

# **MERIT SELECTION and PROMOTION PLAN**

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## **For Teaching Personnel**



**MARCH 2022**

**Human Resource Development and Management Office**



Civil Service Commission Regional Office III

May 2, 2022

DR. MYRNA Q. MALLARI
University President
Tarlac State University
Province of Tarlac

Dear President MALLARI:

Greetings from the Civil Service Commission!

Thank you for furnishing us with a copy of the approved Merit Selection and Promotion Plan for Teaching Personnel of the Tarlac State University with attached Board of Regents Resolution No. 29, s.2022. The TSU Merit Selection and Promotion Plan will also serve as a guide of our CSC Field Office-Tarlac for the expeditious attestation of faculty appointments.

To harmonize your Faculty Merit System with the existing policies prescribed under the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA), Revised July 2018, the following rules shall be included and will form part of your Faculty Merit System:

- 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. (Please see item 7 of Specific Policies under II. Recruitment, Selection and Appointment of your Merit System for Faculty Members 1)
Contract of Service (CoS) employees are not covered by the rules and guidelines of the 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA), Revised 2018. The Commission on Audit (COA) rules shall prevail regarding their service engagement.

Non-compliance of your agency with the policies and procedures provided in your Merit System shall be considered as a ground for disapproval/invalidation of appointment. The same can also be a ground for an administrative disciplinary action against the official or employee who caused the violation.

We highly encourage your agency to conduct an orientation to your Officials and Employees/Faculty members on the revised rules of your Faculty Merit System to promote awareness thereof.

Thank you for your usual support to the programs of the Commission.

Very truly yours,

FERNANDO O. MENDOZA
Director IV

PSED/FOM/RATO/DDQ/pada

1 Item e, Sec. 6, Rule II and Sec. 95, Rule IX of the 2017 ORA OHRA, as amended.

Bawat Kawani, Lingkod Bayani



Republic of the Philippines

# TARLAC STATE UNIVERSITY

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EXCERPTS FROM THE MINUTES OF THE 125<sup>TH</sup> REGULAR MEETING OF  
THE BOARD OF REGENTS OF THE TARLAC STATE UNIVERSITY  
HELD VIA ZOOM ON MARCH 21, 2022

Resolution No. 29, s. 2022

APPROVING THE PROPOSED REVISIONS ON THE  
MERIT, SELECTION AND PROMOTION PLAN FOR FACULTY  
BASED ON THE SUGGESTIONS OF THE CIVIL SERVICE  
COMMISSION.

Certified Correct:

AURELIA S. VALENCIA  
Board Secretary

CERTIFIED TRUE/MACHINE COPY

MARLON C. DELA CRUZ

DIRECTOR - HRDMO

Human Resource Management Officer  
TARLAC STATE UNIVERSITY



**TARLAC STATE UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
MERIT SELECTION AND PROMOTION PLAN FOR TEACHING PERSONNEL

**Chapter 1**  
**GENERAL PRINCIPLES**

The Tarlac State University shall strictly adhere to the principles of merit and fitness and equality in the selection and promotion of teaching personnel. The selection of TSU faculty members shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of the employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

**Chapter 2**  
**OBJECTIVES**

The objectives of this Merit Promotion System are the following:

1. To create a system for recruitment, selection, hiring, appointment and promotion based on the existing policies, laws, memorandum, circulars from the Civil Service Commission and the Department of Budget Management rules;
2. To establish a sound procedure for recruitment, selection and appointment;
3. To design a standing institutional policy relative to Merit Selection and Promotion anchored on the knowledge, skills and attributes of the applicants and permanent teaching personnel following Qualification Standards exemplified in the Civil Service Laws and Rules;
4. To provide a guide for expeditious processing and approval of appointment;
5. To ignite passion and strengthen the culture of excellence among the employees as the institution is geared towards becoming the premier university in the Asia Pacific region;
6. To develop and maintain thoughtfully structured career path systems; and
7. To provide a guide for speedy and fair resolution against contested appointment.

**Chapter 3**  
**SCOPE**

This TSU Merit Promotion System for Faculty shall apply to the closed career positions of Tarlac State University. These are positions or ranks in the faculty such as the following:

<b>FACULTY RANK</b>	<b>SUB-RANKS</b>
Instructor	I-III
Assistant Professor	I-IV
Associate Professor	I-V
Professor	I-VI
University Professor	

The classification of ranks and sub-ranks shall be subject to changes by the Department of Budget and Management (DBM), Commission on Higher Education (CHED), and Philippine Association of State Universities and Colleges (PASUC) Common Criteria for Evaluation of Faculty Members and in accordance with policies that may be prescribed from time to time.

