human Resource Actions (Revised July 2018) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009 (June 16, 2017)
4. DSWD Memorandum Circular No. 15 Series of 2008 or the Implementing Guidelines for Memorandum Circular 35 Series of 2003 on the DSWD Merit Selection Plan, Rescinding Administrative Order 224 Series 2002 on Functionas and Terms of Reference of Personnel Selection Board.
5. DSWD Administrative Order No. 11, Series of 2015 or the DSWD Strategic Performance System
6. Memorandum from the Secretary on Guidelines in the Implementation of Equal Opportunity Principle in Human Resource Management and Development System of the Department of Social Welfare and Development issued on 17 July 2019.

III. PURPOSE

This Guidance Note is being issued to provide guidelines in filling up of newly created contractual positions under the Pantawid Pamilyang Pilipino Program. Vacancies resulting to resignation, termination and reappointment of

² Republic Act 11032 or The Ease of Doing Business and Efficient Government Service Delivery Act of 2018

contractual appointments will undergo the usual selection process based on applicable CSC rules.

IV. GENERAL GUIDELINES

All contractual positions shall be filled up based on the principle of merit and fitness, the suitability of staff competency, equal opportunity and the existing civil service law and rules.

V. DEFINITION OF TERMS

1. **Appointing Authority** – refers to the person duly authorized to issue appointments in the civil service i.e. the DSWD Secretary or his/her authorized representative.
2. **Assessment** – is a measurement process or method, which involves multiple evaluation techniques, including various forms of job-related simulations such as written examination, skills test or work sample test, psychological tests, competency based/behavioral event interviews, background investigation, and other forms of job screening activities.
3. **Competency** – is the combination of skills, job attitude, and knowledge which are reflected in job behavior that can be observed, measured and evaluated. It also refers to underlying characteristic of an individual that is causally related to effective or superior performance in a job. Each job has its own group of competencies or competency model as indicated in the approved DSWD Competency Dictionary.
4. **Contractual Appointee** – refers to a worker in whose favor a contractual appointment is issued.
5. **Contractual Appointment**- refers to the appointment of non-career service issued by the Department of Social Welfare and Development in favor of a person who shall undertake a specific work or job for a limited period not to exceed one (1) year. The appointing authority shall indicate the inclusive period covered by appointment for purposes of crediting government services.
6. **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 CSC, and other examination such as the PRC-conducted board examinations, the SC-conducted bar examinations or the CESB-conducted CES examinations.

7. **Equal Opportunity**- employment policies and practices are based on and operate according to the principle of merit, fitness and equality.
8. **Performance Rating**- refers to the numerical or adjectival score of a personnel as a result of the attainment of the individual targets in accordance with the indicated rating measures for a specific rating period. This scoring system is indicated in the approved DSWD Strategic Performance Management System.
9. **Qualification Standards** – is a statement of the minimum qualifications for the position which shall include education, experience , training , civil service eligibility for career positions, and the personality traits required in the performance of the job as approved by the Civil Service Commission and as determined by the HRMPBSB.
10. **Termination of Contractual appointment** – any action that will end the relationship between the Department and the contracted party.

VI. COVERAGE

6.1 As a general rule, the filling up of newly created contractual positions shall undergo the usual recruitment process as stipulated in the CSC ORA OHRA. Incumbent Contract of Service/MOA workers shall have a competitive edge/advantage provided that they meet the minimum qualification requirements set by the Civil Service Commission.

a. Incumbents who have not completed a rating period shall secure a certification of at least satisfactory performance duly signed by the immediate supervisor and approved by the Head of Office.

b. For positions with functions that constitute a practice of a profession, or the functions of which require an appropriate license, such eligibility/license must be satisfied (RA 1080).

c. In a case where the position is subjected for the Personnel Selection Committee (PSC) and Human Resource Merit Promotion and Selection Board at the Field Office', in any deliberation, minimum Qualification Standard (QS) and other guidelines as prescribed by ORA OHRA should prevail/be followed.

minimum qualification standard, the processes provided in the approved merit selection plan of the DSWD shall be observed.

6.2. Contractual positions vacated by Contract of Service/MOA incumbents due to resignation, termination of a contract, and appointed to regular positions shall be opened to other existing COS/MOA workers, contractual and casual employees of the Department and must undergo the usual hiring process. The vacancies are still open for external applicants applying the Equal Employment Opportunity Principle.

6.3. A contractual appointment issued under these guidelines does not automatically entitle the appointee to a permanent appointment within DSWD, the same being governed by existing rules.

