



MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

MERIT SELECTION PLAN

(Second Revision)

In compliance to CSC Memorandum Circular No. 24, s. 2017 (Revised 2018)


 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	




TABLE OF CONTENTS:


I. Objectives	page 3
II. Coverage	page 3
III. Policies	page 3
IV. Definitions of Terms	page 8
V. Procedures	page 10
VI. Protest	page 21
VII. Composition of the MIAA HRMPSB	page 24
VIII. Functions and Responsibilities	page 26
IX. Effectivity	page 31
X. Commitment	page 31

Annex A – Memorandum circular Re: Equal Employment Opportunity Policy

Annex B – Guidelines on the Selection/Promotion of Personnel

Annex C – Recruitment Plan

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager
MAY 4 2020		MAY 27 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:	
	EFFECTIVITY / REVISION DATE:	PAGE	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION		DOCUMENT TITLE: MERIT SELECTION PLAN	
		Page 3 of 31	

Pursuant to the provisions of Rule IX of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA – OHRA), Revised 2018 re: Amendments and additional Provisions to CSC Resolution No. 1701009 and in adherence to the Prime-HRM Standards, the Manila International Airport Authority (MIAA) Merit Selection Plan (MSP) is hereby established for the guidance of all concerned.

1.0 OBJECTIVES

The MIAA MSP aims to:

- I.I Establish a system that is characterized by strict observance of the merit, fitness, equality principles and the MIAA Competency Based Framework in the selection/promotion of employees for appointment to positions in the career service level.
- I.II Create equal opportunities for employment to all qualified applicants, without unlawful discrimination on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
- I.III Provide a guide for the transparent implementation of recruitment and selection including fair treatment of protest against promotions.

2.0 COVERAGE


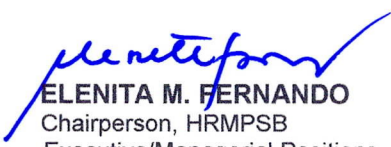

This MIAA MSP shall cover career in the first and second levels, including executive/managerial positions. The Plan does not include the appointments to positions which are policy-determining, primarily confidential, or highly technical.

3.0 POLICIES

3.1 Recruitment


It is the policy of MIAA to establish mechanisms that will attract the best and the most qualified applicants to apply to its vacant positions.

MIAA shall allow and provide ways for everyone to apply on any vacant position without unlawful discrimination on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMP SB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMP SB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager


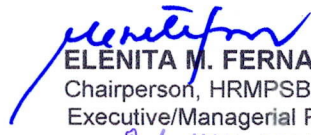

MAY 27 2020

MAY 27 2020

 MANILA INTERNATIONAL AIRPORT AUTHORITY Republic of the Philippines MIAA Administration Building, MIA Road, Pasay City	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE:	DOCUMENT TITLE:	
PERSONNEL DIVISION	MERIT SELECTION PLAN	


3.2 Selection/Promotion

- 3.2.1 There shall be a MIAA Human Resource Merit Promotion and Selection Board (HRMPSB) for the first and second level positions and for the executive/managerial positions. As far as practicable, there shall be equal opportunity for men and women to be represented in the MIAA HRMPSB for all levels of positions.
- 3.2.2 The composition of MIAA HRMPSB for first and second level positions and for the executive/managerial positions shall be instituted by an Office Order, copy furnished to the Civil Service Commission Field Office and the Civil Service Commission Regional Office. Same offices will be provided with copies for any issuance amending/changing the MIAA HRMPSB compositions.
- 3.2.3 MIAA HRMPSB members shall undergo orientation and workshop on CSC policies on appointment and attend/participate in learning sessions that will develop their competencies in formulating efficient policies, processes, procedures and systems in recruitment, selection/promotion and placement of human resource.
- 3.2.4 The MIAA HRMPSB shall assist the appointing authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the Approved Agency Merit Selection Plan. The MIAA HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in MIAA in accordance with this MIAA MSP and shall submit to the appointing authority the list of names of the top five (5) ranking candidates deemed most qualified for appointment to the vacant position. The details of the MIAA HRMPSB's composition are found in Section 7 and their functions on Section 8 of this Plan.
- 3.2.5 The MIAA HRMPSB's screening/deliberation of applicants shall not be made earlier than ten (10) calendar days from the date of publication and posting of vacant positions.
- 3.2.6 Candidates for the following appointments shall no longer be screened by the HRMPSB:
- a) Substitute appointment due to its short duration and emergency nature.

RECOMMENDING APPROVAL:  ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	APPROVED BY:  EDDIE V. MONREAL General Manager
--	--	--

10 4 MAY 2020

MAY 27 2020


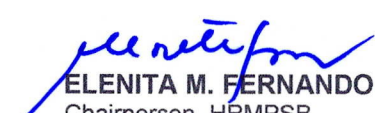

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	

- b) Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods; or
- c) Appointments to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO no. 292.

- 3.2.7 All applicants with pending administrative case shall not disqualify respondent from promotion.
- 3.2.8 The appointing officer/authority shall be guided by the report of HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates. The specific functions and responsibilities of the appointing authority are enumerated in Section 8 of this Plan.
- 3.2.9 The General Manager may appoint an applicant who ranked higher than those next-in-rank to the vacant position based on the assessment of qualifications/competence evidenced by the comparative ranking provided the applicant has undergone deep selection process.
- 3.2.10 An employee should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening for promotion or transfer.


The performance rating of at least Very Satisfactory (VS) in the last rating period shall not be required for promotion from first to second level entry positions.

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager

MAY 27 2020

MAY 27 2020


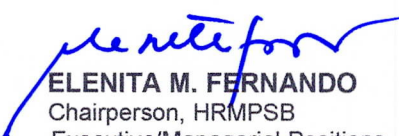
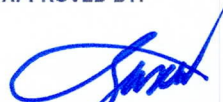
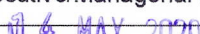
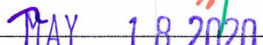
 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	


3.2.11 A vacancy resulting from promotion shall not be filled-up until the promotional appointment has been approved / validated by the CSC except in meritorious cases, as may be authorized by the CSC.

3.2.12 An employee shall not be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position and all appointments issued in violation of this policy shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the following exceptions:




- a. The position occupied by the person is next-in-rank to the vacant position as identified in this Plan and in the System of Ranking Position.
- b. The vacant position is lone or entrance position, as indicated in the staffing pattern.
- c. The position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney or Information Technology Officer/Computer Programmer positions.
- d. The vacant position whose nature of functions is highly specialized.
- e. The candidates passed through a deep selection process taking into consideration the candidates' superior qualifications in regard to:
 - Educational achievements
 - Highly specialized training
 - Relevant work experience
 - Consistent high performance rating/ranking
- f. 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 as identified in the System of Ranking Position is vacant
 - when the next-in-rank employee(s) is/are not qualified
 - when the qualified next-in-rank employees did not apply


3.2.13 The three-salary grade limitation shall only apply to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of appointment:

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager
		

 MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE:	DOCUMENT TITLE:	
PERSONNEL DIVISION	MERIT SELECTION PLAN	

- 3.2.13 The three-salary grade limitation shall only apply to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of appointment:
- a. Transfer incidental to promotion provided that the appointee was subjected to deep selection process
 - b. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection process
 - c. Reappointment from career to non-career position
 - d. Reemployment
 - e. Reclassification of Position
- 3.2.14 To deter disapproval or invalidation of promotional appointments, the above-stated conditions shall be strictly observed in the selection process.
- 3.2.15 To ensure observance of the policy on three (3) salary-grade limitation on promotion, the System of Ranking Positions shall be formulated and approved by the General Manager, copy furnished the Civil Service Commission Regional and Field Offices.
- 3.2.16 An employee who is on local or foreign scholarship or training grant, on maternity leave or on official leave of absence may be considered for promotion. For this purpose, the performance rating to be considered shall be last rating period and said rating must be at least Very Satisfactory prior to the scholarship or training grant. If promoted, the effectivity of the appointments of those who are on official leave of absence/maternity leave, scholarship or training grant shall be upon assumption or upon return from the official leave of absence/maternity leave, scholarship or training grant.
- 3.2.17 Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- 3.2.18 A notice announcing the appointment of an employee shall be posted in three (3) conspicuous places in the Manila International Airport Authority after the issuance of the appointment for at least fifteen (15) calendar days.
- 3.2.19 This approved MIAA MSP shall be considered as a valid contract binding the head of agency, the employees and the Civil Service Commission.

