



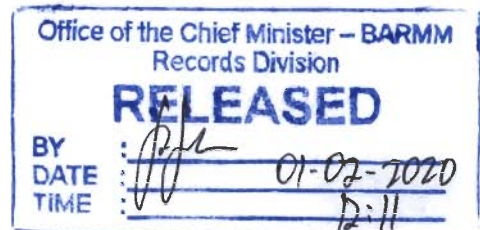
Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER

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

MEMORANDUM

ORDER NO. 002

Series of 2020



TO : **ALL HEADS OF MINISTRIES, OFFICES AND BUREAUS**
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : **Guidelines on the Recruitment, Selection and Placement of Human Resource in the Bangsamoro Government**

DATE : **02 January 2020**

I. Background

1. On February 22, 2019, the Commission on Elections has officially pronounced the successful ratification of Republic Act (RA) No. 11054, otherwise known as "the Bangsamoro Organic Law".
2. The Bangsamoro Transition Authority (BTA), through the approved Transition Plan, scheduled the gradual phasing out of the former Autonomous Region in Muslim Mindanao (ARMM), which is deemed abolished as a consequence of the ratification of the law.
3. The offices and their respective staffing complement shall be consistent with existing budgeting, organization, staffing, position classification and compensation policies, guidelines, and standards of the National Government.
4. As provided in the law, affected personnel who will not be absorbed in the positions of the new staffing pattern of the different offices in the Bangsamoro Government, whether hired on a permanent, temporary, casual or contractual basis and with appointments, attested by the Civil Service Commission, may re-apply to the same or comparable position/s in the new government structure, subject to a screening process established by the BTA.

II. Rationale and Purpose

These guidelines are being issued to facilitate the process of human resource recruitment, selection, and placements and filling up of positions in the Approved Staffing Pattern (ASP) and the Notice of Organization, Staffing and Compensation Action (NOSCA).

III. Legal bases

Last paragraph of Sec. 10, Art. XVI of RA No. 11054 directs the BTA to institute an independent, strictly merit-based, and credible placement and hiring process for all offices, agencies, and institutions in the Bangsamoro Government, and shall consider gender and ethnic balance.

IV. Major Provisions

The following provisions shall be followed:

1. Publication:

The BTA shall publish the vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers in the CSC Bulletin of Vacant Positions in the Government in the CSC Website, the Bangsamoro Job Portal and/or through other modes of publication.

The same shall likewise be posted in three (3) conspicuous places within the BTA for at least ten (10) calendar days.

Publication of a vacant position shall be valid until filled but not to exceed beyond nine (9) months reckoned from the date the vacant position was published. Should no appointment be issued within the 9-month period, the Bangsamoro Government has to cause the republication and reposting of the vacant position.

The following positions are exempt from the publication requirement. (Sec. 26 of 2017 OAOHRA):

- a. Primarily confidential;
- b. Policy determining;
- c. Highly technical;
- d. Coterminous with that of the appointing authority/officer including other non-career positions such as contractual and casual identified under Sec. 9, Subtitle A, Title I, Book V of EO 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 the 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 offices.

2. Basis for Evaluation:

The selection line up shall reflect the comparative competence and qualification of candidates on the basis of:

- a) **Education (30%)** – include educational background which must be relevant to the duties of the position to be filled.
- b) **Training (10%)** – include successful completion of accredited training courses which must be relevant to the duties of the position to be filled.
- c) **Experience (20%)** – include occupational history, relevant work experience acquired either from the government or the private sector, and accomplishments worthy of special commendation.
- d) **Competency (40%)** (Examination -15%, Behavioral Event Interview (BEI) including Moral Values 25% – refers to the measurable or observable knowledge, skills, abilities, and behaviors of employees or staff critical to specific desired outcomes defined in every position/item commonly known as *successful job performance*. This is coupled by the commitment of the personnel to perform and to act in a wide variety of situations. Examination and interview shall be mandatory for positions with Salary Grade 10 and above.

BEI is an interview technique that aims to get behavior-based examples of past performance. It is based on the principle that past behavior predicts future behavior. Its primary goal is to collect detailed and complete information about the candidate relative to a specific competency and motivational fit to predict how the candidate will perform in the job. The best way to predict how the candidate will perform in a job is to collect and examine examples on how he/she performed in similar situations in the past.