6.4. The hiring and selection process for the filling up of the contractual positions shall begin immediately. All Field Offices shall furnish the HRMDS-Central Offices Copies of the Report on Appointments Issued (RAI) every 10th day of each quarter of the year.

VII. ISSUANCE

Accredited offices shall immediately start the filling-up of contractual positions upon the release of approved creation of position from the DBM.

Issuance of contractual appointments should be in accordance with the Administrative Order No. 16 Series of 2019 otherwise known as DSWD Delegation and Delineation of Authority. Moreover, Rule VI of CSC MC 14 Series of 2018 (ORA OHRA Revised July 2018) states that an appointment issued in accordance with pertinent laws and rules shall take effect immediately on the date it was signed by the appointing authority of the DSWD.

No official or employee shall be required to assume the duties and responsibilities of the position without being furnished with a copy of his/her appointment by the HRMO after it is signed by the appointing authority.

VIII. RENEWAL OF APPOINTMENT

Renewal of Contractual Appointment shall start on the first working day of the ensuing year and shall not go beyond 31 December of each calendar year based on the performance of the contractual staff.

IX. CASES NOT COVERED

Case not Covered by these guidelines shall be elevated to the Undersecretary of the GASSG for resolution.

X. EFFECTIVITY CLAUSE

Let copies of this Guidance Note be distributed to the Central Office and Field Offices to ensure strict compliance. Any previous issuances inconsistent herewith effectively superseded and amended accordingly.

Issued on the ____ of _____, 2020, Quezon City, Philippines.

ROLANDO JOSELITO D. BAUTISTA
Secretary

Date: _____

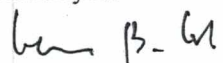
| | | | |
|--------------------------------|--|--------------|------------------|
| INTER-OFFICE MEMORANDUM | | DATE: | 20 February 2020 |
| FOR: | SEC. ROLANDO JOSELITO D. BAUTISTA Secretary, DSWD | | |
| THROUGH | ATTY. AIMEE S. TORREFRANCA-NERI Undersecretary for Operations | | |
| | USEC. JOSE ERNESTO B. GAVIOLA Undersecretary for GASSG | | |
| FROM: | THE NATIONAL PROGRAM MANAGER National Program Management Office | | |
| SUBJECT: | Guidance Notes on the Filling-up of Newly Created Contractual Positions under Pantawid Pamilyang Pilipino Program | | |

This is relative to the request of the Pantawid Pamilyang Pilipino Program for the conversion of the remaining Contract of Service/MOA positions into contractual positions of the Pantawid Pamilyang Pilipino Program from the Department of Budget and Management.

In anticipation of the approval from DBM, may we endorse herewith the Guidance Notes in the Filling-up of Newly Created Contractual Positions under Pantawid Pamilyang Pilipino Program effectively amending therefor pertinent provisions in the Memorandum from the Secretary dated 29 May 2014 (*Annex A*). Pertinent inputs from Human Resource Management and Development Service (HRMDS) dated 31 October 2019 and from the Field Offices were likewise incorporated in the Guidance Notes as necessarily applicable.

For the Secretary's consideration and approval.

Thank you.


DIR. GEMMA B. GABUYA

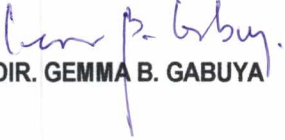
Recommending Approval:




ATTY. AIME S. TORREFRANCA-NERI
 Undersecretary, Operations


USEC. JOSE ERNESTO B. GAVIOLA
 Undersecretary, GASSG

Approved/Disapproved:


ROLANDO JOSELITO D. BAUTISTA
 Secretary

| | | | |
|---|---|--------------|----------------------|
| INTER-OFFICE MEMORANDUM | | DATE: | 30 March 2020 |
| FOR: | USEC. JOSE ERNESTO B. GAVIOLA Undersecretary, GASSG | | |
| FROM: | NATIONAL PROGRAM MANAGER Pantawid Pamilyang Pilipino Program | | |
| SUBJECT: | REVISED 4PS GUIDANCE NOTES ON THE FILLING-UP OF NEWLY CREATED CONTRACTUAL POSITIONS SPECIFICALLY ITEM VI SECTION 6.1.1 | | |
| <p>May we respectfully endorse herewith the Guidance Notes on the Filling-up of Newly Created Contractual Positions under 4Ps incorporating the necessary revisions in Item VI. Coverage specifically Section 6.1.1 (Letter C).</p> <p>For the Undersecretary's consideration.</p> <p>Thank you very much.</p> <p> DIR. GEMMA B. GABUYA</p> <p>cc: Dir. Leonardo C. Reynoso, HRMDS</p> | | | |