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**Chapter 4**  
**DEFINITION OF TERMS**

As used in this System, the following words or terms shall mean or refer, thus:

- a. **Appointing Authority** – refers to the TSU Board of Regents or the University President as the person or body authorized by law to issue appointments.
- b. **Board of Regents** – refers to the highest policy-making body of TSU.
- c. **Candidates**- refers to applicants found to be qualified for the position based on prescribed minimum standards.
- d. **Career Service Positions** – are positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- e. **Closed Career Position** – is any position in the faculty staff of TSU.
- f. **Discrimination** – pertains to unfair treatment of an applicant or any person on the basis of their characteristics putting him/her at just disadvantage as compared to others.
- g. **Education** – refers to formal or non-formal academic, technical or vocational studies acquired by the candidates for appointment. Education is one of the requirements that will enable the candidate to successfully perform the duties and responsibilities of the position he/she is applying for.
- h. **Eligibility** – the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, and other examinations such as PRC-conducted board examinations, the SC conducted bar examinations or the CESB-conducted CES Examinations.
- i. **Experience** – refers to occupational work history or experience and accomplishments, in either the government or private sector, whether full-time or part-time, worthy of special commendation and are functionally related to the position being filled.
- j. **Faculty** – regular plantilla-based set of people of the TSU appointed to a faculty rank who are directly engaged in teaching, research and extension services.
- k. **Faculty Rank** - the classification of faculty into Professor, Associate Professor, Assistant Professor, and Instructor, which is further classified into sub-ranks pursuant to applicable laws, rules and regulations.
- l. **Full Timer** – is a regular faculty member occupying permanent plantilla position and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, and research and extension services).

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- m. Full Load** - consists of a number of hours spent in teaching or academic units plus quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research, extension services), the total of which is 40 hours of work a week.
- n. Full Time Lecturer** - is a non-plantilla teaching staff member who is hired through a contract of service or a job order, whose work is full-time at TSU with a maximum teaching load of 27 units.
- o. Grievance** - refers to an employee's complaint regarding working conditions, working relationships or employment status.
- p. Half-Timer** - is a teaching staff member who is either occupying a regular plantilla position or contract of service whose work is half-time.
- q. FSB** - refers to the Faculty Selection Board for Teaching Positions. The University President shall be guided in selecting by the report of the FSB's assessment of candidates for approval of appointment of faculty members to position/ranks.
- r. Insider** - refers to a non-teaching employee of TSU who is interested in joining the faculty or the members of the faculty who are aspiring for plantilla faculty position or promotion.
- s. Merit Selection and Promotion** - is a systematic method of selecting candidates for appointment and advancement on the basis of their qualification, fitness and ability to perform the duties and assume the responsibilities of the position to be filled.
- t. Merit Promotion System** - refers to the interactive policies and procedures to be observed in the recruitment, hiring and other personnel actions on candidates for appointment and promotion.
- u. National Budget Circular No. 461** - a revision and an update of National Compensation Circular that established the position classification and compensation scheme for faculty positions in state universities and colleges.
- v. Outsider** - refers to an applicant for a faculty position who is not yet employed by TSU.
- w. Part Timer** - is a non-plantilla teaching staff member who is hired through a contract of service or a job order, whose work is part-time at TSU with a maximum teaching load of 12 units. The personnel must secure a working permit from his/her employer to be given assignment to teach.
- x. Performance** - this refers to accomplishment of a given task measured against preset known standards of accuracy, completeness, cost and speed. For promotion, this shall be based on the last two (2) performance rating of the personnel.
- y. Performance Rating** - this refers to a certain value or scale that represents the employee's overall quality of work for a particular position. Performance ratings are done on a semi-annual basis, covering two rating periods: January to June and July to December to provide systematic evaluation of the

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employees' contribution to the organization, conduct, efficiency and to make sure that employees are meeting the standard performance level of the institution.

**z. Personnel Action** – is any action denoting the movement or progress of personnel in the civil service, such as original appointment, reappointment, promotion, transfer, reinstatement, reemployment, secondment and demotion.

**aa. Philippine Association of State Universities and Colleges (PASUC)** – is an association composed of all chartered SUCs recognized by CHED.

**bb. Plantilla** - refers to the CSC-approved listing of positions in the institution, both teaching and non-teaching, whether filled-up or vacant positions.

**cc. Probationary Period** –the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Descriptive Form.

**dd. Promotion** – is a movement from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in pay. The movement may be from one department or agency to another or from one organizational unit to another in the same department or agency.

**ee. Qualification Standard** – is a statement of minimum qualifications for a position, which shall include education, experience, training, and physical characteristics and personality traits, required for the performance of the job or set of duties.

The civil service eligibility can be dispensed with for appointment to faculty ranks; however, RA 1080 shall be required if the subjects to be taught are covered by bar/board laws.

**ff. Rank** – refers to academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency.

**gg. Recruitment** – is the process of searching for and attracting potential applicants through announcements, assessments and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty.

**hh. Reclassification** – involves a change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a re-evaluation of a position with a significant change in its duties and responsibilities.

**ii. Selection** – is the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials.

**jj. Training**- the successful completion of formal or non-formal training courses, scholarships, seminars and other HRDM interventions that are part of the

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employee's Individual Development Plan/Career Development Plan. Such training and interventions must be relevant to the position to be filled. Moreover, only training courses or seminars attended during the last five (5) years are credited for the purpose of selection and hiring except for managerial and supervisory trainings for the selection and hiring of managerial and supervisory positions. *(As per CSC MC No. 19 s. 2019)*

In-house or in-service trainings and learning development interventions shall be considered for purposes of meeting the training requirement of positions.

