

INTERVIEW RATING FORM

NAME : _____
PRESENT OFFICE : _____
PRESENT POSITION : _____
POSITION DESIRED : _____
DATE : _____

NUMERICAL RATING (NR)	ADJECTIVAL RATING
10	VERY GOOD
8	GOOD
6	FAIR
4	POOR

NR	CRITERIA	
	PERSONALITY	Traits that will allow the person to work well with others in the office e.g. self-confidence, ability to work with others, independent mindedness, assertiveness
	SELF-EXPRESSION	Communication skills or ability to organize, present ideas with clarity and substance
	JOB FIT	Ability to perform the requirements of the job
	TOTAL	

Rated by:

 CHAIRPERSON/ MEMBER OF PERSONNEL SELECTION COMMITTEE/
 BOARD

NOTE: The hiring office may add to the categories or criteria above, taking into consideration the required competencies of the position.

NAME OF OFFICE/BUREAU/SERVICE/UNIT
PERSONNEL SELECTION COMMITTEE

RESOLUTION NO. 20 YY- SERIES EX: 0001

Whereas, a vacancy in the position of Click or tap here to enter position, at the Click or tap here to enter Office/Bureau/Service/Unit (the “OBSU”), with SG - Salary Grade, item number Click to enter item number, was created when Indicate whether “resignation/retirement/ promotion/ transfer” of “name of previous employee” on “indicate date” or newly-created position under NOSCA No. “_____”;

Whereas, in accordance with Civil Service Commission (CSC) Memorandum Circular No. 24, series of 2017, entitled Omnibus Rules on Appointments and other Human Resource Actions, and DSWD Administrative Order No. 12, series of 2020, entitled *Revised Merit Selection Plan (MSP) of the Department of Social Welfare and Development*, and Republic Act No. 7041, or the Publication Act, the Human Resource Management and Development Service (HRMDS) and the Personnel Selection Committee (the “PSC”) of the OBSU took the following steps to fill the vacancy:

- ❖ The vacancy was published/posted in in three (3) conspicuous places at Indicate place(s) from Indicate date to Indicate date.
- ❖ A total of Indicate number of applicants responded to the publication/posting and submitted their applications within the deadline set.
- ❖ The HRMDS initially assessed the Education, Training and Experience (ETE) of these applicants and found that the following Indicate number applicants met the Minimum Qualification Standards (QS) prescribed by the CSC:
 - _____ {name}
 - _____ {name}
 - _____ {name}
- ❖ The HRMDS then invited the applicants who met the CSC Minimum Qualification Standards (QS) to take the IQ Test.
- ❖ Of the applicants invited to take the IQ Test, the following Indicate number applicants actually took the IQ Test:
 - _____ {name}
 - _____ {name}
 - _____ {name}
- ❖ The HRMDS then endorsed the results of the IQ Test to the PSC for further assessment.
- ❖ The PSC then evaluated the of the applicants, and found that the following Indicate number applicants met the passing aggregate rating:
 - _____ {name}
 - _____ {name}
 - _____ {name}

- ❖ The PSC then endorsed these applicants to the HRMDS.
- ❖ The HRMDS then invited the applicants for Special/Technical Examination, and the following Indicate number applicants took the Special/Technical Examination:
 - _____ {name}
 - _____ {name}
 - _____ {name}
- ❖ The HRMDS then endorsed to the PSC the sealed and coded results of the Special/Technical Examination.
- ❖ The PSC Secretariat then prepared, for further evaluation by the PSC, a Short List of the following Indicate number applicants:
 - _____ {name}
 - _____ {name}
 - _____ {name}
- ❖ The PSC then invited these applicants for interview, but only the following Indicate number applicants appeared for the interview:
 - _____ {name}
 - _____ {name}
 - _____ {name}
- ❖ The PSC then compiled and calculated the aggregate ratings of all the applicants, including their scores and ratings for the IQ Test, their ETE, their Special/Technical Examination, and Interview. A copy of the Matrix of the scores and ratings of the applicants is attached as **ANNEX** Indicate number.
- ❖ The PSC then endorsed to the HRMPSB the results of the foregoing procedures.

{For positions that were republished because the publication expired, include the following section}

- ❖ The publication expired on Indicate date with no appointment to the vacancy having been made.
- ❖ The vacancy was thus republished/reposted in in three (3) conspicuous places at Indicate place(s) from Indicate date to Indicate date.
- ❖ The HRMDS also notified the previous applicants of the republication/reposting, and the following Indicate number applicants signified their continuing interest in the vacancy:
 - _____ {name}
 - _____ {name}
 - _____ {name}
- ❖ The following Indicate number applicants also waived their right to retake the IQ Test, the Special/Technical Examination, and the Interview:
 - _____ {name}

- _____ {name}
 - _____ {name}
- ❖ A total of Indicate number of applicants responded to the republication/reposting and submitted their applications within the deadline set.
- _____ {name}
 - _____ {name}
 - _____ {name}
- ❖ {repeat applicable procedures}