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions 11 4 MAY 2020	 EDDIE V. MONREAL General Manager MAY 18 2020 8:17 PM

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:	
	EFFECTIVITY / REVISION DATE:	PAGE	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION		DOCUMENT TITLE: MERIT SELECTION PLAN	
		Page 8 of 31	

4.0 DEFINITION OF TERMS

4.1 Behavioral Event Interview

This is an interview technique which is anchored on the principle that past behavior/performance predicts future behavior/performance. Its primary goal is to collect detailed and complete information about the candidate's past accomplishments/experiences that will determine how he/she will perform or what behavior will he/she manifest and also fail in similar situations in the future.

4.2 Competency Assessment

This is a measurement of applicants' core, leadership and/or technical competencies based on the competency standard of the position where he/she is to be considered.

4.3 Deep Selection Process

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

4.4 Discrimination




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

4.5 Executive / Managerial Positions


Refers to the professional, technical and scientific positions, the functions of which are managerial in character, exercising management over people, resource, and/or policy and exercising functions such as planning, organizing, directing, coordinating, controlling and overseeing the activities of an organization, a unit thereof or of a group, requiring some degree of professional, technical or scientific knowledge and experience, application of managerial skills required to carry out basic duties and responsibilities involving leadership, functional guidance and control.

4.6 Second Level Positions

Involve professional, technical and scientific work in a non – supervisory or supervisory capacity up to Division Chief Level or its equivalent.

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager
		MAY 18 2020

MAY 14 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE:	DOCUMENT TITLE:	
PERSONNEL DIVISION	MERIT SELECTION PLAN	

4.7 First Level Positions

Shall include clerical, trades and craft and custodial services which involve sub-professional work in a non-supervisory or supervisory capacity requiring less than the four (4) years of college studies.

4.8 Job Requirement

Requisites not limited to the qualification standards of the position, but may include skills, competencies, potential and psycho-social attributes necessary for the successful performance of the position.

4.9 Next-in-Rank Positions

Refer to the positions which by reason or hierarchical arrangement of position in an office, is in the nearest degree of relationship to a higher position, taking into consideration the following:

- a. Organization Structure and Staffing Pattern
- b. Salary Grade
- c. Classification of Positions based on the Index of Occupational Services (IOS)
- d. Geographical Location

4.10 Superior Qualifications

Shall mean outstanding relevant work accomplishment, educational attainment and training appropriate for the position to be filled. It shall include demonstration of exceptional job mastery and potential in major areas of responsibility.

4.11 System of Ranking Positions (SRP)


Is the hierarchical arrangement of positions from highest to lowest which shall be a guide in determining which is next-in-rank, taking into consideration the following:

- a. Organizational structure and Staffing Pattern
- b. Salary Grade allocation
- c. Classification of Positions based on the Index of Occupational Services (IOS), and
- d. Geographical Location

<p>RECOMMENDING APPROVAL:</p>  <p>ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions</p>  <p>ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions</p>	<p>APPROVED BY:</p>  <p>EDDIE V. MONREAL General Manager</p>
--	---

MAY 4 2020

MAY 18 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	

5.0 PROCEDURES

5.1 Equal Opportunity on Employment

5.1.1 The equal opportunity principle on employment statements shall be included as one of the contents in the Notice of Publication and Posting of Vacant Positions.

5.1.2 Physically-challenged applicants shall be assisted by the staff of the MIAA Personnel Division or by any government employee who is in the best position to assist said applicants in his/her application to any vacant position in the MIAA.

5.1.3 Based on the above-stated procedures, the complete statements that shall be reflected in the Notice of Publication and Posting of Vacant Positions are as follows:

"The Manila International Airport Authority is an Equal Opportunity Employer and does not unlawfully discriminate applicant on the account of person's age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. Physically-challenged applicants may contact the MIAA Personnel Division for assistance."


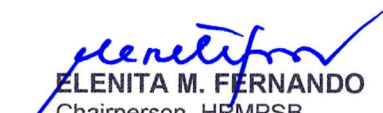

5.1.4 Equipment such as but not limited to Braille and hearing aids shall be provided to concerned applicants to facilitate understanding during screening. Moreover, applicable provisions of the accessibility law shall be adhered accordingly

5.1.5 The detailed implementation of Equal Employment Opportunity Policy (EEOP) is attached as **ANNEX A**.

5.2 Recruitment


5.2.1 Personnel Division shall publish/post vacant career positions, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, in three (3) conspicuous places for a period of at least ten (10) calendar days. The following positions are exempt from the publication requirement:

- a. Primarily confidential positions;
- b. Positions which are policy determining;
- c. Highly technical positions;




RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMP SB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMP SB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager

MAY 4 2020

MAY 18 2020


 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:	
	EFFECTIVITY / REVISION DATE:	PAGE	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION		DOCUMENT TITLE: MERIT SELECTION PLAN	

- d. Coterminous with that of the appointing officer/authority, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of EO No. 292;
 - e. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996, as amended; or
 - f. Those to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional/field offices.
- 5.2.2 Personnel Division shall submit to CSC Field Office the said vacant positions, information of which shall include the equal opportunity for employment statement and other data as prescribed under CSC Form No. 9, Revised 2018. Said submission shall be in electronic and printed copies.
- 5.2.3 Section 25, Rule VII of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018 provides that incorrect information of vacant positions (Item no., Position Title, or Qualification Standards) shall be ground for disapproval/invalidation of appointments. As such, Personnel Division shall strictly observe the correct accomplishment of CSC Form No. 9, Revised 2018.
- 5.2.4 All positions occupied by holders of temporary appointments, except positions under Category II of CSC MC No. 11, s. 1996, as amended, shall be continuously posted in three (3) conspicuous places in MIAA and published in the CSC Bulletin of Vacant Position until filled by permanent appointees.
- 5.2.5 The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published. Should no appointment be issued within the nine-month period, the vacant position shall be republished and reposted.
- 5.2.6 Anticipated vacancies based on MIAA succession plan may be published. In case of retirement, resignation, or transfer, the publication should not be earlier than thirty (30) days prior to retirement, resignation, or transfer.

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager

MAY 4 2020

MAY 18 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	

5.2.7 An employee should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening for promotion or transfer.

The performance rating of at least Very Satisfactory (VS) in the last rating period shall not be required for promotion from first to second level entry positions.

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.

5.2.8 Applicants who were pre-qualified and have previously submitted their credentials to the vacant position that was re-posted, shall be automatically included in the list of candidates to be deliberated.

5.3 Selection/Promotion

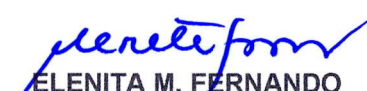

5.3.1 Personnel Division shall make a list of applicants aspiring for the vacant position, either from within or outside the agency, including qualified next-in-rank employees.

5.3.2 Personnel Division shall conduct preliminary evaluation of the qualification of applicants vis-a-vis the basic qualification requirements of the positions applied for. Those who fail to meet the basic requirements shall be informed accordingly, as well as those who qualified for the position with an information for further notice of actual screening.

5.3.3 The following are the basic qualification requirements reflected in the CSC Qualification Standards Manual as explained in detail by Rule VIII of the 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised 2018:

a. Education


i. Education refers to the formal or non-formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (DBM-CSC Form No. 1, Revised 2017)

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager
14 MAY 2020		MAY 18 2020




- ii. Certificates of completion of non-formal education issued by the Department of Education shall be considered valid documents for appointment to positions requiring completion of elementary or high school education, provided that other requirements of the positions are met.
- iii. For one to meet the two (2) years in college requirement in the CSC Qualification Standards Manual, one must have earned at least seventy-two (72) units leading to a degree or has completed a relevant two-year collegiate/technical course from CHED-recognized institution.
- iv. Certificates issued by the schools deputized by CHED on having completed a bachelor's degree under the Expanded Tertiary Education Equivalency and Accreditation Program shall be considered valid documents for meeting the educational requirements for positions requiring completion of a bachelor's degree.
- v. Certificates issued by the schools deputized by CHED showing completion of at least seventy-two (72) academic units leading to a degree under the Expanded Tertiary Education Equivalency and Accreditation program shall be considered valid documents for meeting the education requirements for positions requiring completion of two years studies in college.
- vi. Certification issued by CHED that a one-year diploma post-graduate course acquired from foreign or local institutions is equivalent to a master's degree shall be considered as appropriate for meeting the education requirement for appointment to executive/managerial position.
- vii. Certification issued by CHED that a degree obtained from foreign schools is equivalent to a bachelor's or master's degree shall be considered valid document for meeting the education requirement for positions requiring completion of bachelor's or master's degree.
- viii. To meet the relevant bachelor's degree requirement in the CSC Qualification Standards Manual, the appointee must have completed from a CHED-recognized college or university a bachelor's degree whose curriculum either includes, or is supplemented by, 12 academic units of the

RECOMMENDING APPROVAL:


ARLENE B BRITANICO
 Chairperson, HRMPSB
 First and Second Level Positions


ELENITA M. FERNANDO
 Chairperson, HRMPSB
 Executive/Managerial Positions

APPROVED BY:


EDDIE V. MONREAL
 General Manager

14 MAY 2020



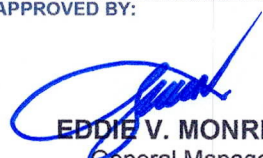
MAY 18 2020




DOCUMENT TYPE:	DOC ID:	
EFFECTIVITY / REVISION DATE:	PAGE	PAGE
	Page 14 of 31	
DEPT/DIV/OFFICE:	DOCUMENT TITLE:	
PERSONNEL DIVISION	MERIT SELECTION PLAN	

subject or course which will enable the candidate to successfully perform the duties and responsibilities of the position to be filled in the Position Description Form.