**kk. TSU or University** – refers to Tarlac State University

**ll. Upgrading** – involves the reallocation of the salary grade assignment of positions to a higher salary grade without change in its duties and responsibilities. The term upgrading refers to a class of positions and is not applied in individual cases. A class is upgraded in view of its perceived relative worth as compared to other classes of positions with similar salary grade assignments.

**Chapter 5**  
**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**General Policies**

Tarlac State University adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its employment procedures. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, reemployment and transfer.

Opportunity for suitable employment shall be open to all qualified applicants. No applicants shall be denied access to opportunities for suitable employment. Equal opportunities will be created for advancement of all qualified and competent employees and at the same time provide the same to all qualified men and women who aspire to enter in this institution.

**Specific Policies**

1. Each applicant shall be given a fair and equitable chance to compete for appointment and promotion regardless of gender, age, civil status, political affiliation, national origin, race or color, physical disability and ethnicity.
2. Recruitment personnel shall ensure invitation for interview and examination and shall ask all candidates about any adjustments due to a disability that may have to be made during the selection process.
3. If a candidate has specified in their application that they have specific requirements to enable them to attend an interview, complete a test or another part of the selection process because of their disability, reasonable adjustment shall be made to address the special needs of

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differently-abled applicants. Efforts shall be exerted to provide qualified PWDs equal opportunity in the selection process based on qualification standards prescribed for an appointment to a position.

3.1 Reasonable facilities or accommodation shall be provided or made available to address the special needs of individuals with disability such as but not limited to:

- a) providing ramp for wheelchair user or improvement of existing facilities used by employees in order to render these readily accessible to a person with disability;
- b) providing accessible rooms for interviews and exams;
- c) acquisition or modification of equipment or devices inclusive of wheelchairs, scratches, etc. that would aid them in the recruitment process;

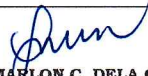
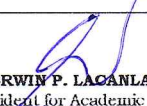

3.2 Reasonable adjustment shall also be made during assessment process of applicants with disabilities such as:

- a) modification of examinations and other policies pertaining to hiring and promotion like giving an additional time for exam and interview and/or providing other options on how to take the examination provided that the test to be administered is design to measure the skills/abilities of applicant in carrying out the functions of the position;
- b) interview questions will focus on the applicants' qualifications and skills and their ability to perform specific job or tasks. Questions related to their disability or medical records will be avoided. It will only be discussed with them after they have been assessed and qualified for the position.
- c) provisions of auxiliary aids and assistive devices like acquiring computers using Braille for blind applicants, and hearing aids for applicants with hearing impairment.
- d) assistance from the TSU College of Teacher Education or other organization for the services of their SPED Teachers to assist or act as qualified interpreter during the assessment of persons with disabilities especially those with hearing and speech impairment.

4. Should a selection process require applicant to take a test, the test should be necessary and related to the job and recruitment personnel shall not exclude people or individuals with disabilities.

5. If considering a candidate with disability for a specific job, the university and staff shall be open to making adjustments if required in the workplace, workstations and work conditions, to maximize the ability of the said candidate to perform the job.

- Provision of flexible work hours
- Adjustments to work duties
- Physical adaptations made to workplace, ramp, wheelchair, accessible toilets

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- Changes to the employee’s workstation, different desk and chair
  - Assistive technologies such as special keyboards, telephone headsets
6. If an applicant or employee requests an accommodation in the dress code because of his disability or pregnancy, or the dress code conflicts with an individual’s religious practice, modification on the dress code or permission for an exception to the dress code shall be made.

**Chapter 6**  
**PERSONNEL MANAGEMENT SYSTEMS AND STANDARDS**

**I. Qualification Standards**

The qualification standards for appointment and other personnel actions for faculty shall be those provided under CSC MC No. 1, s. 1997, as amended and such other issuances that may henceforth be issued.

**Specific Policies**

1. Hereunder are the minimum qualification standards for appointment to faculty positions/ranks provided under MC No. 1, s. 1997 and MC No. 22, s. 2016:

<b>INSTRUCTOR I TO II</b>	
<b>Education</b>	: Master’s Degree in the area of specialization or its allied/related fields
<b>Experience</b>	: None required
<b>Training</b>	: None required
<b>Eligibility</b>	: None required RA 1080 (For courses requiring BAR or BOARD eligibility)
<b>INSTRUCTOR III</b>	
<b>Education</b>	: Master’s Degree in the area of specialization or its allied/related fields
<b>Experience</b>	: 1 year of relevant experience
<b>Training</b>	: 4 hours of relevant training
<b>Eligibility</b>	: None required RA 1080 (For courses requiring BAR or BOARD eligibility)
<b>ASSISTANT PROFESSOR I TO III</b>	
<b>Education</b>	: Master’s Degree relevant to the job or its allied/related fields
<b>Experience</b>	: 1 year of relevant experience
<b>Training</b>	: 4 hours of relevant training
<b>Eligibility</b>	: None required RA 1080 (For courses requiring BAR or BOARD eligibility)

