



National Capital Region

09 August 2024

MS. MAJAH LEAH V. RAVAGO
President and Chief Executive Officer
Development Academy of the Philippines
DAP Building, San Miguel Avenue
Pasig City

Dear **President and CEO Ravago**:

We acknowledge receipt of the proposed Development Academy of the Philippines (DAP) Supplemental Merit Selection Plan (MSP): Guidelines in the Recruitment, Selection, and Placement (RSP) for the Positions of Executive Vice President, Senior Vice President, and Vice President, which was resubmitted to this Office in compliance with our letter dated 12 July 2024.

Evaluation of the proposed DAP Supplemental MSP shows its compliance with **Civil Service Commission (CSC) Resolution No. 1800692¹**. Hence, the same is hereby APPROVED.

It is understood that the DAP Supplemental MSP shall for part of the DAP MSP which was approved by this Office on 19 November 2019.

Very truly yours,


VICTORIA F. ESBER
Director IV

C: **Director II Fe P. Lacaba**
CSC FO-DND

cscncrpsed/vev/srp

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

BOARD RESOLUTION NO. 008 (s. 2024)**APPROVING THE DAP SUPPLEMENTAL MERIT SELECTION PLAN:
GUIDELINES IN THE RECRUITMENT, SELECTION, AND
PLACEMENT FOR THE POSITIONS OF EXECUTIVE VICE
PRESIDENT, SENIOR VICE PRESIDENT, AND VICE PRESIDENT**

WHEREAS, Presidential Decree No. 205, as amended, entitled "Creating and Establishing the Development Academy of the Philippines (DAP), Defining its Powers, Functions, and Responsibilities, and for Other Purposes" confers upon its Board of Trustees (BOT) the power to appoint the President and one or more Vice Presidents to assist the President, in the administration of the affairs of the Academy;

WHEREAS, there are career positions in the second level performing executive/managerial functions in the DAP 1999 Department of Budget and Management Approved Staffing Pattern, which are comparable to the third level/career executive service positions but are not appointed by the President of the Philippines;

WHEREAS, the Civil Service Commission (CSC) issued Resolution No. 1100472, dated April 8, 2011, entitled Policies on Executive/Managerial Positions in the Second Level, to ensure managerial competence for appointment to positions falling under the executive/managerial class in the second level, appointments to which are not made by the President;

WHEREAS, the CSC approved Merit Selection Plan (MSP) of DAP applies only to positions falling under the executive/managerial class in the second level and not to second level performing executive/managerial which are comparable to the third level/career executive service positions;

WHEREAS, it is the duty of the BOT to ensure that it appoints and employs only Officers who are fit and proper to hold such offices with due regard to their qualifications, competence, experience, and integrity, thus the need to constitute a "Search and Selection Committee" whose function would be to source candidates and deliberate on the merit and fitness of those vying for the vacant position/s;

WHEREAS, there is a need to establish a supplemental guidelines to fill the gap on the recruitment, selection, and placement process for the Second Level Executive and Managerial positions acted upon by the BOT in the DAP;

NOW, THEREFORE, BE IT RESOLVED, that the proposed DAP Supplemental Merit Selection Plan: Guidelines in the Recruitment, Selection, and Placement Process for Second Level Executive and Managerial positions (Guidelines) is hereby approved for endorsement to CSC- National Capital Region (NCR);

RESOLVED FURTHER, that the CSC- NCR shall be furnished with these Guidelines for approval before its adoption and implementation, and that the pendency of its approval shall not affect the effectivity and implementation of the current CSC-approved MSP of DAP;

RESOLVED FINALLY, that this Resolution shall take effect upon approval and signature of the majority of the members of the Board of Trustees.

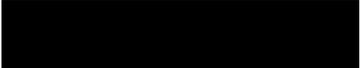
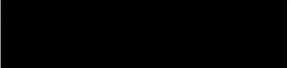
Approved by the Board of Trustees on 03 June, 2024.

BOARD RESOLUTION NO. 008(s. 2024)

APPROVING THE DAP SUPPLEMENTAL MERIT SELECTION PLAN:
GUIDELINES IN THE RECRUITMENT, SELECTION, AND
PLACEMENT FOR THE POSITIONS OF EXECUTIVE VICE
PRESIDENT, SENIOR VICE PRESIDENT, AND VICE PRESIDENT

Approved by the Board of Trustees on 03 June, 2024.

