



Republic of the Philippines
CAGAYAN STATE UNIVERSITY
ANDREWS CAMPUS
Caritan, Tuguegarao City

UNIVERSITY MERIT SELECTION AND PROMOTION PLAN (CSU-MSPP)

UNIVERSITY MERIT SELECTION AND PROMOTION PLAN

I. LEGAL BASES

1. Pursuant to the provision of Section 32, Book V of Executive Order 292, otherwise known as the “Administrative Code of 1987;”
2. Civil Service Memorandum Circular No. 03, s. 1979 as amended by Civil Service Commission;
3. Memorandum Circular No. 18 s. 1988 and CSC 08, s. 1999;
4. CSC Memorandum Circular No. 30s.2014 re: Adoption of HR Maturity Level Indications for the Human Resource Management System in the Philippines Sector;
5. CSC Resolutions No. 1400376 and 1400377 enhancing the CSC Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME–HR) dated March 5, 2014;
6. CSC Memorandum Circular No. 24, s.2016 re: a program to Institutionalize Meritocracy and Excellence in Human Resource Management Enhanced Maturity Level Indicators;
7. Republic Act No. 9710 otherwise as the Magna Carta of Women mandates all government offices including government-owned and controlled corporations and local government units to adopt gender mainstreaming as a strategy for implementing the law and attaining its objectives;
8. CSC Memorandum Circular No. 48, s. of 2013 Directed all concerned government agencies to Adopt the Gender Equality Guidelines in the Development of their respective Media Policies and Implementing Programs in Order to Promote Gender mainstreaming;
9. R.A. No. 10911, An Act Prohibiting Discrimination Against any individual in employment on account of age and providing penalties, therefor;
10. RA No. 8371, An Act to Recognize Project and Promote the Rights of Indigenous People; and
11. RA No. 7041, an act Requiring Regular Publication of Existing Vacant Positions in Government Offices.

The Cagayan State University Merit Selection and Promotion Plan referred as CSU-MSPP is hereby established for the guidance of all non-teaching and teaching personnel.

II. DEFINITION OF TERMS

1. **Advancement** - refers to the upgrading, whether by the National Budget Circular tract or by Presidential Discretion (Institutional Promotion) of the academic rank or a faculty from one sub-rank to a higher sub-rank withinrank and accompanied by an increase in salary in accordance with the provisions of the Salary Standardization Act. An advancement is approved by the Board of Regents and a Notice of Salary Adjustment is subsequently issued to the faculty.
2. **Campus** - means any of the sites of the university as established by P.D. 1436: Aparri, Lasam, Sanchez Mira, Lallo, Piat, Gonzaga, Bukig (where operations have ceased) and Tuguegarao City. For operational purposes, Tuguegarao City is distinguished into the Andrews (Caritan) Campus and Carig Campus.
3. **Career Service** - 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.
4. **College Dean** - the dean of a college in a campus who manages and supervises academic programs with particular emphasis on the promotion and maintenance of quality education.
5. **Deep Selection** - the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.
6. **Discrimination** - is a situation wherein a qualified applicant is not included in the selection line-up on account of gender, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.
7. **First Level Positions** - shall include clerical, trades and crafts, and custodial service which involves sub-professional work in a non-supervisory capacity or supervisory capacity.
8. **Full-time** - refers to service that takes up all the working time of the person concerned and is either permanent or temporary.
9. **Human Resource Merit Promotion and Selection Board** - is a duly constituted body that shall serve as the screening panel of the Office in the Department for the filling up of existing vacant positions in accordance with the approved Agency Merit Selection Plan (MSP)
10. **Lecturer**- a person possessing all the qualifications to teach who is engaged under a contract of service.
11. **Next-in-Rank Positions**- refers to a position which by reason of the hierarchical arrangement of positions in the agency or in the government is determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking Positions (SRP)