{End of section, repeat for each subsequent republication}

Whereas, after the foregoing selection procedures, the following Indicate number applicants meet the minimum aggregate score at Indicate percentage(s) as previously determined by the PSC:

- _____ {name of applicant}, _____
{narrative description}
- _____ {name of applicant}, _____
{narrative description}
- _____ {name of applicant}, _____
{narrative description}

Whereas, the shortlisted applicants are not related within the third (3rd) degree either of consanguinity or of affinity to the members of the OBS-PSC;

NOW, THEREFORE, the PSC resolves to endorse the results of the evaluation of the above applicants for the abovementioned vacancy to the HRMPSB for review and onward endorsement to the appointing authority.

Resolved this Indicate date, at **Quezon City, Philippines.**

PSC CHAIRPERSON

PSC MEMBER

PSC MEMBER

PSC MEMBER

SWEAP REPRESENTATIVE

PREPARED BY:

PSC SECRETARIAT

NAME OF OFFICE/BUREAU/SERVICE/UNIT
FIELD OFFICE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

RESOLUTION NO. 20 YY- SERIES EX: 0001

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- ❖ The vacancy was published/posted in in three (3) conspicuous places at Indicate place(s) from Indicate date to Indicate date.
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 - _____ {name}
 - _____ {name}
 - _____ {name}
- ❖ The following Indicate number applicants also waived their right to retake the IQ Test, the Special/Technical Examination, and the Interview:
 - _____ {name}



- _____ {name}
- _____ {name}

❖ A total of Indicate number of applicants responded to the republication/reposting and submitted their applications within the deadline set.

- _____ {name}
- _____ {name}
- _____ {name}

❖ {repeat applicable procedures}

{End of section, repeat for each subsequent republication}

Whereas, after the foregoing selection procedures, the following Indicate number applicants meet the minimum aggregate score at Indicate percentage(s) as previously determined by the PSC:

- _____ {name of applicant}, _____
{narrative description}
- _____ {name of applicant}, _____
{narrative description}
- _____ {name of applicant}, _____
{narrative description}

Whereas, the shortlisted applicants are not related within the third (3rd) degree either of consanguinity or of affinity to the members of the OBS-PSC;

NOW, THEREFORE, the PSC resolves to endorse the results of the evaluation of the above applicants for the abovementioned vacancy to the HRMPSB for review and onward endorsement to the appointing authority.

Resolved this Indicate date, at **Quezon City, Philippines.**

FO HRMPSB CHAIRPERSON

FO HRMPSB MEMBER

FO HRMPSB MEMBER

FO HRMPSB MEMBER

SWEAP REPRESENTATIVE

PREPARED BY:

FO HRMPSB SECRETARIAT

DRN: _____

TO : **[TITLE AND NAME]**
 [Position and OBSU – optional]

FROM : **POSITION**

SUBJECT : **[XXX]**

DATE : **[DD MONTH YYYY]**

We are pleased to inform you that you are next-in-rank for the vacant _____ position, SG ____, with item no. _____ at the _____.

The minimum qualification standards of the abovementioned position are as follows:

Education :
 Experience :
 Training :
 Eligibility :

The preferred qualification standards are the following:

Education :
 Experience :
 Training :

If you meet the above-mentioned qualifications and interested to vie for the said position

please affix your signature on the space provided below and submit the same to the _____ via email address _____ **together with your updated Personal Data Sheet (PDS) with work experience sheet, copy of CSC eligibility/updated PRC license, and the latest duly signed Individual Performance Contract Review** not later than _____.

_____ Yes, I am interested to apply for the _____ position.

_____ No, I am not interested to be included as one of the candidates for the position mentioned

Failure to submit this together with the other required documents on the above mentioned date shall be construed that you are not interested to apply for the position.

Likewise, **request for extension of submission and application with incomplete documents will not be entertained.**

JUAN C. DELA CRUZ

BACKGROUND/ CHARACTER CHECK
(through phone interview)

NAME OF APPLICANT : _____
POSITION APPLYING FOR : _____ **DATE** : _____
NAME OF REFERENCE : _____ **TITLE** : _____
COMPANY : _____ **PHONE** : _____
RELATION TO APPLICANT : _____

QUESTIONS	ANSWER(S)
1. What position did the applicant hold in your company?	
2. Would you rehire this person?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. How many years have you worked with the applicant?	
4. Overall, how would you rate his/her performance? a. Average b. Above average c. Below average	
5. What are his/her strong points?	
6. What are his/her weak points?	
7. How much supervision does this person require?	
8. Does this person follow through with assigned tasks?	
9. Please comment briefly on the applicant's: a. Ability to supervise others; and b. Quality of work	
10. Is there any derogatory information about this applicant?	
11. Is there anything you would like to add regarding the applicant's work or job performance?	