ACTION OF THE BOARD OF TRUSTEES

 ARSENIO M. BALISACAN Secretary, National Economic and Development Authority Chairperson, DAP Board of Trustees	
 KARLO A. B. NOGRALES Chairperson, Civil Service Commission Vice-Chairperson, DAP Board of Trustees	 MERCEDITA A. SOMBILLA Undersecretary, Department of Agriculture
KENNETH G. RONQUILLO Undersecretary, Department of Health	 WILFREDO E. CABRAL Undersecretary, Department of Education
 MARILYN B. BARUA-YAP Undersecretary, Department of Agrarian Reform	AUGUSTO D. DELA PEÑA Undersecretary, Department of Environment and Natural Resources
 CLARITO ALEJANDRO D. MAGSINO Assistant Secretary, Department of Budget and Management	NIÑO RAYMOND B. ALVINA OIC-Undersecretary, Department of Finance
 MAJAH-LEAH V. RAVAGO President & Chief Executive Officer, DAP	 JETHER K. CORPUZ Office of the President

Memorandum Circular	DAP SUPPLEMENTAL MERIT SELECTION PLAN: GUIDELINES IN THE RECRUITMENT, SELECTION, AND PLACEMENT (RSP) FOR THE POSITIONS OF EXECUTIVE VICE PRESIDENT, SENIOR VICE PRESIDENT, AND VICE PRESIDENT	<i>DATE:</i>
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1. REFERENCES:

- 1.1 Presidential Decree No. 205 (PD 205) dated June 6, 1973, as amended, "Creating and Establishing the Development Academy of the Philippines, Defining its Powers, Functions, and Responsibilities, and for Other Purposes"
- 1.2 Memorandum Circular 2019-012 on DAP Merit Selection Plan
- 1.3 Civil Service Commission (CSC) Resolution No.100623 dated March 29, 2010 on "The Scope of the Third Level"
- 1.4 CSC Memorandum Circular (MC) No. 7 (s. 2010) on "Clarificatory Guidelines on the Scope of the Third Level"
- 1.5 CSC Resolution No. 1100472 dated April 8, 2011 on "Policies on Executive/Managerial Positions in the Second Level"
- 1.6 CSC MC No. 013-11 on "Policies for Executive/Managerial Positions in the Second Level"
- 1.7 CSC MC No. 18-10 on "Reiteration of the Attestation Power of the Civil Service Commission Over Appointments Issued to Managerial and Executive Positions Not Falling Within the Appointing Power of the President"
- 1.8 CSC MC No. 5 (s. 2016) on "Revised Qualification Standards for Division Chief and Executive/Managerial Positions in the Second Level"
- 1.9 CSC MC No. 19 (s. 2019) on "Revised Policies on Training/Learning and Development Requirements for Division Chief and Executive/Managerial Positions in Government"
- 1.10 Section 84, Rule IX of the Omnibus Rules on Appointments and Other Human Resource Actions

2. POLICY STATEMENT:

- 2.1 Concomitant to the power to appoint the President/CEO and Vice Presidents, as provided in the DAP Charter, it is the duty of the Board of Trustees (BOT) to ensure that it appoints and employs only officers who are fit and proper to hold such offices with due regard to their qualifications, competence, experience and integrity.
- 2.2 The BOT shall adopt a competitive recruitment, selection, and placement process, and

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ensure that appointment is based on merit and fitness to perform the functions of the position.