12. **Non-Career Service** - positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.
13. **Part-Time** - refers to service that is rendered only partly at the Cagayan State University, and may be covered by a Contract of Service (COS).
14. **Promotion** - is the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary. Also refers to the upgrading of the academic rank or a faculty from a lower rank to a higher rank, for example, from Instructor to Assistant Professor, Associate Professor to Professor and accompanied by an increase in salary in accordance with the provisions of the Salary Standardization Act. A promotion is approved by the Board of Regents and the Commission on Civil Service and an Appointment and Notice of Salary Adjustment is subsequently issued to the faculty member.
15. **Qualified Next-in-Rank** - refers to an employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the SRP approved by the head of agency and who meets the requirements for appointment to the next higher positions.
16. **Rank** - refers to academic positions of faculty, namely Instructor, Assistant Professor, Associate Professor, Professor, College Professor, and University Professor.
17. **Regular Faculty Members** - these are faculty members occupying itemized faculty positions who teach on a full-time basis and whose main functions include instructions, research, extension services and production in pursuance of the vision, mission of the university. A full-time faculty member may also solely engage in research, but in all cases, the faculty member shall be assigned a teaching load of at least three (3) units.
18. **Second Level Positions** - involve professional, technical, and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.
19. **Selection** - is the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of the position.
20. **Selection Line-Up** - is a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to, the comparative information of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential.

21. **Sub-rank** - refers to the academic positions within rank. The sub-ranks for the Instructor rank are Instructor I, II and III; for the Assistant Professor rank - Assistant Professor I, II, III; for the Associate Professor rank- Associate, Professor I, II, III, IV, and V; for the Professor rank, Professor III, III, IV, V, VI, College Professor; and University Professor.
22. **Superior Qualifications** - shall mean outstanding relevancy work accomplishments, 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.
23. **System of Ranking Positions** – is the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following:
 - a. organizational structure;
 - b. salary grade allocation;
 - c. classification and functional relationship of positions; and
 - d. geographic location.
24. **The University** - means the Cagayan State University (CSU), inclusive of all its campuses and extension centers.

III. OBJECTIVES

It is the policy of Cagayan State University to strictly adhere to the principles of merit, fitness, and equality. The selection and promotion of the employees shall be based on their qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation. In this pursuit, the Cagayan State University Merit Selection and Promotion Plan aim to:

1. Establish a system that is characterized by strict observance of merit, fitness, and equality in the selection of employees for appointment to a position in the career and non-career service levels.
2. Create equal opportunities for employment for all qualified men and women to enter the government service for career advancement at CSU.
3. Provide a guide for speedy and fair adjudication of protests of employees against promotions.

IV. SCOPE AND COVERAGE

The CSU-MSPP shall be consistently applied in the evaluation of the candidates for both teaching and non-teaching personnel in the first and second level positions for their

selection, promotion, and transfer. The CSU-MSPP shall also be applied to original appointments and other related personnel actions.

V. BASIC POLICIES FOR NON-TEACHING PERSONNEL

1. Selection of employees for appointment in CSU shall be open to all qualified men and women according to the principles of merit and fitness.

There shall be an equal employment opportunity for men and women at all levels of position in CSU, provided they meet the Minimum Qualification Standard laid out in the Civil Service Commission Circular (Revised 1997) shall apply.

There shall be no discrimination in the selection of employees on account of age, gender, civil status, disability, religion, ethnicity, social status, income, class, political affiliation, or other similar factors which run counter to the principles of merit and fitness for the job and equal employment opportunity.

2. When a position in the first, and second level becomes vacant, casual, contract of service and other regular employees in CSU who are competent, qualified, and equipped with appropriate civil service eligibility shall be a priority for consideration towards a permanent appointment.

This is without prejudice to the hiring of a person from another agency of government or from the private sector who has superior qualifications.

3. Lack of Confidence shall not be accepted as a special reason for disqualifying an employee for promotion unless there is a special reason that must be **real** and **substantial** to be considered sufficient for his/her disqualification.
4. Vacant positions marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The complete list of all vacant positions shall also be posted in all the campuses of the University in at least three (3) conspicuous places for a period of ten (10) calendar days. Other appropriate modes of the publication including online platforms shall be considered.

The publication of a particular vacant position shall be valid until filled up but not to extend beyond nine (9) months reckoned from the date of the last publication of the vacant position. The moment the position falls vacant, the vacancy shall be published and filled up but not to extend beyond (9) months.

5. The University President shall ensure opportunity for men and women, indigenous persons, and the disabled to be employed when and where qualified and in so far as practicable shall be represented in the HRMPSB for all levels.
6. For vacancies in the first and second levels, all qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position.

However, the appointing authority may appoint an applicant who is not next-in-rank but possesses superior qualification and competence, and has undergone selection process.