| | | | |
|---|---|--------------|----------------------|
| INTER-OFFICE MEMORANDUM | | DATE: | 30 March 2020 |
| FOR: | DIR. GEMMA B. GABUYA National Program Manager | | |
| CC: | DIR. ERNESTINA Z. SOLLOSO Deputy Program Manager for Support | | |
| FROM: | THE CHIEF ADMINISTRATIVE OFFICER Administrative Support Division | | |
| SUBJECT: | JUSTIFICATION ON THE EXTENSION OF SUBMISSION OF THE APPROVED 4PS GUIDANCE NOTES ON THE FILLING-UP OF NEWLY CREATED CONTRACTUAL POSITIONS | | |
| <p>This refers to submission of one of the many deliverables of the Administrative Support Division committed in the approved Division Performance Contract (DPC) for First Semester CY 2020 which is the Secretary-approved 4Ps Guidance Notes on Contractualization which is due on 31 March 2020.</p> <p>In view of the subsequent justifications and circumstances, may the Undersigned respectfully request for extension of submission of the said document from March 31, 2020 to 30 April 2020</p> <ul style="list-style-type: none"> While such Guidance Notes had already been finalized and approved by Usec Neri as early as February 20, 2020, the same had however undergone several turns of further review and comments with HR and GASSG. Hence, in the NPMO's diligent efforts to be more receptive and responsive to the principal's requests towards its further enhancement, it endeavored to accommodate all possible constructive comments and inputs from the Field Offices as they come and from CO-OBS counterparts- HRMDS and GASSG. As of 30 March 2020, the said Guidance Notes remains at the level of GASSG with further additional requested revisions. Meanwhile, with the current situation due to the Enhanced Community Quarantine from 16 March 2020 to 14 April 2020, the turnover of documents disposition at other OBSUs had posed some issues owing primarily to their peculiar skeletal and work from home alternative arrangement in force. Responding to concerns and compliance to immediate requirements of the signing authorities/officials and OBS concerned such as revisions and other documentary requirements to support the approval were some of the challenges encountered to date. <p>For the National Program Manager's kind consideration and approval.</p> <p>Thank you.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  GRACE R. BERNARDO </div> <div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">  </div> <p>Approved/Disapproved:</p> <p>GEMMA B. GABUYA National Program Manager</p> </div> </div> | | | |

ROUTING AND TRACKING SLIP

| | | |
|-----------------|--|------------|
| DRN SUBJECT : | 43131 - guidance notes on the filling-up of newly created contractual positions under 4PST | |
| DATE CREATED : | 03/30/2020 | DEADLINE : |

| FROM | | | NOTES / REMARKS | TO | | |
|-----------------|-----------------------|---------------------|---|---------------------------|-----------------------|---------|
| NAME/ OFFICE | DATE | TIME | | NAME/ OFFICE | DATE | TIME |
| OUSGASSG | 03/30/2020 | 3:15 pm | TO: Dir. Leonardo C. Reynoso kindly advise Pantawid to revise VI. Coverage, Section 6.1.1(c) and indicate that in any deliberation, minimum QS and other guidelines as prescribed by ORAOTRA should prevail/be followed. | HRMDS; CP: Pantawid | 03/30/2020 | |
| | | |  JOSE ERNESTO B. GAVIOLA Undersecretary, GASSG | | | |
| CNBC | 03.31.2020 | 9:19am | Please facilitate transmittal to HR Pantawid. Provide them with the inputs/comments of User. Gaviola. thank you. * Provide advance copy via email. TM. | MIKAY | 03-31-2020 | 9:20 am |
| MIKAY | 03-31-2020 | 11:41 AM | Already for review po - Reviewed by CG & Ms. Keith po. TM po | CNBC | 03/31/2020 | |
| CNBC Juvie | 03.31.2020 3-31-20 | 11:46am 11:57 AM | For signature of Dir. Leo. TM. for endorsement to Pantawid NPMO | OP Pantawid NPMO | 03-31-2020 3-31-20 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

DRN: HRMDS-HRPPMD-A-COMM-20-03-44631-S

MEMORANDUM

FOR : DIRECTOR GEMMA B. GABUYA
National Program Manager
Pantawid Pamilyang Pilipino Program