- 2.3 The BOT cherishes and promotes the Equal Opportunity Principle in the over-all Recruitment, Selection and Placement (RSP) process. 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.
- 2.4 The Search and Selection Committee (SSC) shall be responsible for sourcing candidates for the position/s, other than those who have applied and responded to published vacancy announcement and the qualified next-in-rank; The vacancy announcements shall be published in the CSC, DAP, and National Economic and Development Authority (NEDA) websites as well as websites of other government agencies and other social media platforms.
- 2.5 The SSC shall be guided by the DAP Charter, CSC Resolution No.100623, CSC MC No. 5 (s. 2016) and CSC MC No. 19 (s. 2019), among other relevant CSC issuances. Accordingly, the SSC shall promulgate internal guidelines, rules and regulations subject to the approval of the same by the BOT. Subsequent SSCs shall adopt such internal guidelines, rules and regulations unless sooner amended by the BOT.
- 2.6 The Human Resource Management and Development Department (HRMDD) shall be the secretariat and render assistance to the SSC, Nomination Committee of the BOT, and the BOT itself in the selection process for Second Level Executive/ Managerial positions.
- 2.7 As part of the succession planning, the HRMDD, through its Human Resource Management Division (HRMD), shall also include in its submission of the roster of applicants to the SSC, the qualified next-in-rank officer of the Academy.
- 2.8 The SSC shall be primarily responsible for the judicious and objective selection of candidates for appointment in accordance with pertinent CSC rules and regulations. The SSC shall submit and/or transmit to the Nomination Committee of the BOT, not more than five (5) candidates who are deemed most qualified for appointment to the vacant position.
- 2.9 The Nomination Committee shall assess the merits of the evaluation of the SSC and presents to the BOT the most qualified candidate/s for appointment to the vacant position.
- 2.10 The BOT, in the exercise of sound discretion, may appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment of qualifications/competence evidenced by the comparative ranking of the SSC and Nomination Committee.
- 2.11 In case of promotion of an internal candidate or next-in-rank, he/she should have obtained at least a "Very Satisfactory" performance rating for the last rating period

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before being considered for promotion or transfer.

- 2.12 Vacant positions in the career service shall be published and posted in at least three (3) conspicuous places in the agency as well as websites of government agencies including CSC, DAP and NEDA, and other social media platforms for a period of at least ten (10) calendar days.

3. OBJECTIVES:

- 3.1 It is the policy of the Academy to strictly adhere to the principles of merit, fitness, and equality. The selection of 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.
- 3.2 In this pursuit, the Academy's Guidelines in Recruitment, Selection, and Placement aims to:
- 3.2.1. Establish a system that is characterized by strict observance of the merit, fitness and equality principles in the selection of employees for appointment to positions in the career and non-career service in all levels.
- 3.2.2. Create equal opportunities for employment to all qualified person to enter the government service and for career advancement in the Academy.

4. SCOPE:

These Guidelines shall cover Second Level Executive Managerial positions such as the Executive Vice President, Senior Vice President, and Vice President in accordance with the DAP Charter, and relevant CSC issuances.

5. DEFINITION OF TERMS:

- 5.1 Academy refers to the Development Academy of the Philippines.
- 5.2 Board Officers refer to officers whose primary task is to serve the Board, or pursue the immediate functions of the Board, such as the Chairperson, Vice-Chairperson, and the Corporate Secretary.
- 5.3 Board of Trustees (BOT) refers to the body that exercises the corporate powers, conducts all business, and controls or holds all properties of DAP.
- 5.4 Career Service refers to positions in the civil service characterized by:

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- 5.4.1. entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications;
- 5.4.2. opportunity for advancement to higher career positions; and,
- 5.4.3. security of tenure.
- 5.5 Charter refers to Presidential Decree No. 205, as amended by Presidential Decree No. 1061 and Executive Order No. 288 (s. 1987), entitled Creating and Establishing the Development Academy of the Philippines, Defining its Powers, Functions, and Responsibilities, and for Other Purposes. Executive Order No. 45 (s. 2023) the DAP was transferred from the Office of the President (OP) to the NEDA on 26 October 2023.
- 5.6 Chief Executive Officer (CEO) refers to the highest-ranking corporate officer who heads the management.
- 5.7 Comparatively at Par refers to the predetermined reasonable difference or gap between point scores of candidates for appointment established by the SSC.
- 5.8 Competencies is a set of observable, measurable, and vital skills, knowledge, and attitudes that are translations of capabilities deemed essential for organizational success.
- 5.9 Deep Selection is the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.
- 5.10 DAP Personnel Association (DAPPER) is the duly accredited employees' association in the Academy.
- 5.11 Discrimination is a situation wherein a qualified applicant is not included in the selection line-up on account of age, gender, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.
- 5.12 Executive Committee (ExeCom) refers to the body given the authority to implement the policies determined by the Board in directing the course and business activities of DAP.
- 5.13 Human Resource Actions is 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.
- 5.14 Job Requirements are the 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.
- 5.15 KAS means Knowledge, Abilities and Skills.
- 5.16 Next-in-Rank Position refers to a position which by reason of the hierarchical arrangement of positions in the DAP determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking.