7. The University President shall duly consider the HRMPSB evaluation and in the exercise of sound discretion, selects, in so far as practicable, from among the **top five (5) ranking applicants deemed most qualified for appointment to the position.**
8. An employee should have obtained at least a **Very Satisfactory Performance Rating** in the last rating period in the present position before being considered for promotion or transfer.

However, this shall not be required for promotion from the first to second level entry positions.

9. An employee who is on a local or foreign scholarship or training grant may be considered for promotion provided the Performance Rating in the last rating period prior to the scholarship grant which should be at least Very Satisfactory shall be used as the basis for the promotion of an appointee scholar.

For this purpose, the performance rating to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leave, as well as performance during the scholarship.

If promoted, the effectivity date of the promotional appointment is on the date of the assumption of duty.

10. An employee may be promoted to a position which is not more than three (3) salary grade higher than the employee's present position. Any violation of this policy shall result in the disapproval or invalidation of the promotion, except in the following cases:
 - a. The position is next-in-rank to the vacant position.
 - b. The vacant position is a lone or entry position.
 - c. A deep selection process was passed wherein the superior qualifications of the candidate was considered in regard to:
 1. Educational achievements
 2. Highly specialized trainings
 3. Relevant work experience
 4. Consistent high performance ratings
 - d. The employee is a lone applicant who meets all the requirements of the position.
11. The pendency of an administrative case against any employee shall not be a bar to promotion.

An employee who has been 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. In the case of demotion, the period of disqualification for promotion shall be within one (1) year.

EVALUATION CRITERIA FOR PROMOTION OF NON-TEACHING PERSONNEL

I. PERFORMANCE (IPCR/ OPCR)	40 points
II. EDUCATION	15 points
III. HONORS AND AWARDS	5 points
IV. TRAINING	5 points
V. EXPERIENCE	10 points
VI. CS ELIGIBILITY	10 points
VII. INTERVIEW	10 points
VIII. PERSONALITY TRAITS	5 points
TOTAL	100 points

VI. BASIC POLICIES FOR TEACHING PERSONNEL

POLICIES

1. Applicants to the instructional and professional corps of the university, to be considered for faculty positions, must have at least a Master's degree in the field or discipline that the instructor or professor will teach, subject to such exceptions as the rules may allow, and when required by the relevant Commission on Higher Education Memorandum Orders or Legal Education Board Memorandum Orders, must possess the professional license or eligibility unless exempted therefrom in accordance with the law;
2. Appointments to teaching positions are always appointment as instructors, assistant professors of the entire university. An appointee can therefore be assigned to teach in any college or in any campus, depending on the needs of the university and the exigencies of the service; and
3. The composition of the Faculty Recruitment and Selection committee is as follows:

College Level

The College Dean (the Dean of the program in one campus)

The Department Chair

The Two Faculty Members with the Highest Academic Rank in the College, in the discipline where two or more faculty members hold the highest academic rank in the college, the faculty member senior in appointment shall sit.

Campus Level

Campus Executive Officer, chairperson
 Dean of the relevant college and when necessary, all college deans in the campus
 Department Chair or Program Chairs concerned, member
 Faculty Member of the Department with the highest rank in the discipline, member
 Campus Faculty Association President, member

University Level

Vice President for Academic Affairs, chairperson
 Vice President for Administration and Finance, member
 Vice President for Research, Extension and Development
 Vice President for Linkages and Resource Mobilization
 University Faculty Federation President, member
 Dean concerned
 Campus Executive Officer
 Consultants: The Chief Administrative Officer
 The Director of Instruction
 Secretary: The University Human Resource Management Officer

PROCEDURES

Recruitment of applicants to faculty position is in accordance with the following procedure:

1. The HRMO determines the vacant positions in the plantilla. HRMO submits the list of vacant plantilla positions to the Vice President for Administration and Finance who causes a publication of the list of vacant position in an appropriate manner. Campus Executive Officers are also supplied copies.
2. The applicant formally applies in writing to the Campus Executive Officer who immediately screens out applicants who do not meet basic requirements under CSU, CHED and CSC rules after having conferred with the College Recruitment and Selection Committee. The College RSC also proactively invites prospective members of the Faculty who exhibit the desired qualities of a faculty member.
3. The Campus Recruitment and Selection Committee initially evaluates the credentials of the applicants using the prevailing evaluation criteria taking into consideration those set forth in NBC 461 as well as SCS Memorandum Circulars. It interviews the candidate and shall require them class demonstration for Instruction I level entry.
4. The Campus Recruitment and Selection Committee ranks the candidates in the orders of preference according to the criteria above and submits its ranking to the Vice President for Academic Affairs. The Campus and Recruitment Selection Committee may strike out candidates deemed unfit or undesirable, on grounds that may include moral fitness and personality traits, observing all existing laws on fair employment opportunity.