- ix. A graduate of a master's degree or Certificate in Leadership and Management (C-Pro) from the CSC shall be considered to have met the master's degree requirement for purposes of meeting the education requirement for executive/managerial positions.
- x. Completion of the degrees of Bachelor of Laws and Doctor of Medicine from a CHED-recognized institution shall be considered appropriate education for appointment to executive/managerial positions or other positions requiring a master's degree, the duties of which do not involve practice of profession covered by Bar/Board Laws.
- xi. RA No. 1080 eligible shall be exempt from the master's degree requirement for executive/managerial positions, the duties and responsibilities of which involve practice of profession or belong to the same occupational group or functionally related positions as that of the professions regulated by Bar/Board laws. However, a master's degree shall be required if the executive/managerial position does not involve practice of profession or does not belong to the same occupational group or functionally related positions as that of the positions regulated by Bar/Board laws; provided that, this does not apply to lawyers and doctors.
- xii. Career Executive Service (CES) or Career Service Executive (CSE) eligible shall likewise be considered to have met the master's degree requirement for purpose of meeting the education requirement for executive/managerial positions.
- xiii. Those who have been allowed to register and are issued certificate of registration or valid professional license of a special Bar/Board laws shall be considered of having met the educational requirements for appointments to positions covered by the corresponding bar/board laws or other functionally related positions that do not involve the practice of other professions covered by Bar/Board laws.

RECOMMENDING APPROVAL:  ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions 17 4 MAY 2020	APPROVED BY:  EDDIE V. MONREAL General Manager MAY 18 2020
---	---	--

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	



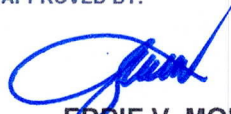
xiv. Those who were allowed to take the Career Service Professional and Sub-professional examinations on or before November 29, 1992 shall be considered of having met the education requirement for appointment to corresponding level of position not covered by Bar/Board laws.

b. Experience

- i. Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.
- ii. Relevant experience acquired through Job Order or Contract of Service covered by a contract or a Memorandum of Agreement may be considered for meeting the experience requirement.
- iii. Relevant experience acquired through volunteer work, on full time basis, as certified by the Human Resource Management Officer or authorized officials, may be considered for meeting the experience requirement.
- iv. Experience in the first level positions may be considered for meeting the experience requirement of second level positions when acquired in the same occupational group or functionally related positions.
- v. Relevant experience acquired through a designation covered by an Office, Department or Memorandum Order may be considered for meeting the experience requirement.
- vi. Relevant experience shall be reflected in the Work Experience Sheet as integral part of the CS Form No. 212, Revised 2017.


c. Learning and Development Activities

- i. Learning and Development Activities refer to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and other related activities that are part of the employee's

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager

MAY 14 2020

MAY 18 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:	
	EFFECTIVITY / REVISION DATE:	PAGE	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION		DOCUMENT TITLE: MERIT SELECTION PLAN	

Individual Development Plan/Career Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the General Manager and Certificates issued by the HRDD or authorized official from the government or private sector.




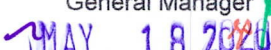
ii. Learning Development Activities may be acquired from any of the following institutions:


- Any CSC accredited learning and development institutions;
- Government training institutions;
- Non-accredited private training institution offering training of highly technical/specialized nature;
- Local training institution that is internationally acclaimed for meeting the global standards of excellence in training;
- Institution recognized by CHED as Center of Excellence (COE) or Center of Development (COD)
- Foreign institutions that offer training for scholarship purposes or for personal advancement of participants; or
- Other institutions that partner with CSC in building capabilities of civil servants

iii. Learning and Development Activities acquired from any of the afore-mentioned institutions must be relevant to the position to be filled and aligned with the strategy map or development goal of MIAA.

iv. Attendance to annual planning sessions/workshops/conferences as requirement for operations and/or services rendered as facilitator/resource person in seminar/workshops/trainings shall not be considered for meeting the Learning Development Activities requirements.




In house agency-initiated or in-service training/ learning and Development intervention shall be considered for purposes of meeting the training requirement of positions.


RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager
		

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	

d. Eligibility

- i. 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 test of merit and fitness conducted by the CSC, and other examinations jointly designated and coordinated with the CSC, and other examination such as the PRC-conducted board examinations, the SC-conducted Bar examinations or the CESB-conducted CES examinations.
- ii. First Level eligibilities are appropriate for appointment to positions in the First Level. They do not apply to those covered by Bar/Board/Special Laws, and other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11 s. 1996, as amended.
- iii. Second Level eligibilities are appropriate for appointment to positions in the Second Level. They do not apply to those covered by Bar/Board/Special Laws, and other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11 s. 1996, as amended.
- iv. Eligibilities resulting from passing the Bar/Board examinations shall be required for appointment to positions the duties of which constitute the practice of profession(s) regulated by the Philippine Bar/Board laws.
- v. Eligibilities resulting from passing the Bar/Board examinations which require completion of at least a bachelor's degree shall be considered appropriate to positions for which examinations were given, and to other First and Second Level positions not covered by Bar/Board laws and/or those that require other licenses such as those positions listed under Category IV of CSC MC No. 11 s. 1996, as amended.
- vi. Eligibilities resulting from passing the Bar/Board examinations which require completion of less than a bachelor's degree shall be considered appropriate to positions for which examinations were given, and to other

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions 14 MAY 2020	 EDDIE V. MONREAL General Manager MAY 18 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	


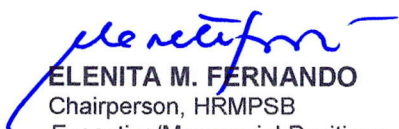
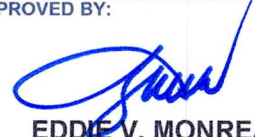
First and Second Level positions not covered by Bar/Board laws and/or those that require other licenses such as those positions listed under Category IV of CSC MC No. 11 s. 1996, as amended.

- vii. Eligibilities resulting from passing the Unassembled, Testimonial or special examinations conducted by the CSC or by the department or agencies with the assistance of or in coordination with the CSC shall only be appropriate for appointment to the positions for which they were given, to other functionally related positions, and other positions as may be determined by the Commission. Incumbents of positions who were issued permanent appointments using eligibilities resulting from these examinations shall retain their permanent status but may only be promoted to positions belonging to the same occupational group or functionally related positions for which the examinations were given or other positions as may be determined by the Commission.


5.3.4 Qualified applicants, after the preliminary evaluation, shall be subjected to further evaluation in a form of further documentary review (outstanding accomplishment), competency assessment, skills tests, psychological test, interview and background investigation. Only the external applicant(s) who belong to the top five (5) ranked applicants shall be subjected to background investigation.

Qualified applicants of Airport Police Department must further undergo a Neuropsychiatric Examination as an additional requirement relative for their promotion.


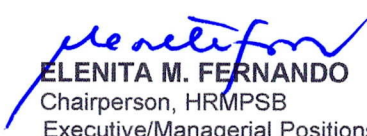
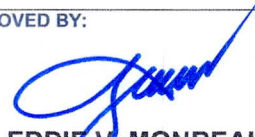
5.3.5 There shall be Comparative Assessment, results of which shall be the basis for the Ranking of Applicants. Said Comparative Assessment shall be based on the corresponding scores of the basic qualification requirements (education, experience, training and eligibility) and criteria of further evaluation (outstanding accomplishment, competency assessment, skills tests, Psychological tests and interview). The Report Form of the Background Investigation shall be submitted to the appointing authority as attachment to the Ranking Sheet.