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**ASSISTANT PROFESSOR IV**

**Education** : Master's Degree in the area of specialization or its allied/related fields  
**Experience** : 2 years of relevant experience  
**Training** : 8 hours of relevant training Eligibility  
**Eligibility** : None required  
RA 1080 (For courses requiring BAR or BOARD eligibility)

**ASSOCIATE PROFESSOR I - III**

**Education** : Relevant Master's degree  
**Experience** : 2 years of relevant experience  
**Training** : 8 hours of relevant training  
**Eligibility** : None required  
RA 1080 (For courses requiring BAR or BOARD eligibility)

**ASSOCIATE PROFESSOR IV TO V**

**Education** : Relevant Master's degree  
**Experience** : 3 years of relevant experience  
**Training** : 16 hours of relevant training Eligibility  
**Eligibility** : None required  
RA 1080 (For courses requiring BAR or BOARD eligibility)

**PROFESSOR I**

**Education** : Master's Degree in the area of specialization  
**Experience** : 4 years of relevant experience  
**Training** : 24 hours of relevant training Eligibility  
**Eligibility** : None required  
RA 1080 (For courses requiring BAR or BOARD eligibility)

**PROFESSOR II - III**

**Education** : Master's Degree in the area of specialization  
**Experience** : 5 year of relevant experience  
**Training** : 32 hours of relevant training Eligibility  
**Eligibility** : None required  
RA 1080 (For courses requiring BAR or BOARD eligibility)


**PROFESSOR IV - VI**

**Education** : Relevant doctorate degree  
**Experience** : 5 year of relevant experience  
**Training** : 32 hours of relevant training Eligibility  
**Eligibility** : None required  
RA 1080 (For courses requiring BAR or BOARD eligibility)

**COLLEGE/UNIVERSITY PROFESSOR**

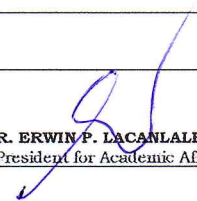
**Education** : Relevant doctorate degree  
**Experience** : 5 years of relevant experience  
**Training** : 32 hours of relevant training Eligibility  
**Eligibility** : None Required  
RA 1080 (For courses requiring BAR or BOARD eligibility)

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2. The National Budget Circular pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in TSU.
3. All faculty members shall pursue continuing intellectual growth, advancement in learning and research, development of responsible and effective leadership, to become high-level and middle-level professionals.

**Chapter 7**  
**THE HUMAN RESOURCE MERIT, PROMOTION AND SELECTION BOARD**

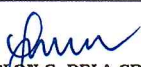
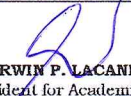

1. TSU shall create a "Faculty Selection Board" herein referred to as FSB.

Appointment of faculty members and academic staff who belong to the closed career are exempted from the screening of the Human Resource Merit and Promotion Board.

2. The members of the HRMFSB of the University are the following:
  - a. The Vice President for Academic Affairs as chair;
  - b. Vice President/Directors of Research and Extension Offices
  - c. Director, Human Resource Development and Management Office
  - d. Dean where the vacancy exist;
  - e. President of TSUFPU;
  - f. Ranking faculty member chosen by the University President;
  - g. Chairperson of the department to which the appointee will be assigned; and
  - h. Ranking professor in the specialization concerned.

The FSB can be modified and include additional members but may not be reduced, provided it conforms to the prescribed composition. The FSB may also employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.

3. The FSB shall submit to the appointing officer/authority the top five ranking candidates deemed most qualified for appointment to the vacant position.
4. The FSB shall assist the appointing officer/authority for judicious and objective selection of candidates and shall be guided by the report of FSB's assessment of candidates from among the top five (5) candidates deemed most qualified for appointment to a vacant teaching position in accordance with the approved MSP of the University.
5. The HRDM Office shall perform secretariat and technical support function to the FSB for the comparative assessment and final evaluation of candidates. Furthermore, The HRDM Office is the officer/official in-charge of the recruitment, selection and placement.
6. The FSB shall maintain fairness and impartiality in the assessment of candidate's appointment
7. The FSB shall make its activities and decisions transparent.

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**CHAPTER 8**  
**RECRUITMENT, SELECTION AND APPOINTMENT**

**I. Recruitment and Appointment**

**General Policy**

Tarlac State University, through its Board of Regents, shall establish its own internal policies, procedures and guidelines for the recruitment and appointment of faculty members, which shall be submitted to the CSC for approval.

The established TSU policies and procedures on recruitment and appointment of faculty members shall be in accordance with the following Civil Service policies and procedures:

**Specific Policies**

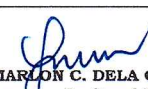
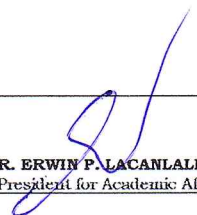
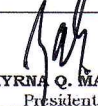
Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.

1. Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in TSU.
2. Highly technical positions in TSU with established Merit Systems are exempt from the publication and posting requirements.

However, the University may publish if it deems necessary to entice more qualified and competent personnel for appointment to vacant faculty positions.

3. For vacancy needs, the College Deans will recommend the candidates for the open items. Applicants shall then be subjected to the Merit and Selection procedures to be conducted by the FSB.
4. In cases where there are no available applicants for the vacant teaching positions (College Dean failed to recommend applicants or recommended applicants did not pass the selection procedures) the publication shall be considered.
5. Vacant Faculty positions marked for filling shall be published in accordance with Republic Act No. 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in TSU for at least ten (10) calendar days and should be sent to other educational institutions within the region to inform other interested people. Other appropriate modes of publication shall be considered.

The filling of vacant positions in TSU shall be made after ten (10) calendar days from their publication.

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**TARLAC STATE UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
MERIT SELECTION AND PROMOTION PLAN FOR TEACHING PERSONNEL

The publication of a particular vacant position shall be valid until filled but not beyond nine (9) months reckoned from the date the vacant position was published. (CSC MC No. 24, s. 2017 Sec. 29)

Should no appointment be issued within the nine (9)-month period, the University has to cause the re-publication of the vacant position.

6. If a faculty member is appointed as University President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her faculty rank.
7. For appointment by promotion or transfer, the Performance Rating of the appointee should be at least Very Satisfactory in the last rating period prior to the date of screening.
8. The statuses of appointment for the faculty members are the following:

- **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank-

Original appointees in the career service with permanent status of appointment, shall undergo probationary period for a thorough assessment of his/her performance and character. The duration of probation period is generally six (6) months or depending on the duration of the probationary period as required by the position.

- **Temporary** appointment shall be issued to a person who:
  - a. meets all the requirements of the position except the education but only in the absence of a qualified faculty in the region, place or locality who possess the minimum educational qualification, as certified by the appointing officer/authority. Temporary appointment may be issued until the required Master's degree is met/complied with.
  - b. does not meet the any of the education, training or experience requirement for positions that are hard to fill (i.e. medical officer/specialist, positions, special science teacher, faculty positions and police officer positions).
  - c. lacks the required experience or training for position which involves practice of profession but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority.

Temporary appointment shall not exceed twelve (12) months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available.

A temporary appointment may be renewed in the absence of a applicants who meets all the requirements of the position and provided that the performance rating of the employee is at least Satisfactory.

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**TARLAC STATE UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
MERIT SELECTION AND PROMOTION PLAN FOR TEACHING PERSONNEL

Renewal shall be limited to five (5) times reckoned from the effectivity of CSC Memorandum Circular No. 25 s. 2017.

Upon meeting the deficiency or after the required Master's degree is complied with, the appointee should have obtain of at least Very Satisfactory performance rating for the last two (2) rating periods prior to reappointment to change the employment status from temporary to permanent.

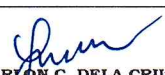
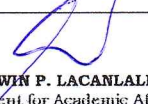

Further, appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause or without necessarily being replaced by another within the specified period in the appointment by qualified appointees. As such, they shall not be considered illegally terminated and; hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

- A **contractual** appointment shall be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year, but can be renewed for another year or months, depending on the need for the service, performance or until the completion of the project or specific work. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.
- **Substitute** appointment shall be issued to an appointee when the regular incumbent of the position is temporarily unable to perform the duties of the position and shall be effective until the return of the incumbent. The substitute appointee shall be required to possess R.A No. 1080, if applicable.

### Procedures

Tarlac State University shall recruit and appoint its faculty members in accordance with the following procedures:

- a. College Dean shall recommend to the FSB the candidates for filling in the vacant post in their respective departments.
- b. The HRDMO shall prepare a list of candidates aspiring for the vacant position.
- c. Before convening the FSB for panel interview and teaching demonstration, the HRDMO, together with any member of the NBC Review and Evaluation Committee, shall conduct preliminary evaluation of the qualifications of all candidates. Those initially found qualified shall undergo further assessment such as written examination, skills test, interview, background check and others. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the University for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.

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**TARLAC STATE UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
MERIT SELECTION AND PROMOTION PLAN FOR TEACHING PERSONNEL

- d. The HRDMO shall notify all applicants (those who qualified and did not qualify) of the outcome of the preliminary evaluation.
- e. The HRDMO shall submit the selection line-up to the FSB for its deliberation en banc.
- f. The FSB shall conduct a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or position, evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
- g. The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled.

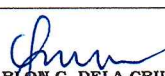


The evaluation report should specify the ranking of the candidates whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria.

- h. The Board of Regents or the University President, as the case may be, shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the ranked candidates deemed most qualified for appointment to the vacant position.

The candidates, however, should be limited to those whose overall point scores are within the top five (5) candidates based on the comparative assessment.

To determine candidates who are comparatively at par, the FSB shall set reasonable differences or gaps between point scores of candidates for appointment.