5. The Vice-President for Academic Affairs convenes the University Selection Committee that reviews the recommendation of the Campus Selection Committee.
6. The University President Recruitment and Selection Committee may interview the candidates. The Committee then ranks the candidates.
7. The University appoints the faculty member, taking into consideration the ranking submitted by the URSC. The University President, however, may return the recommendations to the Committee and ask for a review.
8. The University President approves the appointment of qualified applicants for the positions of Instructor I to Assistant Professor IV while the Board of Regents confirms the appointment of Applicants for the positions of Associate Professor I to University Professor.
9. The HRMO submits the appointments of the faculty to the Civil Service Commission for attestation.
10. The HRMO submits the list of the faculty members hired to the University President.

APPOINTMENT OF REGULAR FACULTY MEMBERS

The rank of a faculty member to be given a permanent position shall be governed by the following qualification standards set by the University.

1. For all ranks and sub-ranks, where Commission on Higher Education or Legal Education Board policies and standards require Licensure or Bar eligibility, the same shall be deemed part of the requirements, UNLESS the same policies provide for exemptions.
2. In accordance with CSC Resolution No. 1600839 dated 25th July 2016, the specialization and expertise of the applicant shall be reckoned by reference to the master's and doctor's degree of the candidate, and not by the undergraduate degree.
3. Insofar as the LLM requirement is concerned, the Supreme Court declared it void.

An M.D. degree holder with a license to practice medicine shall be considered a doctorate degree holder when teaching in the College of Medicine. In any other college he shall be considered to have an MS degree.

A J.D. degree holder who is a member of the Philippine bar shall be considered to possess a doctorate degree when teaching in the college of law. When teaching in any other college, he shall be deemed to have an MA degree.

Any doctorate degree holder teaching in the College of Medicine or the College of Law shall be ranked and compensated as such.

4. For those admitted or promoted to the rank of Professor for the first time, the applicant must be accredited by a committee of experts constituted by PASUC and must receive a "PASS" mark from the accreditation process.
5. When the doctorate degree is not readily available or is not locally offered, the candidate for the rank of Professor I must hold a doctorate degree in an allied field.

SCHEMES OF FACULTY PROMOTION

Promotion Track 1: Promotion under NBC 461 Policies

1. There shall be a Performance Evaluation System which shall be used to assess the teaching effectiveness or instructional competencies of every faculty. Performance appraisal shall be conducted at the end of each semester.
2. There shall be an evaluation of the educational qualifications, experience and length of service, and the professional development, achievement, and honors of every faculty. The Common Criteria for Evaluation (CCE) shall be the primary basis for classification and promotion.
3. Qualitative Contributions (QCE) awards points for continuous improvement of the faculty member towards excellence in all four functional areas: instruction, research, extension, and production.
4. Provided that: in the absence of QCE points, the CCE points will be determined of the rank and classification of the instructor or the professor.
5. Promotion/advancement in accordance with NBC 461 shall be done every two years. In no instance, however, should a faculty be promoted/advanced within a period of two terms after the latest promotion.
6. In addition to the CCE and QCE, all candidates for the rank of Professor shall undergo screening by an Accreditation Committee which shall prescribe its own guidelines for evaluation.

PROCEDURE FOR PROMOTION UNDER NBC 461

1. The NBC Coordinator / Office of Director of Instruction shall advise all persons concerned to update their records or NBC documents in the Human Resource Management Office at the start of the calendar year.
2. The rules and procedures in the Common Criteria for evaluation under NBC 461 pertaining to position or rank upgrading/reclassification shall be considered.
3. A University NBC 461 Review Committee shall be created that shall evaluate En Banc the documents and credentials of the faculty members. Prior to the University Review, an initial evaluation shall be conducted at the College and Campus levels of which the

latter will then officially transmit the evaluated documents to the University NBC 461 Review Committee.