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- 5.17 Nomination Committee consists of at least three (3) members of the Board and shall be responsible for adopting and implementing control measures to ensure that Officers to be nominated or appointed have the qualifications and none of the disqualifications mandated under the law, rules and regulations; and review and evaluate the qualifications of all persons nominated to positions which requires appointment by the BOT.
- 5.18 President of DAP refers to the Chief Executive Officer appointed by the Board of Trustees.
- 5.19 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.
- 5.20 Protest refers to an action filed by a qualified next-in-rank official or employee questioning the issuance of an appointment in favor of another on the basis of lack of qualifications of the appointee.
- 5.21 Psycho-Social Attributes refer to the characteristics or traits of a person that involve 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.
- 5.22 Qualification Standards is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, competence, and physical characteristics and personality traits required in the performance of the job pursuant to CSC MC No. 5 (s. 2016) and CSC MC No. 19 (s. 2019) among other relevant CSC issuances.
- 5.23 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 positions approved by the head of the agency and who meets the requirements for appointment to the next higher position.
- 5.24 Search and Selection Committee refers to the team constituted and directed by the BOT to source candidates for the position/s, from those who have applied and responded to the published vacancy announcement undertaken in accordance with 2.12, and those qualified next-in-rank.
- 5.25 Second Level Positions shall include positions up to division chief level, characterized by professional, technical and scientific work in a non-supervisory or supervisory capacity requiring at least four years of collegiate studies and executive/managerial positions in the second level that are non-presidential appointees in accordance with CSC Resolution No. 1100472.

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5.26 Selection is the systematic method of determining the merit and fitness of a person on the basis of qualifications and competence to perform the duties and responsibilities of the position.

5.27 Selection Line-Up is a listing of qualified and competent applicants for consideration to a vacancy which includes, but is not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, competencies, physical characteristics, psycho-social attributes, personality traits, and potential.

5.28 Superior Qualification shall mean outstanding relevant work accomplishments, educational attainment, training, and competencies appropriate for the position to be filled. It shall include a demonstration of exceptional job mastery and potential in major areas of responsibility.

5.29 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:

5.29.1. organizational structure;

5.29.2. salary grade allocation;

5.29.3. classification and functional relationship of positions; and

5.29.4. geographical location.

6. COMPOSITION OF THE SSC:

6.1 The Search and Selection Committee shall be composed of four (4) internal members and two (2) external members;

6.2 The SSC shall be headed by the **Executive Vice President (EVP), or, in the absence of an EVP, a Senior Vice President (SVP) designated by the President and CEO;**

6.3 The three (3) other internal members shall be (a) an SVP nominated by the President and CEO through the submission of the names of the principal and his/her alternate for the BOT's consideration, (b) the Department Head of the HRMDD, and (c) a representative from DAPPER;

6.4 The two (2) external members shall be designated by the BOT **as resource persons from a list of nominees prepared by the President and CEO.**

6.4.1. **The external members shall have the following qualifications:**

6.4.1.1. **Relevant experience in management and supervision;**

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6.4.1.2. **Commitment to diversity and inclusion;**

6.4.1.3. **Of proven competence, integrity, probity, and independence.**

6.4.2. **The external members are expected to provide recommendations to the SSC informed by their specialized knowledge, best practices and the interests of external stakeholders.**