FROM : THE DIRECTOR IV

**SUBJECT : INPUTS/COMMENTS OF OUSGASSG ON THE GUIDANCE NOTES
ON THE FILLING-UP OF NEWLY CREATED CONTRACTUAL
POSITIONS UNDER PANTAWID PAMILYANG PILIPINO PROGRAM**

DATE : 31 MARCH 2020

This pertains to the inputs/comments of Undersecretary Jose Ernesto B. Gaviola, OUSGASSG on the Guidance Notes on Filling-up of Newly Created Contractual Positions under Pantawid Pamilyang Pilipino Program, to be read as follows:

| Title/Section | Provision | Inputs/Comments |
|---------------------------------|---|--|
| VI. Coverage, Sec. 6.1.1 (c) | In a case where the position is subjected for the Personnel Selection Committee (PSC) and Human Resource Merit Promotion and Selection Board at the Field Office' deliberation due to failure of the incumbent to meet the minimum qualification standard, the processes provided in the approved merit selection plan of the DSWD shall be observed. | Indicate that in any deliberation, minimum qualification standard and other guidelines as prescribed by ORA-OHRA should prevail/be followed. |

Anent this, kindly incorporate the OUSGASSG's inputs/comments on the said guidelines. Once incorporated, submit it to OUSGASSG, copy furnished (cf) Human Resource Management and Development Service-Human Resource Planning and Performance Management Division.

For your review and consideration.


LEONARDO C. REYNOSO, CESO III

CNBC/KDD/MMPE/9616659

DRN: HRMDS-HRPPMD-A-COMM-20-03-44631-S

MEMORANDUM

FOR : DIRECTOR GEMMA B. GABUYA
National Program Manager
Pantawid Pamilyang Pilipino Program

FROM : THE DIRECTOR IV

SUBJECT : INPUTS/COMMENTS OF OUSGASSG ON THE GUIDANCE NOTES
ON THE FILLING-UP OF NEWLY CREATED CONTRACTUAL
POSITIONS UNDER PANTAWID PAMILYANG PILIPINO PROGRAM

DATE : 31 MARCH 2020

This pertains to the inputs/comments of Undersecretary Jose Ernesto B. Gaviola, OUSGASSG on the Guidance Notes on Filling-up of Newly Created Contractual Positions under Pantawid Pamilyang Pilipino Program, to be read as follows:

| Title/Section | Provision | Inputs/Comments |
|---------------------------------|---|--|
| VI. Coverage, Sec. 6.1.1 (c) | In a case where the position is subjected for the Personnel Selection Committee (PSC) and Human Resource Merit Promotion and Selection Board at the Field Office' deliberation due to failure of the incumbent to meet the minimum qualification standard, the processes provided in the approved merit selection plan of the DSWD shall be observed. | Indicate that in any deliberation, minimum qualification standard and other guidelines as prescribed by ORA-OHRA should prevail/be followed. |

Anent this, kindly incorporate the OUSGASSG's inputs/comments on the said guidelines. Once incorporated, submit it to OUSGASSG, copy furnished (cf) Human Resource Management and Development Service-Human Resource Planning and Performance Management Division.

For your review and consideration.


LEONARDO C. REYNOSO, CESO III

CNBC/KDD/MMPE/9616659

DRN: HRMDS-HRPPMD-A-COMM-20-03-43131-C**MEMORANDUM**

FOR : UNDERSECRETARY JOSE ERNESTO B. GAVIOLA
General Administration and Support Services Group

THROUGH : ASSISTANT SECRETARY RODOLFO M. SANTOS, CESO II
Office of the Assistant Secretary for Administration

FROM : THE DIRECTOR IV

**SUBJECT : GUIDANCE NOTES ON THE FILLING-UP OF NEWLY CREATED
CONTRACTUAL POSITIONS UNDER PANTAWID PAMILYANG PILIPINO
PROGRAM**

DATE : 23 MARCH 2020

This pertains to the Guidance Notes on Filling-up of Newly Created Contractual Positions under Pantawid Pamilyang Pilipino Program. The HRMDS already reviewed the guidelines and pertinent documents and found it in order in accordance with the existing issuances of the Department and Civil Service Commission (CSC).

Further, these guidelines will only cover and be applicable to the newly created contractual positions upon the anticipated approval of the Department of Budget and Management (DBM). Other existing unfilled contractual positions of 4PS-NPMO are still bounded and covered by the preceding hiring guidelines.

On this, we are respectfully endorsing the Guidance Notes for the Undersecretary's consideration.


LEONARDO C. REYNOSO, CESO III

CNBC/KDD/CJEG/ DL 89616659