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager

MAY 18 2020


 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:	
	EFFECTIVITY / REVISION DATE:	PAGE	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION		DOCUMENT TITLE: MERIT SELECTION PLAN	

- 5.3.6 The definitions of the criteria for the First & Second Level positions and Executive / Managerial positions and their corresponding detailed scoring systems shall be used in the selection process to ensure the objectivity of the MIAA HRMPSB. **(ANNEX B)**
- 5.3.7 Personnel Division shall facilitate the consolidation of scores and the preparation of the partial comparative assessment report, along with applicants' profiles and other pertinent documents, which shall be made available during the actual screening (interview) of applicants by the MIAA HRMPSB for First and Second Level Positions or MIAA HRMPSB for Executive/Managerial Positions.
- 5.3.8 MIAA HRMPSB shall deliberate on the results of the comparative assessment and identify the top five (5) ranked applicants of the vacant position.
- 5.3.9 As required in MIAA MC No. 7 s. 2018, the external applicant(s) who belong to the top five (5) ranked applicants shall be endorsed to the Intelligence and Access Management Department (IAMD) for Background Investigation. Background Investigation shall be strictly confidential and shall only focus on the work performance and attitude of applicant as well as his working relationship with his/her peers, subordinate and/or supervisor in his/her previous/current employer/office.
- 5.3.10 A Background Investigation Report shall be in narrative form and shall be prepared by the Intelligence and Access Management Department (IAMD) and submitted to the appropriate MIAA HRMPSB.
- 5.3.11 The MIAA HRMPSB shall submit to the Appointing Authority the list of names of the Top Five (5) Ranked applicants to the General Manager, along with the Ranking Sheet and the Narrative Report of the Background Investigation.
- 5.3.12 The appointing authority shall be guided by the report of the MIAA HRMPSB's assessment of candidates in the exercise of sound discretion, act accordingly on the said report. If the appointing authority selects from any of the qualified applicants, he/she shall endorse the said candidate/s with appropriate instruction to the Personnel Division, which upon receipt thereof, facilitate the preparation of appointment. On the contrary, the appointing authority may instruct the MIAA HRMPSB for another screening or instruct the Personnel Division for the re-publication/reposting of the vacant position, or hold the filling-in of vacant position in abeyance.


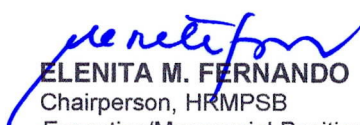
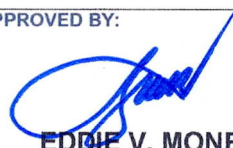
RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager

MAY 18 2020


10 4 MAY 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	

- 5.3.13 Personnel Division shall prepare the appointment in pursuance to the applicable provisions in the procedures of appointment preparation under Rule III of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018.
- 5.3.14 The Personnel Division Manager shall sign the following before endorsing the appointment to the appointing authority for his signature:
- Certification as to the Completeness and Authenticity of the Requirements pursuant to Item 10, Section 7a, Rule III of the Omnibus Rules on Appointment and Other Human Resource Actions, Revised 2018.
 - Certification of Publication and Posting of Vacancy pursuant to Item 11, Section 7a, Rule III of the Omnibus Rules on Appointment and other Human Resource Actions, Revised 2018.
- 5.3.15 The MIAA HRMPSB Chairperson shall also sign the Certification of MIAA HRMPSB Evaluation/Screening at the back of the appointment pursuant to Item 12, Section 7, Rule III of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018.
- 5.3.16 The appointing authority shall review and sign three (3) original copies of the appointment and in no case shall digital/electronic or rubber-stamped signature of the appointing authority be allowed pursuant to Item 8, Section 7, Rule III of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018.
- 5.3.17 The date of signing, which is the date of the issuance and the date of the effectivity of the appointment, shall be indicated below the signature of the appointing authority.
- 5.3.18 Personnel Division shall post the list of newly-appointed employee(s) in three (3) conspicuous places a day after the issuance of an appointment(s) for at least fifteen (15) calendar days.
- 5.3.19 Personnel Division shall facilitate the receipt of appointment and other pertinent documents by the appointee, as evidenced by the signature of the appointee in the acknowledgement portion of the appointment.
- 5.3.20 Personnel Division shall facilitate the proper placement of the newly-hired employee in his/her work station/office.

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager
		MAY 18 2020

MAY 4 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	

5.3.21 The Personnel Division shall submit the duly accomplished CS Form No. 2, revised 2018 (Report on Appointment Issued) in printed and electronic copies (2 copies) to the CSC Filed Office together with the original CSC copy of appointments and supporting documents within the 30th day of the succeeding month.

5.3.22 Submit to the CSC Field Office the copy of the Oath of Office (CS Form No. 32, Revised 2018) and copy of Certificate of Assumption to Duty (CS Form No. 4, Revised 2018) within thirty (30) days from the date of the assumption of the appointee.

6.0 PROTEST

The following provisions are adopted from Rule 18 (Protest and Revocation of Appointments) of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS):

6.1 Who May File

Only a qualified next-in-rank official or employee may file a protest against an appointment made in favor of another who does not possess the minimum qualification requirements.


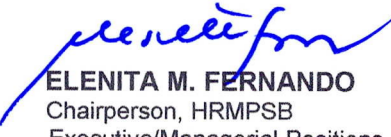
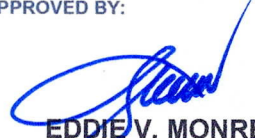
6.2 Where to File

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

6.3 When to File


Protest may be filed within fifteen (15) days from the announcement and/or posting of appointments subject of protest.

For this purpose, all appointments or promotions shall be duly announced and/or posted in bulletin boards or at three (3) conspicuous places in Manila International Airport Authority a day after the issuance of the appointment for at least fifteen (15) calendar days.

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager

MAY 4 2020

MAY 18 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	

6.4 Effect on the Appointment

A protest shall not render an appointment ineffective or bar the approval/validation thereof, by the CSC Field Office, CSC Regional Office or the Commission, as the case may be, but the approval/validation shall be subject to the final outcome of the protest.

An appointment may still be revoked by the appointing authority prior to the submission to the CSC Field Office even if the appointee has accepted the appointment and assumed office. A decision or resolution by the appointing authority granting the protest shall be subjected to appeal by the appointee or to automatic review by the concerned CSC Regional Office. The appointing authority shall within five (5) days from the issuance of such decision or resolution transmit the records of case to the CSC Regional Office for disposition.

The appointing authority, however, does not have the power to revoke an appointment which was already submitted to the CSC Field Office.

6.5 When Deemed Filed

A protest is deemed filed, in case the same is sent by registered mail or private courier service, on the date stamped on the envelope or courier pack which shall be attached to the records of the case, and in case of personal delivery, on the date stamped by the agency or the Commission.

The filling-up of a vacant position shall be put on hold if a protest concerning the said vacancy has been successfully filed.


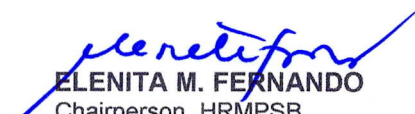
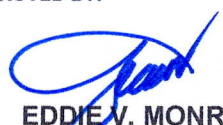
6.6 Effect of Withdrawal of Protest

A protest or an appeal in this case may be withdrawn at any time as a matter of right. The withdrawal of the protest or appeal shall terminate the protest case.

6.7 Transmittal of Records


In case the decision on protest is appealed to the Commission, the head of department or agency shall forward his/her comment and the records of the case within five (5) days from receipt of the copy of the protest.

The records shall be systematically and chronologically arranged, paged and securely bound to prevent loss and shall include the following:

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager

MAY 6 2020

MAY 18 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	

- a. Statement of duties or job description of the contested position;
- b. Duly accomplished and updated personal data sheets of the parties with certified statement of service records attached;
- c. Certified copy of the protested appointment; and
- d. Comparative assessment of the qualifications of the protestants and protestee.

6.8 Dismissal of Protest

A protest shall be dismissed on any of the following grounds:

- a. The protestant is not qualified next-in-rank
- b. The protest is not directed against a particular protestee but to "anyone who is appointed to the position" or directed to two or more protestees;
- c. No appointment has been issued; or
- d. The protest is filed outside of the fifteen (15)-day reglementary period.

6.9 Finality of Protest

A Decision or Resolution denying a protest shall become final and executory after fifteen (15) days from receipt thereof and no motion for reconsideration, appeal or petition for review has been filed.

6.10 Effect of Decision


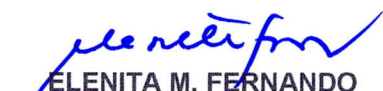

In case the protest is finally decided by the CSC against the protestee, the approval/validation of his/her appointment shall be revoked and the appointment shall be considered disapproved/invalidated. The protestee shall be reverted to his/her former position, if applicable.

6.11 Recall of Approval/Validation of Appointment; Who may File

The Commission, or any of its CSC RO or CSC FO, motu proprio or upon petition by any person, may initiate the recall of approval/validation of an appointment of an official or employee who does not meet the requisite qualification standards of the position on the ground that the appointment was issued in violation of existing civil service laws, rules, and regulations.


6.12 When and Where to File

The petition may be filed anytime, during a subsisting appointment, to the CSCRO which has jurisdiction over the appointee. In case the petition is filed with the CSC FO, the same shall be transmitted to the CSC RO concerned for decision.

