



Republic of the Philippines
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Order No. *097*
 Series of 2020

FOR : **ALL MINISTERS AND HEADS OF AGENCIES AND OFFICES**
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : **ADOPTION OF A POINT SYSTEM FOR EVALUATION**

DATE : **10 FEBRUARY 2020**

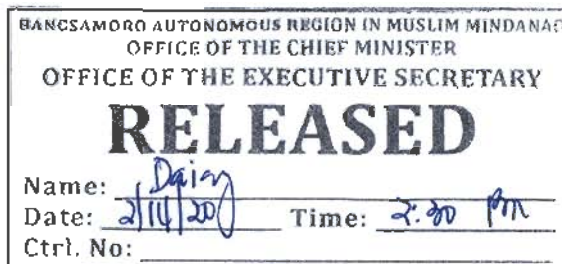
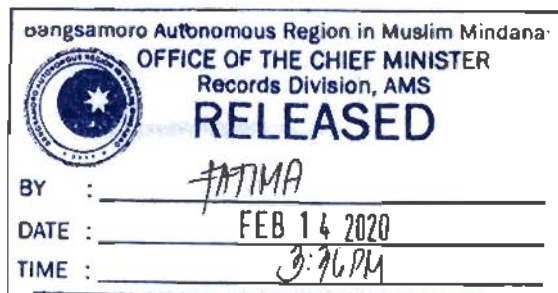
Pursuant to the agreement during the 32nd Cabinet Meeting held last 03 February 2020, all ministers, heads of agencies and offices are hereby directed to adopt a point system which will serve as a basis for evaluation for the applicants during the recruitment and selection process.

To serve as a guide, attached herewith is the point system drafted by the Ministry of Social Services and Development (MSSD). Please note however that ministries may formulate the point system in such a way that it would aid the concerned ministry in determining the best applicants for the positions.

For information and compliance.

By Authority of the Chief Minister
AHOD BALAWAG EBRAHIM

[Signature]
ABDULRAOF A. MACACUA
Executive Secretary - Designate



**GUIDELINES ON THE RECRUITMENT, SELECTION
AND PLACEMENT OF HUMAN RESOURCE**

In compliance with the Memorandum 002 series of 2020 of the Chief Minister re Guidelines on the recruitment, selection and placement of human resource in the Bangsamoro Government, the Ministry of Social Services and Development will give weight to the following factors as prescribed therein, to wit:

1. **Education** - 30%
2. **Training** - 10%
3. **Experience** - 20%
4. **Competency** - 40% (Examination 15% and Behavioral Event Interview 25%)
100%

To operationalize the above guidelines, the Ministry shall adopt the following point system guidelines:

I. Educational Attainment (30%)

For position that requires Completion of Two Years Studies in College, the criteria for Education the following point system will apply:

Criteria	Completion of 2 Years Studies in College
a.) Completion of two (2) year studies in college-course not related to the position applied for	20
b.) Completion of two (2) year studies in college-course related to the position applied for	23
c.) Graduate of four (4) - year course not related to the position applied for	24
d.) Graduate of four (4) - year course related to the position applied for	25
Note: Additional Points will be given with the following educational attainment:	
e.) With Master's degree not related to the position applied for	+ 1 point
f.) Master's degree related to the position applied for	+2 points
g.) Juris Doctor	+ 2points
h.) Master's degree not related and with Juris Doctor	+ 2points

i.) Master's degree <u>related</u> and with Juris Doctor	+ 3points
j.) Doctorate degree	+ 4points
Additional 1 point will be given for any academic distinction received	

For the positions that requires bachelor's degree and Master's Degree, the following point system will apply:

Criteria	Bachelor's degree	Master's Degree or Certificate in Leadership and Management from the CSC
a.) Graduate of four (4) - year course <u>not related</u> to the position applied for	24	n/a
b.) Graduate of four (4) - year course <u>related</u> to the position applied for	25	n/a
Note: Additional Points will be given with the following educational attainment:		
c.) With Master's degree <u>not related</u> to the position applied for	+ 1 point	24
d.) Master's degree <u>related</u> to the position applied for	+2 points	25
e.) Juris Doctor	+ 2points	+ 1point
f.) Master's degree <u>not related</u> and with Juris Doctor	+ 2points	+ 1point
g.) Master's degree <u>related</u> and with Juris Doctor	+ 3points	+ 2points
h.) Doctorate degree	+ 4points	+ 3points
Additional 1 point will be given for any academic distinction received		

II. Relevant Training/s Criteria (10%)

A. For rank-and-file positions

CRITERIA	RATING (Total of 10%)			
	None Required	4 hours of relevant training/s	8 hours of relevant training/s	16 hours of relevant training/s
1. No relevant training	4	n/a	n/a	n/a
2. With training/s, but not relevant	5	n/a	n/a	n/a

3. Four (4) hours of relevant training(s)	6	5	n/a	n/a
4. Five to 8 hours of relevant training(s)	7	6	6	n/a
5. Nine to 16 hours of relevant training(s)	8	7	7	6
6. Seventeen to 24 hours of relevant training(s)	9	8	8	8
7. More than 24 hours of relevant training(s)	10	10	10	10

B. For managerial and supervisory positions

CRITERIA	RATING (Total of 10%)	
	40 hours of relevant trainings	120 hours of relevant trainings/s
1. Forty to 47 hours of relevant training(s)	7	n/a
2. Forty- eight up to 71 hours of relevant training(s)	8	n/a
3. Seventy-two up to 119 hours of relevant training(s)	9	n/a
4. One hundred twenty up to 199 hours of relevant training(s)	10	7
5. Two hundred up to 299 hours of relevant training(s)		8
6. Three hundred hours or more of relevant training(s)		10

III. Work Experience (20%)

For entry level positions that do not require any work experience and those that require at least one (1) year of relevant work experience, the following point system will apply:

CRITERIA	RATING (Total of 20%)	
	No work experience required	One (1) year of relevant work experience required
1. Without work experience	15	n/a
2. With work experience but not relevant to the position applied for	16	n/a
3. One year to 2 years of relevant work experience	17	17
4. Two years, 1 day to 3 years of relevant work experience	18	18

5. Three years, 1 day to 4 years of relevant work experience	19	19
6. Four years or more of relevant work experience	20	20

For those positions that require 2 to 5 years of relevant work experience, the following point-system will apply:

CRITERIA	RATING (Total of 20%)			
	2 Years Relevant Work Experience	3 Years Relevant Work Experience	4 Years Relevant Work Experience	5 Years Relevant Work Experience
1. Two years, 1 day to 3 years of relevant work experience	16	n/a	n/a	n/a
2. Three years, 1 day to 4 years of relevant work experience	17	17	n/a	n/a
3. Four years, 1 day to 5 years of relevant work experience	18	18	18	n/a
4. Five years, 1 day to 6 years of relevant work experience	19	19	19	19
5. Six years and more of relevant work experience	20	20	20	20

IV. Competency (40%)

The competency shall be composed of the written examinations and the Behavioral Event Interview with the following weight:

- A. Entry-point examination (Profiles Ability Profiler): 15%
- B. Behavioral Event Interview: 25%
 - 1. Positions (1) that are managerial and supervisory; (2) where the employee is expected to write letters and other transmittals, reports, project proposals:
 - a. Ethics Assessment (Online exam) 5%
 - b. Skills Assessment (Online exam) 5%
 - c. Essay 5%

d. Face-to-face interview 10%

2. Other positions

Face-to-face interview 25%

DRAFT