4. The College NBC Evaluation Committee shall certify the authenticity of the documents submitted by concerned faculty.
5. The Campus NBC Evaluation Committee shall evaluate and assign corresponding points on the documents submitted by concerned faculty.
6. The University NBC Review Committee shall review the results of the campus evaluation and shall determine the final NBC points of each faculty.
7. The Office of the President through the Office of the Vice President of Academic Affairs shall submit the documents at the Regional NBC 461 Zonal Center.
8. The composition of the NBC 461 Evaluation and Review Committees shall consist of the following:

College NBC Evaluation Committee

Chair: College Dean
 Co-Chair: Department Chair concerned (if any)
 Members: College Research Coordinator
 College Extension Coordinator
 Senior Faculty

Campus NBC Evaluation Committee

Chair: Campus Executive Officer
 Co-Chair: Campus NBC Coordinator
 Members: College Dean concerned
 Campus Faculty Association President
 Senior Faculty concerned

University NBC Review Committee

Chair: Vice President for Academic Affairs
 Co-Chair: Director of Instruction/
 University NBC Focal Person
 Members: University NBC Coordinators
 CSU Faculty Federation President

PROMOTION TRACK 2: INSTITUTIONAL PROMOTION

1. Institutional Promotion consists in an exercise of the University President's discretion.
2. Institutional promotion or promotion through filling up of natural vacancies occurs yearly. It is in accordance with Chapter 7.6 of the DBM Guidelines on NBC 461 and

constitutes an exercise of the University President's discretion.

3. Faculty members are evaluated to determine their CCE points regardless of the ranks or positions they currently occupy, provided that the criteria as hereafter indicated, applied in case of designated officials. The President exercises her discretion by promoting the candidate in accordance with the DBM and CSC rules.
4. Faculty members are recommended for Institutional Promotion by their respective deans, endorsed by their respective Campus Executive Officers, and reviewed as to their fitness by the Vice Presidents who submit their own comments to the University President.
5. Candidates for Institutional Promotions are recommended by their College Deans, the Campus Executive Officer and the Vice-President for Academic Affairs.
6. Candidates shall be considered for promotion on the basis of their performance evaluation which should not be lower than "Very Satisfactory".

PROCEDURE FOR PROMOTION UNDER INSTITUTIONAL PROMOTION

1. The Vice-President for Administration and Finance shall submit to the University President, the list of occurring vacancies that may be filled through Institutional Promotion.
2. The University President will then furnish all College Deans and Campus Executive Officers with the list of vacant positions. This list shall likewise be disseminated to all.
3. The faculty member, whether upon recommendation or voluntary application, will submit the requisite documents to the College or Campus Evaluation Committee for initial evaluation.
4. The Campus Evaluation Committee, through the endorsement of the Campus Executive Officer concerned, shall submit its recommendation for faculty promotion, the summary of the evaluation by faculty rank, and the documents evaluated to the University Review Committee.
5. The University Review Committee will review of the documents submitted by the Campus Evaluation Committee. It shall consolidate the final evaluation results by faculty rank, university-wide, and thereafter submit the same to the University President.
6. The University President, considering the nominees of the Campus Executive Officers, and conferring with the Vice-Presidents, appoints the faculty members to the vacant positions.
7. For the holders of professorial ranks with designations, the following criteria shall be relevant:

a. Management Skills. The following shall be the indicators of management skills:

- Office Performance Commitment Review (OPCR)
- Evaluation by Supervisors and Subordinates

b. Leadership Competence. The following shall be the indicators of leadership competence:

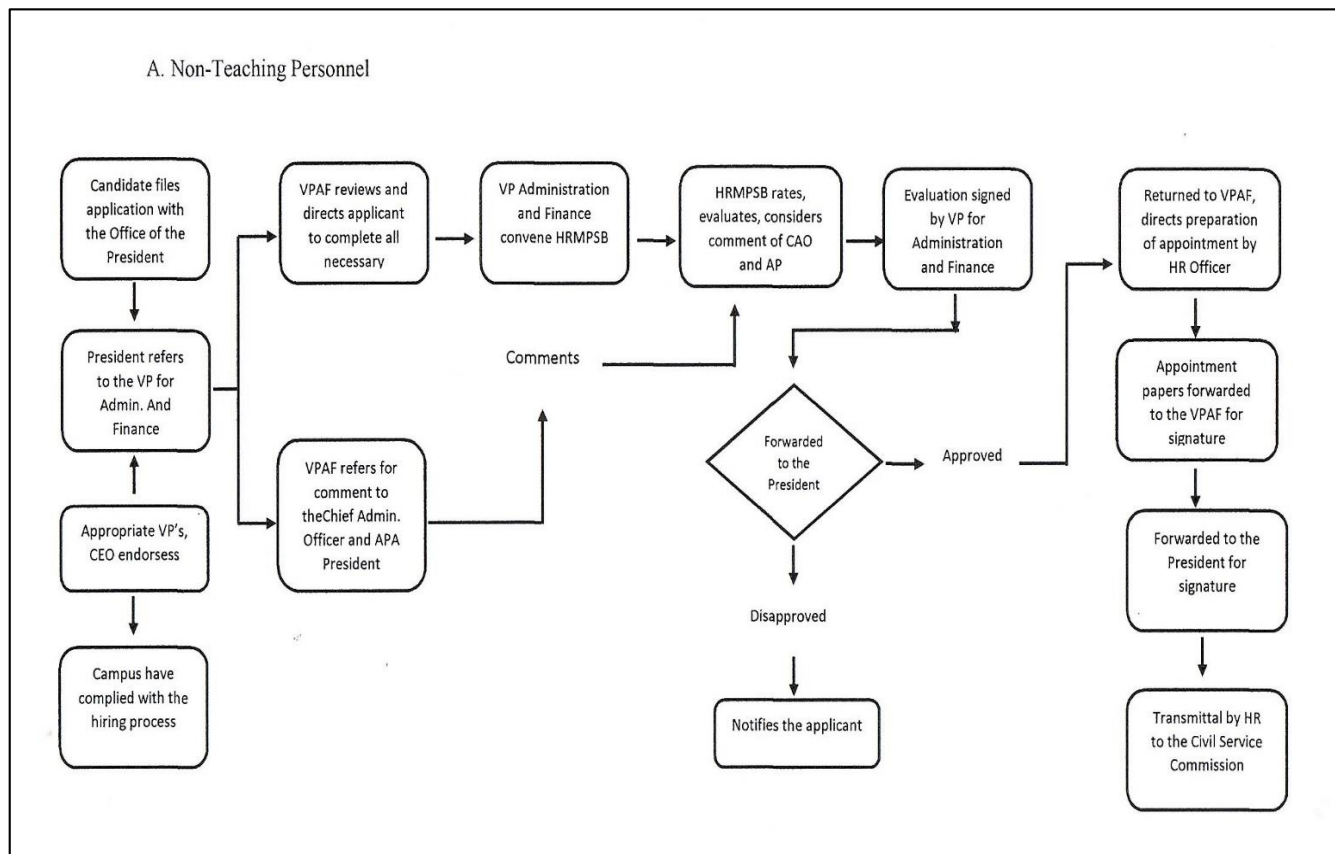
- Performance of the Campus and its programs in licensure examinations
- Performance of the Campus and its programs in quality assurance measures
- Performance of the Campus in sound fiscal management