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager

4 MAY 2020

MAY 18 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	

6.13 Effect on the Appointment

During the pendency of a petition to recall the approval/validation of an appointment, the appointee shall remain and continue to discharge the functions of the position.

6.14 Finality of Decision

A Decision or Resolution on the petition to recall the approval of the appointment shall become final and executory after fifteen (15) days from receipt thereof and no motion for reconsideration or appeal or petition for review has been filed.

6.15 Effect of Decision

When the petition to recall the approval/validation of an appointment is decided by the CSC against the appointee, the approval/validation of his/her appointment shall be revoked and the appointment shall be considered disapproved/invalidated. In case of a promotion from within the same agency, the appointee shall be reverted to his/her former position, if applicable.


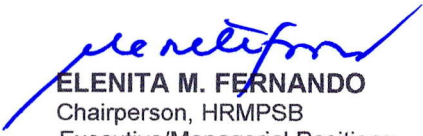
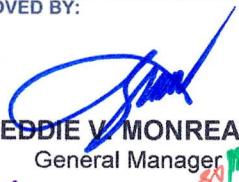
7.0 COMPOSITION OF THE MANILA INTERNATIONAL AIRPORT AUTHORITY HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

7.1 Pursuant to Section 84, Rule IX (Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board) of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018, there shall be two (2) HRMPSBs of the Manila International Airport Authority. One is for the First and Second Level Positions and the other is for the Executive/Managerial Positions.

7.2 Pursuant to Section 88, Rule IX of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018, the composition of the HRMPSB for the First and Second Level Positions are as follows:


Chairperson a. Assistant General Manager for Finance and Administration / Officer-In-Charge

Manager Administrative Department / Officer-In-Charge (Authorized Representative)

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager

04 MAY 2020

JAY 18 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION		DOCUMENT TITLE: MERIT SELECTION PLAN



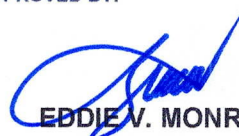
- Members
- b. Manager / Officer-In-Charge
(of the organizational unit where the vacancy exists)
 - c. Manager Personnel Division / Officer-In-Charge
 - d. Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level who shall be chosen by the duly accredited employees in the association in the agency.


However, the said regular / alternate representatives for the First and Second Level positions shall only participate in the HRMPSB deliberations for vacant positions corresponding to their levels of representation.

Secretariat Personnel Division

7.3 Pursuant to Section 88, Rule IX of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018, the composition of the HRMPSB for the Executive/Managerial positions are as follows:

- Chairperson
- a. Senior Assistant General Manager
Assistant General Manager for Airport Development and Corporate Affairs / Officer-In-Charge
(Authorized Representative)
- Members
- b. Assistant General Manager for Finance and Administration / Officer-In-Charge
Manager Personnel Division / Officer-In-Charge
(Authorized Representative)
 - c. Manager Administrative Department / Officer – In – Charge
Manager Procurement Division / Officer – In – Charge
(Authorized Representative)
 - d. Assistant General Manager for Operations / Officer – In – Charge

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions MAY 4 2020	 EDDIE V. MONREAL General Manager MAY 18 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	

Manager Airport Operations Department / Officer – In – Charge
(Authorized Representative)




Secretariat Personnel Division

7.4 The composition of both HRMPSBs including their Secretariat shall be instituted by an issuance of an Office Order.

8.0 FUNCTIONS AND RESPONSIBILITIES


8.1 Personnel Division

- 8.1.1 Disseminate copies of this MSP, and its annexes to all MIAA Offices after its approval by the Civil Service Commission. The Personnel Division shall conduct orientation for all MIAA Offices within (6) months after approval of the MSP. This orientation is meant to ensure awareness and understanding of this Plan. A report on the same shall be submitted to the Civil Service Field Office concerned for record purpose;
- 8.1.2 Prepare a System of Ranking Positions which will be submitted to the HRMPSBs for review, in which after needed modification will be submitted to the General Manager for approval, copy furnished the Civil Service Commission and its Field Office concerned, for reference.
- 8.1.3 Prepare a Workforce Recruitment Plan and Succession Plan will be submitted to the HRMPSBs for review, in which after needed modification will be submitted to the General Manager for approval, copy furnished the Civil Service Commission and its Field Office concerned, for reference.
- 8.1.4 Prepare a Recruitment, Selection and Placement (RSP) Manual that details the process, procedures, standards and automation requirements in the implementation of this MSP. This will be submitted to the HRMPSBs for review, in which after needed modification will be submitted to the General Manager for approval, copy furnished the Civil Service Commission and its Field Office concerned, for reference.



<p>RECOMMENDING APPROVAL:</p>  <p>ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions</p>  <p>ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions</p>	<p>APPROVED BY:</p>  <p>EDDIE V. MONREAL General Manager</p>
--	---

MAY 18 2020

MAY 18 2020


 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	

- 8.1.5 Develop and maintain an updated qualification database of employees with superior qualifications.
- 8.1.6 Submit to CSCFO within the first quarter of the year the MIAA updated Plantilla of Personnel.
- 8.1.7 Publish and post vacant positions in accordance with Section 5.2 (Recruitment) of this MSP.
- 8.1.8 Make a list of applicants aspiring for the vacant position, either from within or outside the MIAA, including next-in-rank employees. In the process, the hiring quota or pre-determined ratio of applicants shall be considered.
- 8.1.9 Conduct preliminary evaluation of the qualification of applicants vis-a-vis the basic qualification requirements of the positions applied or applicants profiling. Those who fail to meet the basic requirements shall be informed accordingly, as well as those who qualified for the position with an information for further notice of actual screening.
- 8.1.10 Facilitate the consolidation of scores and the preparation of the partial comparative assessment report, along with applicants' profiles and other pertinent documents, which shall be made available during the actual screening (interview) of applicants by the HRMPSBs.
- 8.1.11 Conduct Background Investigation of the Top Five (5) Rank applicants and submit Narrative Reports to the HRMPSBs.
- 8.1.12 Prepare an appointment in accordance to the applicable provisions of the procedures of appointment preparation under Rule II of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018.
- 8.1.13 Review thoroughly and check the veracity, authenticity and completeness of all requirements and supporting papers in connection with all cases of appointments before submitting the same to CSCFO.
- 8.1.14 Sign the following certifications at the back of the appointment:
 - Certification as to the completeness and authenticity of requirements; and
 - Certification that the vacant position to be filled has been published, posted and submitted to the Commission for publication in the CSC Bulletin of Vacant Positions in accordance with RA No. 7041, and

<p>RECOMMENDING APPROVAL:</p>  <p>ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions</p>	 <p>ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions</p>	<p>APPROVED BY:</p>  <p>EDDIE V. MONREAL General Manager</p>
---	--	---



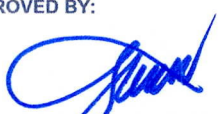
MAY 4 2020

MAY 18 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:	
	EFFECTIVITY / REVISION DATE:	PAGE	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION		DOCUMENT TITLE: MERIT SELECTION PLAN	


deliberation was done by the HRMPSB ten (10) days after publication.

- 8.1.15 Ensure that the Chairperson of the HRMPSB has signed the certification at the back of the appointment, whenever applicable.
- 8.1.16 Participate in the screening of applicants and deliberations of HRMPSB as regular member.
- 8.1.17 Ensure that the Personal Data Sheet (CS Form No. 212, Revised 2017) of the appointee is updated and accomplished properly and completely. To monitor any change in employee's profile, the PDS shall be updated on an annual basis.
- 8.1.18 Request authentication from the CSC or authorized agencies of the original copy of certificate of eligibility/licenses of selected candidate(s) prior to issuance of original appointment, transfer, reappointment (renewal) or re-employment unless previous authentication has been issued for the same eligibility/license/ report of rating.
- 8.1.19 Post in three (3) conspicuous places within the Manila International Airport Authority a list of newly-appointed employee(s) a day after the issuance of an appointment(s) for a least fifteen (15) calendar days.
- 8.1.20 Facilitate the receipt of appointment and other pertinent documents by the appointee, as evidenced by the signature of the appointee in the acknowledgement portion of the appointment with complete date of receipt. An appointment issued by the appointing authority may be recalled if the appointee does not assume office or report within thirty (30) calendar days from receipt of the written notice of appointment. The cancellation of the appointment shall be reported to the Commission for record purposes. The position is automatically deemed vacant upon cancellation of the appointing authority without need for an approval or declaration by the Commission.
- 8.1.21 Facilitate the proper placement of the newly-hired employee in his/her work station/office.
- 8.1.22 Submit the duly accomplished CS Form No. 2, Revised 2018 (Report on Appointment Issued) in printed and electronic copies (2 copies) to the CSCFO together with the original CSC copy of appointments and supporting documents not later the 30th day of the succeeding month.