- i. The Board of Regents or the TSU President, as the case may be, shall issue the appointment in accordance with the provisions of this Merit Promotion System for action by the CSC.
- j. If the College Dean failed to recommend applicant or the recommended applicants did not get the nod of the FSB, the vacancy should be posted for publication, following RA 7041 (Publication Law) for transparency.
- k. The published vacant positions shall also be posted in at least three (3) conspicuous places in the TSU for at least ten (10) calendar days and should be sent to other institutions within the region for the information of other people who may be interested in them. Other

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**TARLAC STATE UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
MERIT SELECTION AND PROMOTION PLAN FOR TEACHING PERSONNEL


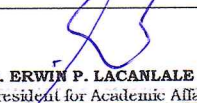

appropriate modes of publication shall be considered. Men and women shall be encouraged to apply.

1. The HRDMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in TSU a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.
- m. The HRDMO shall submit the following documents to CSC:
  - i. Report on Appointments Issued (RAI) (CS Form No.2, Revised 2018);
  - ii. Original CSC copy of appointments (CS Form No. 33-B, Revised 2018);
  - iii. Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017);
  - iv. Original copy of the authenticated certificate of eligibility/rating/license;
  - v. Position Description Form (DBM-CSC Form No. 1, Revised 2017);
  - vi. Oath of Office (CS Form No. 32, Revised 2018);
  - vii. Certification of Assumption to Duty (CS Form No. 4, Revised 2018)
  - viii. Report on Database of Individuals Barred from Entering Government Service and Taking Civil Service Examinations (DIBAR); and
  - ix. Summary list of employees' Performance Rating
- n. For upgrading of rank, the criteria and procedures for evaluation provided in the National Budget Circular pertaining to compensation and position classification plan for faculty positions in the university shall be followed.

## II. Promotion

### Policies

1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank if he/she meets the minimum requirements (education, training and scholarship grants) of the position, including performance rating of at least **Very Satisfactory** in the last rating period.
2. The evaluation report should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria. The evaluation report should be submitted to the President/College Administrator, who shall make the official recommendation to the Board of Trustees/Regents for confirmation.
3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion. An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension or fine shall be disqualified for promotion for the same period of suspension or fine.

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**TARLAC STATE UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
MERIT SELECTION AND PROMOTION PLAN FOR TEACHING PERSONNEL

In case of demotion, the period of disqualification for promotion shall be within one (1) year.

4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
5. Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
6. A faculty member who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion.

For this purpose, the performance rating to be considered shall be the last rating prior to the scholarship or training grant or maternity leave or secondment.

If promoted, the effectivity date of the promotional appointment of those on secondment, and leave without pay, shall be upon assumption to duty.

7. Non-teaching personnel may also be promoted to a faculty position following the Civil Service approved provisions on promotion.

### **Procedures**

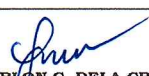

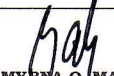
- a. The HRDMO or a duly authorized representative of the University upon approval of the President/ Board or Regents shall cause the publication and posting of all vacant positions or ranks to be filled if needed.
- b. The FSB shall evaluate the candidates' credentials or documents submitted to it by the HRDMO of the University or its duly authorized representative and submit a comprehensive evaluation report of candidates screened for promotion to the President/Board of Regents accordingly, informing the candidates of the results of the evaluation through the HRDMO.
- c. All promotional appointments, including the upgrading/reclassification of positions/ranks, shall be posted in conspicuous places throughout TSU.

### **III. Career and Personnel Development**

#### **General Policy**

Tarlac State University shall develop a career and personnel development program for faculty members which shall include provisions on training, including foreign and local scholarships and training grants, job rotation, counseling, mentoring and other HRDM interventions.

The career and personnel development program shall form part of the TSU Merit Promotion System.

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**TARLAC STATE UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
MERIT SELECTION AND PROMOTION PLAN FOR TEACHING PERSONNEL

**IV. Human Resource Development and Management Interventions**

To achieve the main objective of the TSU's personnel development program in bringing about highly educated and professional faculty members, the following policies are promulgated:


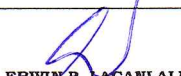

**Policies**

1. TSU shall develop and implement a continuing program of training and development for its faculty members.
2. TSU shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conferences, workshops, or related human resource development courses.

Permanent faculty members shall be permitted to go on official travel at least one (1) official business and one (1) official time per semester.

Faculty members, permanent or temporary, attending seminars, workshops, conferences, trainings, conventions, and similar activities shall conduct an echo seminar within one (1) month following attendance to the activity and accomplish a re-entry plan.