c. Innovative Procedures and Mechanism Introduced

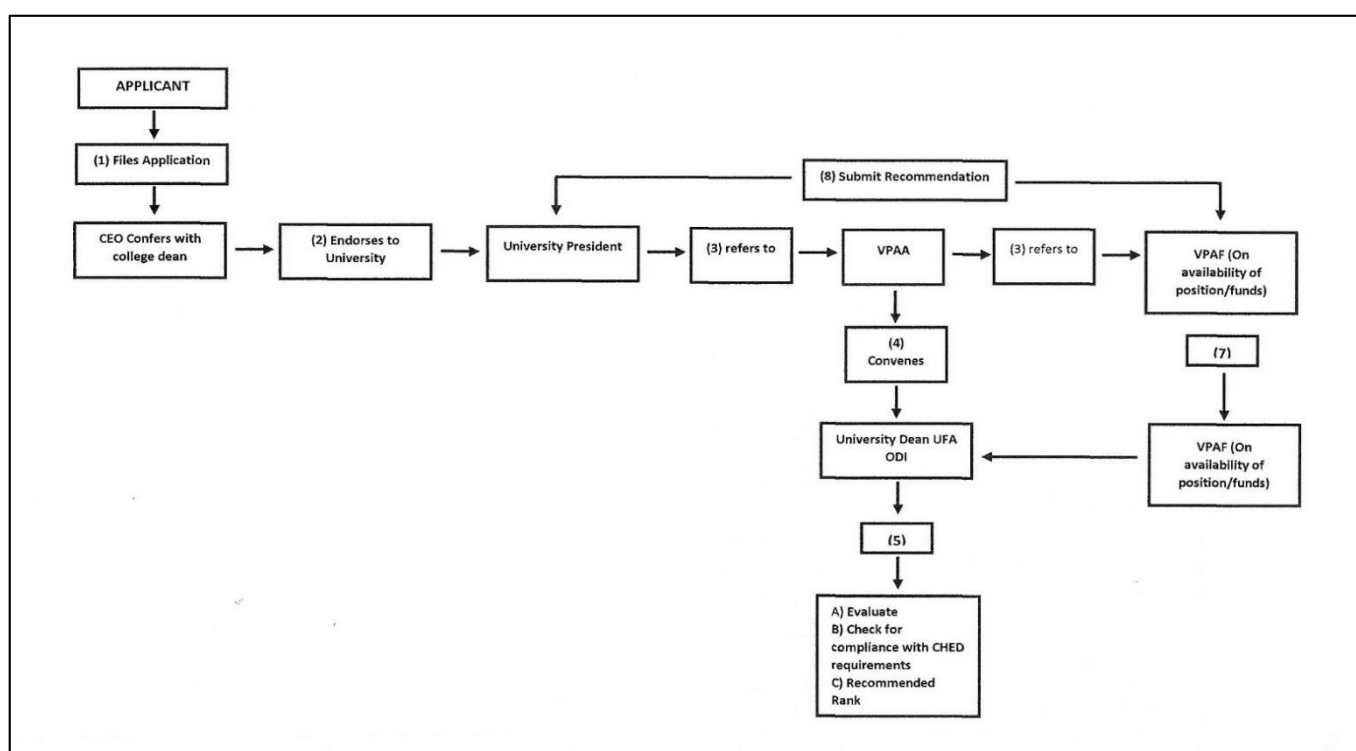
- Applications for patent, utility models, industrial designs and registered copyrights.
- Innovative systems and management procedures instituted in the campus or in the college.
- Productivity and output
 - Contribution to the Internally Generated Income of the university
 - Sustainable programs of production
 - Acknowledgement and accreditation by external agencies.

VII. PROCESS FLOW FOR APPOINTMENTS FOR NON-TEACHING AND TEACHING PERSONNEL

A. Non-Teaching Personnel



B. Teaching Personnel



VIII. COMPOSITION OF THE CSU HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) AND ITS FUNCTIONS

In the interest of public service and pursuant to 2017 Omnibus Rules on Appointment and Other Human Resource Actions Revised 2018, the Human Resource Merit Promotion and Selection Board shall be composed of the following:

Chairman: Vice President for Administration and Finance

Members: Chief Administrative Officer
Human Resource Management Officer
APA President
Head of the Unit (of the position to be filled)

Secretariat: Human Resource Management Unit

The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Merit and Selection Plan:

- a. Consolidate all the documents that are needed as a basis for evaluating the applicants;
- b. Undertake objectively and fairly the evaluation of each applicant for possible permanent position and promotion to a higher position;
- c. Submit to the Office of the University President the summary list of Rankings.

Candidates for the following appointments shall no longer be subject to the screening of the HRMPSB:

1. Substitute appointment due to its short duration and emergency nature;
2. Appointment of Faculty members and Academic staff of SUC's who belong to the Closed Career Service;
3. 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 period.
4. Appointments to Casual, Contractual, Coterminous and the Non-career positions.