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager

MAY 4 2020

MAY 18 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	

8.1.23 Submit to the CSCFO the copy of the Oath of Office (CS Form No. 32, Revised 2018) within thirty (30) days from the date of assumption of the appointee.

8.2 Human Resource Merit Promotion and Selection Board

8.2.1 Shall assist the General Manager in the judicious and objective selection of candidates for appointment in accordance with the MSP. As such, HRMPSB shall submit to the General Manager the top five (5) ranking candidates deemed most qualified for appointment to the vacant position. This provision is pursuant to Section 85, Rule IX of the 2017 Omnibus Rules on Appointments and Other Resource Actions, revised 2018.

8.2.2 Undergo orientation and workshop on MIAA selection and promotion process and CSC policies on appointments.

8.2.3 Must be represented by at least majority of their respective members during the deliberations of candidates for appointments.

8.2.4 Ensure that the deliberations of candidates shall not be made earlier than ten (10) days from date of publication and posting of vacant positions to be filled.

8.2.5 Review the MSP, System of Ranking Positions and Workforce; Recruitment; Succession Plan and recommend the same for approval of the General Manager.

8.2.6 Regularly review assessment and formal screening procedures to ensure effective ranking and subsequent selection of most qualified candidates for appointment, without undermining the equal opportunity principles on employment. As such, the following shall be considered:

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


b) Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.

8.2.7 Disseminate screening procedures and criteria for selection to all MIAA Offices. Any modification of the procedure and criteria for selection shall be properly disseminated;

8.2.8 Maintain fairness and impartiality in the assessment of candidates. Towards this end, HRMPSBs may employ the assistance of external or independent

RECOMMENDING APPROVAL:		APPROVED BY:
 ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions	 ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions	 EDDIE V. MONREAL General Manager

MAY 18 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	DOCUMENT TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE
DEPT/DIV/OFFICE: PERSONNEL DIVISION	DOCUMENT TITLE: MERIT SELECTION PLAN	
		Page 30 of 31

resource persons and/or designate experts from other government offices. HRMPSBs may also initiate innovative scheme in determining the best and most qualified candidate;

8.2.9 Through its Secretariat, maintain records of the deliberations which must be made accessible to interested parties upon written consent and for inspection and audit by the CSC; and

8.2.10 Orient MIAA Offices and employees pertaining to policies relative to human resource actions, including the gender and development dimensions of this MSP.

8.3 General Manager



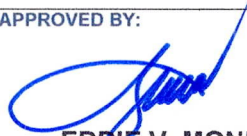
8.3.1 Establish Human Resource Merit Personnel Selection Boards (First & Second Level and Executive/Managerial position) and issue an Office Order identifying the principal members of the HRMPSB and their designated alternates.

8.3.2 Ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions, as far as practicable.

8.3.3 Shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, in so far as practicable, from among the top five (5) ranking candidates or less, deemed most qualified to the vacant position, depending on the number of candidates. The General Manager may appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment of qualification and competence evidenced by the comparative ranking.


8.3.4 Review and sign three (3) original copies of the appointment and in no case shall digital/electronic or rubber-stamped signature be allowed pursuant to Item 8, Section 7a, Rule III of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018.

8.3.5 May cancel the appointment of an appointee who failed to assume to office or report within thirty (30) calendar days from the receipt of the written notice for appointment.

<p>RECOMMENDING APPROVAL:</p>  <p>ARLENE B BRITANICO Chairperson, HRMPSB First and Second Level Positions</p>  <p>ELENITA M. FERNANDO Chairperson, HRMPSB Executive/Managerial Positions</p>	<p>APPROVED BY:</p>  <p>EDDIE V. MONREAL General Manager</p>
--	---

MAY 4 2020

MAY 18 2020

 <p>Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City</p>	TYPE:	DOC ID:
	EFFECTIVITY / REVISION DATE:	PAGE Page 31 of 31
DEPT/DIV/OFFICE:	DOCUMENT TITLE: MERIT SELECTION PLAN	

9.0 EFFECTIVITY

This MSP and subsequent amendments thereto shall take effect immediately after the approval of the Civil Service Commission.

10. COMMITMENT

I hereby commit to implement and abide by the provisions of this MSP pursuant to Section 103, Rule IX of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions.


EDDIE V. MONREAL
General Manager
MAY 18 2020
Date of Signing

Approved by:

JUDITH A. DONGALLO-CHICANO
Director IV
7-22-20
Date of Signing



MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

OCT 19 2020

MEMORANDUM CIRCULAR NO. 27
Series of 2020

SUBJECT : EQUAL EMPLOYMENT OPPORTUNITY POLICY

1. The Manila International Airport Authority (MIAA) is in the process of reorganization. The appointment of qualified individuals to vacant permanent positions within the Authority is integral in the reorganization of the MIAA. Indispensable parts of the appointment process include publishing vacant permanent positions for public notice and the acceptance of applications to these vacancies. In line with these procedures, the MIAA is an *Equal Opportunity Employer* – that is, the Authority does not unlawfully discriminate applicants on account of their age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation in accordance with the principles of an *Equal Employment Opportunity Policy* (EEOP). In order to give every qualified individual a chance to apply despite these traits and ensure that the best possible pool of applicants are chosen for deliberation given a particular vacancy, it is necessary that a comprehensive policy on the implementation of the EEOP in the MIAA is published and disseminated.

PURPOSE AND SCOPE

2. This Memorandum Circular (MC) prescribes the policies and procedures in implementing an EEOP within the MIAA particularly, in accommodating physically-challenged individuals in applying for published vacancies.

DEFINITION OF TERMS

3. For the purposes of this MC, the following terms shall be construed to mean:
 - a. *Applicant* - A physically-challenged individual (e.g. hearing / speech impaired) intending to apply to a published vacancy.
 - b. *Outside Institutions* - Established, recognized, and duly registered institutions which offer accommodations to physically-challenged applicants. These institutions are unaffiliated with the MIAA under usual circumstances.
 - c. *Vacancy* - Vacant permanent positions which are published for public notice in accordance with the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, revised 2018 of the Civil Service Commission.

STATEMENT OF POLICIES

4. The MIAA is an *Equal Opportunity Employer* and in accordance with the principles enshrined in this MC, the Authority does not and will not unlawfully discriminate applicants on account of their age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation.

5. The MIAA – Human Resource Merit Promotion and Selection Board (HRMPSB) will not unlawfully discriminate applicants on account of their age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation in its deliberations for published vacant positions.
6. The MIAA shall accommodate physically-challenged applicants to the fullest extent in the application and appointment of individuals to a vacancy as long as accommodations made shall not result to undue hardships. This arrangement shall continue for as long as the applicant is affiliated with the MIAA (e.g. as an existing employee).
7. The MIAA shall establish and maintain partnerships with outside institutions specializing in accommodating physically-challenged applicants in industrial workplaces.

SYSTEMS AND PROCEDURES

8. Submission of Requirements

- a. Physically-challenged applicants (e.g. those with hearing impairments and speech problems) shall follow usual procedures in submitting their applications to the Personnel Division, this include the submission of the following documents to the said division:

- 1) Letter of Intent addressed to the Chairperson of the MIAA-HRMPSB
- 2) Duly accomplished Personal Data Sheet (CSC Form 212 - Revised 2017)
- 3) *Original Authenticated Copy of Transcript of Records / Diploma
 - Applicants who have completed post-graduate studies must submit a certified true copy of their official transcript of records with the corresponding MIAA Special Order.
- 4) * Original Authenticated Copy of Certificate of the appropriate eligibility (given a vacancy) / license / rank / conferment
 - Career Service Eligibility
 - Career Executive Service Officer (CESO) / Rank Appointment / CES Eligibility Certificate
 - Bar or Board Rating
 - others
- 5) *Certificate(s) of honors / commendations / citations received by the applicant
- 6) *Certificate(s) of seminars / trainings / conferences attended by the applicant
- 7) Strategic Performance Management System (SPMS) for organic employees (i.e. permanent, casual, and contractual MIAA employees) and Performance Appraisal Report (PAR) Form for outsourced employees (i.e. LBPSO employees) for the rating period.
 - Employees with Outstanding ratings must be duly justified by their respective office managers.
 - This particular documentary requisite is not required for applicants outside the MIAA.

* If photocopies are submitted, the documents must be certified as "true copies" by the authorized Records Officer / Custodian of the concerned institutions (i.e. educational institutions).

- b. The cited documentary requisites must be submitted to the Personnel Division within fifteen (15) calendar days – instead of the usual ten (10) calendar days from the publication of a particular vacancy, taking into consideration the circumstances of physically-challenged applicants.