The BEI style of interview seeks responses using the STAR format:

- i. Situation (S) in which the candidate acted or the Task (T) the candidate faced;
- ii. Actions (A) the candidate took; and
- iii. Results (R) of these actions.

A sample BEI question to elicit behaviors reflective of Delivering Service Excellence is “Describe a time when you had to ask questions and carefully gather information in order to understand the exact nature of a customer’s issue or problem.”

To encourage an interviewee to give a response in the STAR format, follow-up questions such as “What steps did you take to resolve the issue?” and “What was the result?” shall be asked.

3. Placement to Entry Positions:

- a) The Bangsamoro Job Portal shall serve as the main platform for accepting job applications for placement to vacant positions.
- b) Job applications submitted personally to the ministries and offices must be processed and uploaded to the Bangsamoro Job Portal. For this purpose, a Bangsamoro Job Portal Help Desk shall be setup by the respective ministries and offices to assist the prospective applicants.

- c) Job applications and documents that are not registered and uploaded to the Bangsamoro Job Portal may still be considered.
- d) Each Ministry, Office, or Agency shall have their respective Recruitment, Selection and Placement Board (RSPB) which shall deliberate the positions, and screen applications.
- e) A representative from the Office of the Chief Minister shall sit in the RSPB of the respective ministries and offices.
- f) The RSPB at the level of the ministries and offices shall only deliberate the positions and screening of applications for Salary Grade 24 and below; positions with Salary Grade 25 and above shall be processed by the RSPB of the Office of the Chief Minister.
- g) The duly constituted RSPB/Committee shall, thereafter:
 - i. Notify all applicants of the outcome of the preliminary evaluation;
 - ii. Submit the selection line up to the RSPB/Committee for deliberation en banc;
 - iii. The RSPB/Committee en banc shall then make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions;
 - iv. Evaluate and deliberate en banc the qualification of those listed in the selection line up, and submit the list of candidates recommended for appointment, specifying the highest five (5) qualified candidates whose over-all point scores are comparably at par, from which the appointing authority shall choose the applicant to be appointed.
- h) The Appointing Authority shall assess the merit of the RSPB/Committee's recommendee for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five (5) ranking applicants deemed most qualified for appointment to the vacant position.
- i) The Appointing Authority shall issue appointments in accordance with the provisions of these Guidelines.
- j) The RSPB/Committee shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the Bangsamoro Government a day after the issuance of the appointment for at least fifteen (15) days.

4. Filling-up of Positions in the ASP:

In addition, the following reminders and guidelines are hereby provided in filling up of positions in the ASP:

- a) The appointing authority shall designate competent and qualified personnel to serve as members of the RSPB/Committee only in cases when there are no appointed/designated personnel holding positions identified to be members of the RSPB as suggested in the 2017 ORAOHRA;
- b) In the event that an RSPB/Committee member is also a candidate for a specific vacant position, the appointing authority shall designate another competent member to replace the concerned member during the deliberations of the **specific** position.

6. Services to be Outsourced:

In lieu of filling up vacant items, certain services may be outsourced on a need basis, through the hiring of consultants/job order/contract of service personnel, where no employer-employee relationship exists, subject to the availability of funds for MOOE, and provided it is consistent with the following:

- a) Services/areas, which can be outsourced are limited to utility, building and grounds maintenance, messengerial, security, transportation/ mobility, and information technology; and
- b) Pertinent budgetary, civil service, accounting and auditing rules and regulations.
- c) For functions identified to be performed by regular plantilla items, COS/JO personnel may be allowed to perform the functions. However, heads of offices will not be allowed to fill up the regular plantilla items; and
- d) Service contract shall follow the existing guidelines on hiring COS and JO employees, i.e. "no work, no pay" basis, no employer-employee relationship.

7. Rehiring of Retired/Separated Personnel:

As a reiteration of Sec. 10, Art. XVI of RA No. 11054, "(a)ffected personnel who are retired or are separated from the service shall not be re-employed in any agency of the Bangsamoro Government or the National Government, including government-owned or controlled corporations for a period of five (5) years. The retired or separated personnel who are re-employed during the prohibited period shall refund, on a pro-rated basis, the separation incentives they received x x x"

For information and strict compliance.


AHOD BALAWAG EBRAHIM
Chief Minister

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