7. PROCEDURE:

- 7.1 The President and CEO shall initiate the constitution of the SSC by notifying the BOT of the vacancy and recommending to it the constitution of the SSC. The designation of the composition and/or membership of the SSC shall be valid for one year or until the vacancy is filled in, whichever occurs sooner.
- 7.2 The President and CEO shall submit, for the BOT's consideration, the names of the principal and alternate internal members of the SSC.
- 7.3 The BOT shall approve the constitution of the SSC and designate the membership of the same.
- 7.4 Thereafter, the President and CEO shall instruct the HRMDD, which shall function as the secretariat of the SSC, to facilitate the posting of the vacancy and look into the qualifications of internal or next-in-rank candidate/s.
- 7.5 After the notice and/or announcement of the vacancy for the position is published and posted in at least three (3) conspicuous places in accordance with 2.12 for at least ten (10) calendar days, the following shall be the process for hiring and promotion.
 - 7.5.1. The publication shall be triggered by a Memorandum or Personnel Requisition Form (PRF) for Executive Vice President (EVP), Senior Vice President (SVP), and Vice President (VP) from the Office of the President and CEO, or from the Group Head to which the Vice President position or vacancy belongs, according to the Plantilla Allocation List (PAL).
- 7.6 The HRMDD, upon expiration of the ten (10)-day publication and posting, shall gather all applications and expressions of interest received from the search committee and publish vacancy announcements. The qualified next-in-rank shall also be included in the list of candidates;
- 7.7 HRMDD shall screen the applicant/s based on the qualification standards of the position/s required to be filled in;
- 7.8 To aid the SSC in screening and/or evaluating the qualifications of the candidates and the submission of the selection line-up of qualified candidates, the HRMDD shall submit pertinent documents to the SSC including the Personnel Data Sheet (CSC Form

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- 212) and Work Experience Sheet (WES), KAS and/or Competencies such as the STAR Data for Leadership Competencies;
- 7.9 The SSC shall conduct a preliminary evaluation of the qualifications of the candidates. A selection line-up shall be prepared and posted in at least three (3) conspicuous places in accordance with the modes prescribed in 2.12 for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice;
- 7.10 After the expiration of fifteen (15) calendar days from the date of posting, the President and CEO shall convene the SSC for deliberation on the qualifications of the candidates, whether *en banc* or through quorum, at the soonest possible time;
- 7.11 Once deliberation is terminated, the HRMDD shall prepare the documents which include the Minutes of the Meeting, Rating Sheets, Comparative Matrix of the qualifications and other information of the candidates, and a draft of the Memorandum to the Nomination Committee conveying the result of deliberations of the SSC. The HRMDD shall route the same to the SSC for comments, corrections, or signature if found in order within three (3) calendar days of termination of deliberation;
- 7.12 The SSC *en banc* shall transmit to the Nomination Committee the result of the deliberation, which shall not be more than five (5) candidates who are deemed most qualified for appointment to the vacant position. The Nomination Committee shall assess and evaluate the merits of the deliberation results and shall present the list of qualified candidates to the BOT for action or selection of the candidate to fill and discharge and functions of the position;
- 7.13 The BOT shall cause the preparation of a Board Resolution appointing the selected candidate to the vacant position;
- 7.14 The HRMDD shall be informed of such selection to initiate the on boarding process such as informing the successful candidate of his/her selection, requiring the submission of relevant documents for such appointment, discussing the assumption date, preparing the appointment paper, and such other administrative matters, as are necessary, within five (5) calendar days from receipt of such notice from the BOT;
- 7.15 The HRMDD shall transmit the CSC appointment paper to the appointing authority for signature and shall facilitate such appointment. The BOT, as the appointing authority, shall delegate the authority to sign such appointment paper to the Chairperson of the BOT.
- 7.16 The HRMDD shall cause the posting of the notice announcing the appointment of an employee a day after the issuance of appointment for at least fifteen (15) calendar days in three (3) conspicuous places in the agency, in accordance with modes prescribed in 2.12.

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7.17 The HRMDD shall submit the appointment with supporting documents to the CSC for attestation within thirty (30) calendar days from the issuance of the said appointment. To ensure compliance with this deadline, the HRMDD shall require the appointee to provide all supporting documents at the earliest opportunity, but no later than within the said 30-day period.

8. PROTEST:

Pursuant to CSC MC No. 4 (s. 2010) dated February 8, 2010 and Rule 18 of CSC Resolution No. 1701077 dated July 3, 2017, within fifteen (15) calendar days from announcement and/or posting of appointments subject to protest, a qualified next-in rank employee shall have the right to appeal initially to the appointing authority, then to the Civil Service Commission Regional Office (CSCRO), and then to the Civil Service Commission Proper.

9. AMENDMENT:

Any amendment or modification to this guideline shall be subject to the BOT's consideration and approval.

10. EFFECTIVITY:

This Memorandum Circular shall take effect immediately and shall remain unless, cancelled revoked

[Redacted Signature]

MAJAH LEAN V. RAVAGO, PhD
President and CEO