Please rate this employee on scale of one (1) to five (5), *whereas 1 = poor and 5 = excellent*, based on how they have demonstrated the following:

COMPETENCY	RATING
1. Reliability	
2. Job competency/ technical skills	
3. Problem Solving	
4. Clients service skills/ concern for clients	
5. Productivity: performs expected volume of work	
6. Teamwork	

CHECKED BY:

SIGNATURE OVER PRINTED NAME

DRN: _____

BRIEFER

I. VACANCY

RECEIPT OF RESOLUTION	
RESOLUTION NO.	
POSITION (SG)	
ITEM NUMBER	
STATUS OF POSITION	
VACATED BY/REASON	
PLACE OF ASSIGNMENT	
DATE PUBLISHED (latest)	
EXPIRATION OF PUBLICATION:	
CSC QUALIFICATION STANDARD	
Education	
Training	
Experience	
Eligibility	
JOB DESCRIPTION	
CRITERIA WITH CALIBRATION OF POINTS	

II. EVALUATION OF APPLICANTS

A. Publication _____

NO. OF APPLICANTS RESPONDED TO THE PUBLICATION	
NO. OF QUALIFIED APPLICANTS	
NO. OF APPLICANTS INVITED FOR IQT	
NO. OF APPLICANTS WHO TOOK THE IQT	
NO. OF APPLICANTS WHO PASSED THE INITIAL AGGREGATE PASSING RATING	
NO. OF APPLICANTS INVITED FOR SPECIAL EXAM	
NO. OF APPLICANTS WHO TOOK THE SPECIAL EXAM	
NO. OF APPLICANTS INVITED FOR INTERVIEW	
NO. OF APPLICANTS WHO	

APPEARED IN THE INTERVIEW	
NO. OF APPLICANTS WHO COMPLETED THE SCREENING PROCESS	
NO. OF ENDORSED SHORTLISTED APPLICANTS	

III. SUPPORTINGS DOCUMENTS

COMPARATIVE DATA MATRIX						
ASSESSMENT TOOLS						
BACKGROUND CHECK						
RANKING OF APPLICANTS						
RANK	APPLICANT	PRESENT POSITION AND OFFICE	EMPLOYMENT STATUS	LENGTH OF SERVICE IN THE DSWD	BACKGROUND CHECK RESULT	RATINGS

IV. OBSERVATIONS/FINDINGS OF CO-HRMPSB SECRETARIAT

Date.

Name
Address Line 1
Address Line 2

Dear Mr./Ms. Click or tap here to enter text.

Cordial Greetings!

This refers to your application for the vacant Click or tap here to enter text. position with item number Click or tap here to enter text. of the Click or tap here to enter text.. Please be informed that the said vacancy has been republished in order to comply with the publication requirement as stipulated under Section 29 of the CSC MC No. 14, series of 2018, which states that *“should no appointment be issued within the nine-month period, the agency has to cause the republication and reposting of the vacant position.”*

In this regard, please advise us if you are still interested and available to pursue your application for the said vacant position in order for us to facilitate the necessary courses of action related to your application. Please accomplish the reply slip attached and submit the same on/or before Date.. Failure to submit the reply slip within the given timeline shall automatically mean waiving your application.

Very truly yours,

Click or tap here to enter text.
Chairperson
Personnel Selection Committee

REPLY SLIP

_____ Date

In connection with my application to the vacant _____ of the
position with item number _____ may I inform you that *(please tick the appropriate box/circle)*:

I am still interested to pursue my application for the said vacancy¹.
(If yes, please tick the appropriate box below.)

I am willing to be reassessed and be subjected again to the selection process given the republication in case it will be required *(please tick the appropriate circle)*.

IQT Examination Special Examination Panel Interview

I am already amenable to the result of my previous assessment and waiving my right to be reassessed.

I am waiving my application because _____

NAME AND SIGNATURE

¹ If interested, please submit an **updated and duly signed** Personal Data Sheet (PDS) with **work experience sheet** and latest Individual Performance Contract Rating for the last rating period prior to the date of assessment or screening (for promotion).



Civil Service Commission National Capital Region

December 29, 2020

SECRETARY ROLANDO JOSELITO D. BAUTISTA

Department of Social Welfare and Development
Batasan Pambansa Complex, Batasan Road
Quezon City

Dear **Secretary Bautista**:

This refers to the proposed Merit Selection Plan (MSP) of the Department of Social Welfare and Development (DSWD), which was resubmitted to this Office, for appropriate action.

Evaluation of the proposed DSWD MSP shows its compliance with **Civil Service Commission Memorandum Circular No. 14, s. 2018**¹. Thus, the same is hereby **APPROVED**.

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

Very truly yours,


JUDITH A. DONGALLO-CHICANO
Director IV

cc: Director II Dick N. Echavez
CSCFO-COA

cscncrpsed/smp

¹2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018