3. The Faculty Scholarship Committee (FSC) is composed of the following members:
  - a. Vice President for Academic Affairs as Chair;
  - b. Vice President for Administration and Finance as Co-Chair;
  - c. Chief Administrative Officer;
  - d. Director of Planning, Performance, Monitoring and Evaluation Office;
  - e. Head, Budget Management Unit;
  - f. Director, Human Resource Development and Management Office; and
  - g. President of TSUFPU
4. The committee shall formulate its own rules for approval by the President subject to established CHED, CSC, and TSU policies. Its main function shall be of that of selecting and recommending those who should attend specific scholarship granted by TSU or by other government agencies or duly accredited non-governmental associations, local or foreign.
5. Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
6. Preference shall be given to candidates with permanent appointment for attendance to trainings. For scholarship awardees, only permanent personnel with two years of service are endorsed by the Administration.
7. TSU shall adopt other human resource development and management interventions such as the following:

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**TARLAC STATE UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
MERIT SELECTION AND PROMOTION PLAN FOR TEACHING PERSONNEL

- i. **Counseling** – entails a one-on-one close interaction between a faculty member and a supervisor to jointly look at problems besetting him/her, which affect his/her performance and relationships with others. It is used generally as an approach in helping an employee overcome his/her problem, which may be either personal or work-related.
- ii. **Coaching** - a form of development in which an experienced faculty, which aims to improve present performance of a teaching personnel, supports him/her in achieving a specific personal or professional goal by providing training and guidance.
- iii. **Mentoring** – a mechanism that guides a faculty member to the inner network of the University, which may assist him/her in career advancement. It involves a manager’s investment on a high potential faculty member, providing an objective assessment of one’s strength and weaknesses and ensuring opportunities to address them. This mechanism allows the faculty member to clarify “ambiguous” expectations of the TSU and facilitates career growth.
- iv. **Job Rotation** – the sequential or reciprocal movement of a faculty member from one office to another or from one division to another within the university as a means for developing and enhancing his/her potentials in an organization by being exposed to the various functions of the University.

The duration of the job rotation shall be within the period prescribed by the University President but shall not exceed twelve (12) months.

**Procedures**

1. Each department head shall determine the training needs of his/her faculty members through the training needs analysis in accordance with organizational priorities. He/she shall submit annually to the President, through the HRDMO, his/her plan embodying the kind of training programs and the name of those who shall attend such programs.
2. The HRDMO shall inform all faculty members concerned about the study grants and scheduled seminar/conferences or workshops and invite qualified faculty members to avail of such programs and also takes charge of the dissemination of the scheduled seminars/conferences/workshops and procedures for the program.
3. The participant or recipient of a training grant, in accordance with existing rules and regulations, shall submit a report on the prescribed form on the training he/she has completed and furnish the HRDMO a copy of training certificate he/she has received and report of activities for entry in his/her personnel files. The trainee shall also be given the opportunity to share with his/her colleagues what he/she has learned.

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**TARLAC STATE UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
MERIT SELECTION AND PROMOTION PLAN FOR TEACHING PERSONNEL

**Chapter 9**  
**COMPLAINTS AND GRIEVANCE MACHINERY**

**General Policy**

There shall be an established Grievance Machinery (GM) in Tarlac State University to promote harmony in the workplace and foster the productivity of each faculty member. Any grievance except appointment concerns shall be resolved expeditiously at all times at the lowest level possible in the University. Protests on Appointments shall follow the prescribed steps on Rule 18 of 2017 Rules on Administrative Cases in the Civil Service (RACCS).

To ensure the orderly handling of disputes, complaints and other similar concerns, the Grievance Committee for teaching personnel was created with the following composition:

Chair: VP for Academic Affairs (Teaching)

Members:

- Chief Administrative Officer
- Director, Human Resource Development and Management Office
- TSUFPU Representative (Teaching)
- Immediate Supervisor of the Complainant

**Chapter 10**  
**OTHER PERSONNEL ACTIONS**

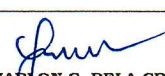
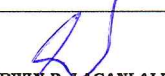

Tarlac State University shall formulate its own internal rules on the following personnel actions subject to CSC rules and regulations on the matter:

- 1. Transfer** – the movement of a faculty member from one college to another within TSU or from one position in the administrative department to a faculty position in the academic department within the University without break in the service. It involves issuance of an appointment.
- 2. Reassignment** – movement of a faculty member across the organizational structure within the same department or other agency, which does not involve a reduction in rank, status or salary, and does not require issuance of an appointment but an office order by duly authorized official.

The reassigned employee who is restored to his/her original post/assignment pursuant to the decision of the Commission shall not be reassigned within one (1) year reckoned from the date of restoration to the original post/assignment.

- 3. Detail** – temporary movement of a faculty member from one department or agency to another, which does not involve a reduction in rank, status or salary. A detail requires issuance of an office order by duly authorized official.

The faculty member who is detailed receives his/her salary only from his/her parent unit/agency. Detail shall be allowed only for a maximum of three (3) years. If the faculty member believes that there is no

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**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
MERIT SELECTION AND PROMOTION PLAN FOR TEACHING PERSONNEL

justification for the detail, he/she may appeal his/her case to the CSC. Pending appeal, the detail shall be executory, unless otherwise ordered by the Commission.

- 4. Secondment** – movement of a faculty member from one department or institution to another which is temporary and which shall require the issuance of an appointment, either involve reduction or increase in compensation.

Secondment shall be governed by the policies on the matter.

- 5. Reemployment** – the appointment of a person who has been previously appointed to a position in the government but was separated as a result of any non-disciplinary action and presupposes a gap in the service.