IX. GUIDELINES ON EQUAL EMPLOYMENT OPPORTUNITY (EEOP)

1. Regardless of marital status, religion, gender, sex, political affiliation, pregnancy, and disability, there shall be no discrimination in the selection of employees provided he or she meets the minimum requirements of the position to be filled.
2. Members of Indigenous Cultural Communities/Indigenous Peoples shall likewise be afforded equal opportunities for employment in the university.
3. For Persons with Disabilities (PWD), the university shall provide assistance by way of assigning staff to guide and bring the applicant to the venue for an interview. If necessary, wheelchairs and other access devices will be available to be used in case the applicant needs it.
4. Interview of applicants for physically challenged shall be conducted in the conference room of the Chief Administrative Officer.
5. Applicants who are physically challenged in respect to hearing or to speech shall be channeled to offices where speech and hearing are not indispensable requirements.

X. PROTEST

1. **Filing of Protest.** Only a qualified next-in-rank employee may file a protest to the Office of the University President, thru the Grievance Committee against an appointment made in favor of another who does not possess the minimum qualification requirements under the following conditions:
 - a. Non-compliance with the selection process;
 - b. Discrimination on account of gender, civil status, disability, pregnancy, religion, ethnicity, or political affiliation;
 - c. Disqualification of the applicant to a career position for the reason of lack of confidence of the appointing authority; and
 - d. Other violations of the provisions of this Merit Selection and Promotion Plan.
2. **Forms and Content of Protest.** The verified Protest shall have a caption, and written in a systematic manner, using clear, simple, and concise language. The aggrieved party shall be called the "PROTESTANT" and the appointee, the "PROTESTEE";

The protest shall contain the following:

- a. The position contested including its item number and the salary per annum of both the protestant and the protestee;
- b. The full name, office, and position of both the protestant and the protestee;
- c. The specifications of the protest; and
- d. The comparative qualification data of both the protestant and the protestee showing their education and training, experience, outstanding accomplishments, civil service eligibility, and latest performance rating accompanied by a certified

true copy of the approved organizational chart/s of the University where either or both belong as well as the updated personal data sheets of the protestee and protestant.

3. Period to file a Protest. The protest must be filed within fifteen (15) calendar days from the posting/notice of the appointments subject of protest. Failure to file a protest within the prescribed period shall be deemed a waiver of one's right and no protest shall thereafter be entertained.

4. Where to File. A qualified next-in-rank employee shall have the right to appeal initially to the head of the agency, then to the Civil Service Commission Region 02, and then to the Civil Service Commission Proper.

5. Procedure in Filing Protest:

- a. The aggrieved party shall file his protest in triplicate addressed directly to the University President thru the Grievance Committee within fifteen (15) calendar days after the issuance of the appointment or promotion.
- b. The University President shall within three (3) days from receipt of the protest, refer the same for comment to the HRMPSB, which comment shall be filed with the former within five (5) days. In case of failure on the part of the recommending authority to file his comment within the said period, the case shall be decided on the basis of the records at hand.
- c. The University President shall decide a protest case within sixty (60) days from receipt of the protest.
- d. Either party may within fifteen (15) days without an extension from receipt of the decision, file with the University President a motion for reconsideration of the decision, which shall be decided upon within five (5) days from receipt thereof. Only one motion for reconsideration shall be entertained.
- e. If the aggrieved party is not satisfied with the decision, he may elevate his protest to the Civil Service Commission Regional Office No. 2 within fifteen (15) days without an extension from receipt hereof.

6. Effect of Protest on the Appointment of Protestee

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.

XI. SUPPLEMENTARY APPLICATION OF OTHER RULES AND LAWS

The 2017 Omnibus Rules on Appointment and Other Human Resource Actions (Revised 2018), and such other laws applicable, shall be supplementary to the CSU-MSPP.

XII. EFFECTIVITY

The Merit Selection and Promotion Plan and subsequent amendments thereto shall take effect after the approval by the Civil Service Commission.

XIII. COMMITMENT

The Cagayan State University represented by the University President hereby commit to implement and abide by the provision of the Merit Selection and Promotion Plan (CSU-MSP). It is understood that this CSU-MSP shall be the basis for the expeditious approval of appointments.

URDUJAH G. ALVARADO, Ph.D., CESO II
University President

Recommending Approval:

VALNIZAN HC. CALUBAQUIB
Acting Director II
Cagayan-Batanes Field Office
Date: _____

Approved by:

ATTY. MARITES P. LAPPAY
Acting Director IV
Civil Service Commission
Region II
Date: _____

As per Board Resolution No. 105 series of 2023, the RSP Policy was approved by the members of the CSU Board of Regents last July 5, 2023 at Baguio City, Benguet.