9. Proposed Plan of Action

- a. Upon evaluation of an applicant's documentary requisites for promotion, if the applicant is deemed qualified in accordance with determined qualification standards, the Personnel Division and the MIAA-HRMPSB shall establish a plan of action on the concerned applicant's application process. The plan shall include the following:

- 1) Outside institution/(s) which shall provide assistance in the evaluation of an applicant.
- 2) Strategies to be implemented throughout the duration of an applicant's application process in active coordination with outside institutions such as but not limited to:

- The provision of interpreters adept at sign language for deaf / mute / speech impaired applicants.
 - The provision of aides trained at assessing the visually impaired / applicants with special needs.
- 3) Schedules of an applicant's further assessment (i.e. interviews and examinations). These shall be scheduled on dates that shall allow the Personnel Division to coordinate with outside institutions specializing in providing accommodations for physically-challenged applicants.

STATEMENT OF RESPONSIBILITY

10. The Personnel Division shall ensure that physically-challenged applicants will be fully accommodated throughout the application process through active cooperation with a recognized and duly registered institution offering specialized accommodations (e.g. as characterized in item no. 9.a.2. of this MC) for the physically-challenged.
11. The Personnel Division, in active cooperation with the MIAA-HRMPSB, shall establish a plan of action designed to accommodate a physically-challenged applicant throughout the application process. The plan shall be specialized to meet the needs of the concerned individual.
12. The MIAA-HRMPSB shall ensure unbiased judgment in their deliberations for published vacant positions. They shall not discriminate on account of an applicant's age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation.


SUPERSEDING CLAUSE

13. All MIAA orders, memoranda, and / or other publications in conflict with this are hereby superseded.

EFFECTIVITY

14. This MC shall take effect immediately upon publication.

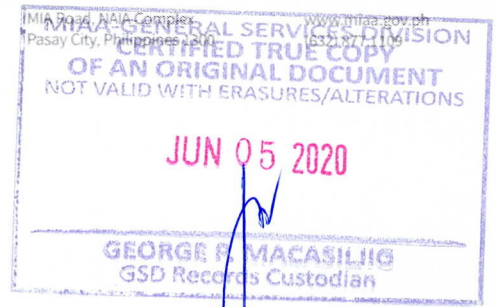
For strict compliance.


EDDIE X. MONREAL
General Manager





MANILA
INTERNATIONAL
AIRPORT
AUTHORITY



GUIDELINES ON THE SELECTION / PROMOTION OF PERSONNEL (EXECUTIVE/MANAGERIAL)

To ensure transparency and objectivity in the selection process, the MIAA Selection Board has adopted a point rating system taking into consideration the following criteria with the corresponding weight in the selection of the best nominee to the position from among the applicants who meet the minimum qualification requirements of the position.

1. EDUCATION (20 POINTS)

The applicants will be rated according to the level and relevance of education completed, vis-a-vis the requirements of the position.

20 points - Master's degree or Certificate in Leadership and Management from the CSC

2. EXPERIENCE (20 POINTS)

Shall be determined through the evaluation of credentials and/or the accomplished Personal Data Sheet (PDS)-(CS Form 212, Revised 2017), specifically the attached Work Experience Sheet and other relevant documentary sources. The relevance of the experience shall be in accordance to Rule VIII (Qualification Standards), Part III (On Experience) of the 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised 2018, and to Section VI (Procedures), C. (Selection/Promotion), b. (Experience) of this Plan. The system of scoring are as follows:

EXPERIENCE	SCORE
1. More than ten (10) years of supervisory/management experience required by the position	20
2. Nine (9) to ten (10) years of supervisory/management experience required by the position.	18
3. Six (6) to eight (8) years of supervisory/management experience required by the position	16
4. Five (5) years of supervisory/management experience required by the position	15

3. TRAINING (20 POINTS)

Determined through the evaluation of credentials and/or the duly accomplished PDS. Said evaluation shall be guided by the provisions of Rule VIII (Qualification Standards), Part IV (On Training) of the 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised 2018, and to Section VI (Procedures), C. (Selection/Promotion), c. (Training) of this Plan. The system of scoring are as follows:

TRAINING	SCORE
1. More than 120 hours of supervisory/management learning and development intervention required by the position but not more than 180 hours undertaken within the last five years	20
2. 120 hours of supervisory/management learning and development intervention undertaken within the last five years	18

4. PERFORMANCE RATING (20 POINTS) *

Based on the rating of the latest Strategic Performance Management System (SPMS). The systems of scoring are as follows:

Rating of the latest SPMS	Score
4.90 and Above	20
4.70 - 4.89	19
4.50 - 4.69	18
4.31 - 4.49	17
4.00 - 4.30	16

5. ELIGIBILITY (20 POINTS)

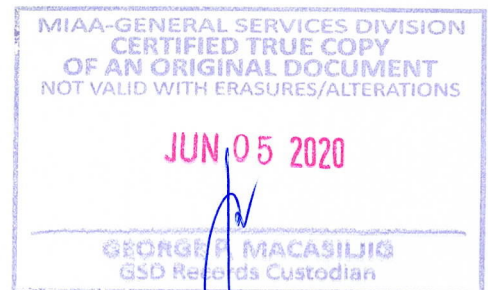
Determined through the evaluation of credentials and/or the duly accomplished PDS. Said evaluation shall be guided by the provisions of Rule VIII (Qualification Standards), Part V (On Eligibility) of the 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised 2018, and to Section VI (Procedures), C. (Selection/Promotion), d. (Eligibility) of this Plan.

Career Service Professional / Second Level Eligibility - 20 points


ELENITA M. FERNANDO
 Chairperson

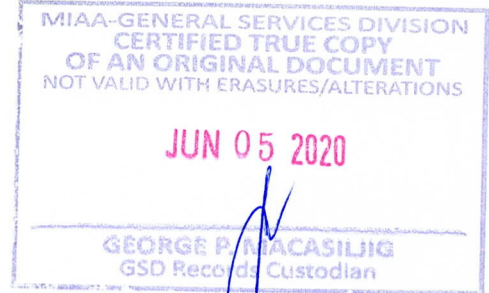

ARLENE B. BRITANICO
 Member


EMELVYN C. VALENCIA
 Member





MANILA
INTERNATIONAL
AIRPORT
AUTHORITY



GUIDELINES ON THE SELECTION / PROMOTION OF PERSONNEL AS AMENDED

To ensure transparency and objectivity in the selection process, the MIAA Selection Board has adopted a point rating system taking into consideration the following criteria with the corresponding weight in the selection of the best nominee to the position from among the applicants who meet the minimum qualification requirements of the position.

1. EDUCATION (10 POINTS)

The applicants will be rated according to the level and relevance of education completed, vis-à-vis the requirements of the position. Plus factors such as the completion or undertaking of a master's degree/post graduate studies will be considered under this criterion, but only positions requiring completion of a four-year course.

For 2nd Level positions:

- 10 points - Relevant degree with completion of post graduate studies (with S.O and Diploma)
- 09 - Relevant degree and currently enrolled post graduate studies
- 08 - Relevant degree without post graduate studies
- 06 - Not so relevant degree with post graduate studies
- 04 - Not so relevant degree

For 1st Level positions:

- 10 points - Relevant degree
- 05 - Not so relevant degree

2. EXPERIENCE (10 POINTS)

The length of experience as well as its relevance to the functions of the position applied for, are factors for consideration. Experience outside of MIAA provided relevant, shall likewise be given weight, but less in points as that of experience gained from within.

LENGTH OF WORK EXPERIENCE		RELEVANT SUPERVISORY EXPERIENCE	
20 years and above	= 5 pts.	Managerial / OICs (more than 6 mos)	= 5 pts.
10 – 19 years	= 4 pts.	Supervisory / Section Head (more than 6 mos)	= 4 pts.
1-9 years	= 3 pts.	Shift-In-Charge (more than 6 mos)	= 3 pts.
		Others (Not relevant to the position)	= 2 pts.

3. TRAINING (10 POINTS)

The extent, nature, duration, relevance and frequency of trainings attended are to be considered collectively.

- 10 points - With the most number of relevant training
- 08 - Second most relevant
- 06 - Third relevant training
- 04 - Not so relevant

4. RANK (10 POINTS)

Applicants who are presently performing the functions regardless of position occupied, will get the highest mark. Those who have previously performed the functions but were reassigned to other areas at the time of the deliberation, will also be given points, depending on the duration of the assignment. The applicants assigned to the division where the vacancy is posted will be rated higher than those who are assigned to other offices. The salary grade of applicants will be considered taking into account the above rules.

- 10 point - Personnel within the Department occupying/designated position considered next in rank in accordance with the MIAA System of Ranking Positions (SRP) and performing the function of the position;
- 08 - Personnel outside the Department occupying/designated position considered next in rank in accordance with the SRP and but not performing the function of the position;
- 06 - Personnel within the Department not next in rank but performing the function of the position;
- 04 - Personnel within the Department not next in rank and not performing the function of the position.