- 6. Reappointment-** the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, re-categorization, rationalization or similar events, including the following:

a. The issuance of appointment from temporary to permanent, career to non-career or vice versa, non-career to another non-career, all of which entails no gap in the service.

b. The renewal of temporary, contractual and casual appointment upon the expiration of the appointment or subsequent appointment of substitute teachers, which entails no gap in the service.

- 7. Reclassification** – a form of staffing modification and/or position classification action such as upgrading, downgrading, and recategorization which is applied only when there is a substantial change in the regular duties and responsibilities of the position. This may result in a change in any or all the positions attributes: position title, level and/or salary grade.

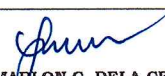
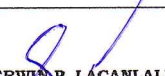

**Chapter 11**  
**PROBATIONARY PERIOD**

Probationary period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form.

Generally, a six (6) months period of thorough assessment of the performance and character of the appointee is required for all original appointments.

1. The probationary period shall cover the following employees:

- a. Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the positions;

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**TARLAC STATE UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
MERIT SELECTION AND PROMOTION PLAN FOR TEACHING PERSONNEL

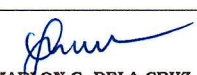


- b. Non-Career Service employees who are reappointed/reemployed to a career position under permanent status;
- c. Temporary appointees who are after meeting the education requirements for a permanent appointment in the career service are reappointed (change of status to permanent)
- d. Those who are reemployed under permanent status;
- e. First time appointees to closed career positions; (faculty and academic staff) unless otherwise provided under the TSU Charter.
- f. Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended shall under probation for a period of one (1) year; and
- g. Appointees whose positions require probationary period as may be provided by law.

**A notation stating that the appointee is under probation shall be specified in the issued appointment.**

- 2. The appointees performance during the probationary period shall be based in the set targets and outputs and shall be reviewed as follows:
  - a. The immediate supervisor (rater) shall regularly gather feedback on the appointee's performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee's performance.
  - b. The performance appraisal/evaluation shall be done at least twice during the probationary period and within every three (3) months or six (6) months depending on the duration of the probationary period, as required by the position;
  - c. The performance review shall be conducted within 10 days before the end of every rating period during the probationary period.
  - d. The critical factors to be reviewed shall be based on the performance dimensions indicated in the Strategic Performance Management System and may include competency, and job-related critical incidents, such as habitual tardiness and continuous absence from work.
  - e. The performance evaluation report shall be reviewed and certified by the Performance Management Team; and
  - f. The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, performance evaluation reports and/or recommendation for the continuity of the permanent appointment of the probationer.

The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review or depending on the duration of the probationary period as required by the position.

Issuance of termination of service by the appointing authority for cases proven to be demonstrations of unsatisfactory conduct or want of capacity shall adhere to prescribed CSC rules and regulations on probationary period.

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**TARLAC STATE UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
MERIT SELECTION AND PROMOTION PLAN FOR TEACHING PERSONNEL

**Chapter 12**  
**RETIREMENT**

**General Policy**

Unless appropriate authorities extend the service, retirement shall be compulsory at sixty-five (65) years of age.

**Policies**

1. Extension of service may be requested by the President or the appropriate authority to complete the fifteen-year service requirement. A faculty member may be allowed to continue in the service in accordance with civil service rules and regulations.
2. Services of the TSU President, whose performance has been unanimously rated as Outstanding and unanimously recommended by the Search Committee concerned, may be extended by the governing board beyond the compulsory age of retirement but not later than the age of seventy (70).

**Chapter 13**  
**TRANSITORY PROVISIONS**

Except as otherwise provided in this Merit Promotion System, rights vested or acquired under established system prior to the effectivity of this System shall be respected.

**Chapter 14**  
**RESPONSIBILITY**

The Board of Regents, the President, all the Vice-Presidents, the College Deans, the Directors, the Heads of Departments/Units, the Director for Administration, and the Human Resource Management and Development Officer shall be responsible for the implementation and maintenance of this Merit Promotion System. The initiative and active participation of the HRDMO shall be expected in the proper implementation of this Merit Promotion System.

**Chapter 15**  
**AMENDMENT**

This Merit Promotion System shall be subject to amendment/revision by any DBM National Compensation Circulars, DBM National Budget Circulars, CHED Circulars, and Civil Service Commission rules and regulations, by Academic and Administrative Councils.

PREPARED BY:

  
**MR. MARION C. DELA CRUZ**

Director, Human Resource Dev't and Management Office

REVIEWED BY:

  
**DR. ERWIN P. LACANALE**

Vice President for Academic Affairs

APPROVED BY:

  
**DR. MYRNA Q. MALLARI**  
President





**TARLAC STATE UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
MERIT SELECTION AND PROMOTION PLAN FOR TEACHING PERSONNEL

**Chapter 16**  
**EFFECTIVITY**

This Merit Promotion System shall take effect upon approval of the Civil Service Commission.

**DR. MYRNA Q. MALLARI**  
President

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
CSC Regional Director

\_\_\_\_\_  
Date

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