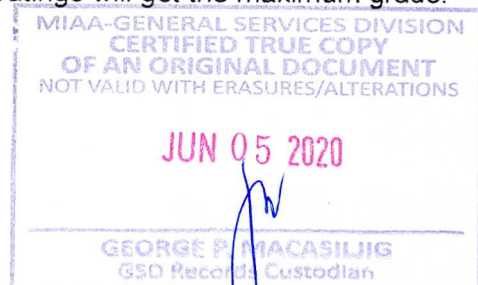
5. PHYSICAL FITNESS (5 POINTS)

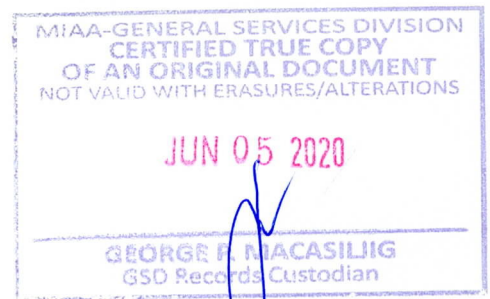
This refers to the person's capability and fitness to handle or perform the functions of the position, both physically and mentally. Age and health factors will be considered when the position's job description demands agility, physical exertion, mental alertness and/or constant mobility in the day-to-day work.

- 05 points - Capable
- 02 - Not so capable

6. PERFORMANCE RATING (5 POINTS)

Applicants with outstanding rating duly explained/justified by their managers on the Strategic Performance Management System (SPMS) form for the covered rating period shall be given the highest number of points. In the absence of an applicant with an Outstanding rating, all those with Very Satisfactory ratings will get the maximum grade.





- 05 - Outstanding
- 04 - Very Satisfactory

7. STATUS OF APPOINTMENT (10 POINTS)

Regular applicants will get the maximum number of points as against those on temporary, casual or contractual status (DBM) approved.

- 10 points - Regular
- 08 - Temporary/Casual/Contractual/Co-Terminous
- 06 - Contracted Manpower Personnel within MIAA
- 04 - Applicants outside of the MIAA

8. SPECIAL QUALIFICATIONS/SKILLS/ACCOMPLISHMENT (10 POINTS)

This refers to the applicant's notable accomplishment both his career and social involvements, such as awards, rewards, commendations, recognitions received, scholarship grants, qualifying examinations passed, license or eligibility requirements, special skills acquired thru formal or informal trainings/studies, languages spoken, membership to social, civic and career-related organizations, published /unpublished works such as books, articles, manuals, which the applicant authored or co-authored, ideas, suggestions, recommendations, proposals forwarded to and adopted by management which enhances MIAA's operations, system and overall productivity.

5 of which were given/issued by MIAA	{	3 points	- above 41 Commendations	1 point	- Special skill
		2	- 21 to 40 Commendations	1	- Authorship, Inventions
		1	- 1 to 20 Commendations	1	- Academic Award
				1	- Scholarship Grant
				1	- Membership in Civic Organization
				1	- Committee Membership
				1	- Competition/Sports

9. LEADERSHIP POTENTIAL (15 POINTS)

This refers to the applicant's potential to grow in the organization as manifested by his ability to lead and/or perform under stress or pressure. Applicants who possess the positive traits of a good leader will be rated higher than applicants who do not.

- 15 points - The most no. of traits/characteristics of a leader
- 12 - Second highest
- 09 - Third highest and below
- 06 - Fourth highest and below

10. MANAGER/END-USER'S PREFERENCE (15 POINTS)

Ratings will be accordingly conferred to the first three (3) applicants endorsed by the Manager or Head of Office where the vacant position is posted. In his/her assessment of applicants for endorsement, he/she must be objectively guided by his/her knowledge of the applicant's overall performance, potential, working attitude and personality traits. The first choice of the manager/ head of office will get the maximum number of points.

15 points
14
13
12

- No. 1 choice of the end-user
- 2nd choice
- 3rd choice
- Remaining applicants not endorsed



ARLENE B. BRITANICO
Chairperson



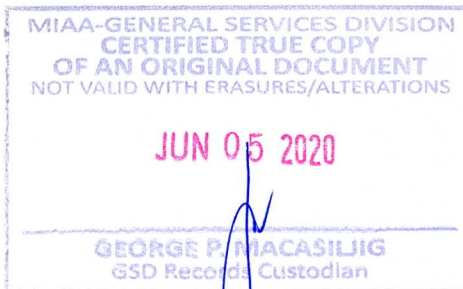
MARIO P. VILLALOBOS
Member



ROY A. QUISMORIO
Member - 2nd Level positions

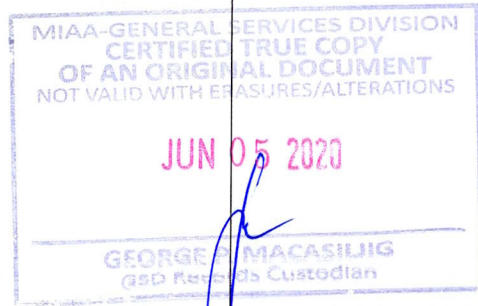


GUILLERMO B. ALEJANDRIA
Member - 1st Level positions



RECRUITMENT PLAN
CY 2019 – CY 2020

Strategy	Strategy is Designed to Close this Gap:	Description	Possible Tactics	Team Action Items	Individual/(s) Responsible	Deadline/(s)
Posting of Job Ads for anticipated vacancies.	Lack of ready applicants with adequate technical qualifications in cases of the mandatory retirement of existing employees.	Establishing a pool of applicants with adequate technical qualifications in cases of the mandatory retirement of existing employees. Adequate technical qualifications are crucial considering the specialized duties and responsibilities of airport employees.	<ul style="list-style-type: none"> • Maintain a database which lists mandatory retirees from June 2019 to the period prohibiting the issuance of appointments relative to the 2020 Barangay Elections. • Publishing specific Job Ads in newspapers in general circulation for two (2) consecutive Saturdays and Sundays. The publication shall not occur in more than sixty (60) days before an incumbent's mandatory retirement in accordance with Sec. 30 of the CSC 2017 ORA-ORHA, revised 2018. 	<ul style="list-style-type: none"> • The maintenance of a database which lists mandatory retirees from June 2019 to the period prohibiting the issuance of appointments relative to the 2020 Barangay Elections. • Publishing vacancies in newspapers not more than sixty (60) days before an incumbent's mandatory retirement in accordance with Sec. 30 of the CSC 2017 ORA-ORHA, revised 2018. 	HRMO	Within the year dependent on the actual date of a particular mandatory retirement.
University Partnerships	Lack of applicants with specialized technical baccalaureate degrees.	Developing a variety of recruitment strategies with established, recognized, and duly registered educational institutions in order to encourage incoming graduates of highly specialized technical degrees to pursue careers within the MIAA instead of going abroad.	<ul style="list-style-type: none"> • Collaborate with the management of concerned educational institutions in order to fully implement planned recruitment strategies to incoming graduates. • Directly collaborate with university deans and professors in order to help generate student interest in the aviation industry particularly in airport operations. 	<ul style="list-style-type: none"> • Inquire to concerned educational institutions the requisites for the establishment of an official partnership. • Maintain close relationships with educational institutions especially those offering specialized aviation courses. 	HRMO	Within the year.



<p>"Word of Mouth"/Employee Referral</p>	<p>The need to improve overall applicant quality.</p>	<p>Happy and motivated employees are excellent sources of recruitment. In casual settings, employees who are enthusiastic about their employers tend to regard the latter as excellent places for fulfilment and career progression. This has the potential to attract enthusiastic applicants looking for healthy and fulfilling workplaces amidst the general image of the aviation industry as stressful due to the nature of airport operations (e.g. 24/7 operations, shifting work schedules).</p>	<p>Encourage employees to give referrals to qualified applicants thru the issuance of a memorandum. Existing employees are aware of the characteristics ideal in an airport employee thus, they are in an excellent position to determine who are fit to assume a particular vacancy among friends and colleagues.</p>	<ul style="list-style-type: none"> • Composition and dissemination of a memorandum to be signed by the MIAA's AGMFA. The memorandum shall encourage employees to refer qualified applicants to a posted vacancy. 	<p>HRMO</p>	<p>Within the time allotted for the submission of applications to a confirmed/determined vacancy.</p>
--	---	--	--	---	-------------	---

MIAA-GENERAL SERVICES DIVISION
 CERTIFIED TRUE COPY
 OF AN ORIGINAL DOCUMENT
 NOT VALID WITH ERASURES/ALTERATIONS

JUN 05 2021

GEORGE R. MACASILIG
 GSD Records Custodian