



Civil Service Commission National Capital Region

January 27, 2020

MS. MARIE VENUS Q. T AN

Chief Operating Officer
Tourism Promotions Board
4th Floor, Legaspi Towers 300
Roxas Boulevard cor. P. Ocampo, Sr. St.
Malate, Manila

Dear **COO Tan**:

This refers to the proposed Merit Selection Plan (MSP) of the Tourism Promotions Board (TPB), which was resubmitted to this Office, for appropriate action.

Evaluation of the proposed TPB MSP shows its general compliance with **CSC Memorandum Circular No. 24, s. 2017** and **CSC Resolution No. 1800692¹ dated July 3, 2018** (circularized through CSC MC No. 14, s. 2018). Thus, the same is hereby **APPROVED**.

We look forward to the successful implementation of the TPB MSP.

Very truly yours,


JUDITH A. DONGALLO-CHICANO
Director IV

cc: Director II May Antonette D. Arriola
CSCFO-Bangko Sentral ng Pilipinas

cscncrpsed/smp

¹2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)

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2.6.2020*

TOURISM PROMOTIONS BOARD

MERIT SELECTION PLAN

as of 23 November 2019

Pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), CSC Memorandum Circular No. 3, s.1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 38, s. 1989, as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum Circular No. 8, s. 1999, CSC Memorandum Circular No. 03, s. 2001, and CSC Memorandum Circular No. 04, s. 2005, further amended by CSC Memorandum Circular No. 24 s.2017 the Tourism Promotions Board Merit Selection Plan (TPB MSP) is hereby established for the guidance of all concerned.

I. DEFINITION OF TERMS

Agency – refers to the Tourism Promotions Board (TPB), a government-owned-and-controlled corporation and an attached agency of the Department of Tourism (DOT) tasked to market and promote the Philippines as a world-class tourism destination.

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.

Comparatively at Par – predetermined reasonable difference or gap between point scores of candidates for appointment established by the TPB Human Resource Merit Promotion and Selection Board (HRMPSB).

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

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

First Level Positions – shall include clerical, trades and crafts, and custodial service which involve non-professional or sub-professional work in a non-supervisory or supervisory capacity requiring less than four years of collegiate studies.

Human Resource Actions – any action denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer,

reinstatement, reemployment, detail, reassignment, secondment and demotion.

Job Requirements – requisites not limited to the qualification standards of the position, but may include skills, competencies, potential, physical and psycho-social attributes necessary for the successful performance of the duties required of the position.

Next-in-Rank Position – refers to a position which by reason of the hierarchical arrangement of positions in TPB is determined to be in the nearest degree of relationship to a higher position as contained in TPB's approved Organizational Structure and Staffing Pattern (OSSP).

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.

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.

Psycho-Social Attributes – refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way the person perceives things, ideas, beliefs and understanding and how the person acts and relates these things to others and in social situations.

Qualification Standards – are the minimum and basic requirements for positions in the government in terms of education, training, experience, Civil Service Eligibility, physical fitness and other qualities required for successful performance of the duties of the position.

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 System of Ranking Position (SRP) approved by the Head of Agency and who meets the requirements for appointment to the next higher position.

Second Level Positions – professional, technical and scientific positions which involve professional, technical or scientific work in a non-supervisory or supervisory capacity requiring at least four years of college work.

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.

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.

Superior Qualifications – shall mean outstanding relevant 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.

System of Ranking Positions – “ANNEX A” is the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which positions 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. Geographical location.

II. POLICY GUIDELINES

1. Selection of employees for appointment in the Tourism Promotions Board (TPB) shall be open to all qualified men and women according to the principle of merit and fitness.
2. The TPB MSP shall cover positions in the first, second level – nonsupervisory/supervisory and second level-executive/managerial and shall also include original appointments and other related personnel actions.
3. Selection of employees for appointment in the TPB shall be open to all qualified officers and employees according to the principle of merit and fitness. There shall be equal employment opportunity for men and women at all levels of position in the TPB, provided they meet the minimum requirements of the position to be filled.
4. There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
5. Eligibility for promotion of employees with pending administrative case pursuant to Section 46, Rule 8 of CSC Resolution No. 1701077 or the 2017 Rules on Administrative Cases in the Civil Service (RACCS) dated 03 July 2017 shall

not disqualify respondent from promotion and other human resource actions or from claiming maternity/paternity benefits.

6. Pursuant to Section 25, Rule VII of CSC Resolution No. 1701009 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, all agencies shall submit a list of their corresponding qualification standards and plantilla item numbers (CS Form No. 9, Revised 2017) in electronic and printed copies to the CSCFO concerned. The printed copy shall be posted by the CSCFO in its bulletin board. The electronic copy shall be forwarded to the CSCRO concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website. In addition, agencies may publish vacant positions in the agency website, newspaper and other job search engines.
7. A Human Resource Merit Personnel Selection Board (HRMPSB) shall be established which shall assess and deliberate candidates for first, second level – non-supervisory /supervisory and second level/executive/managerial positions. All candidates for appointment to these levels of position shall be assessed and deliberated by the HRMPSB.
8. For appointment by promotion or transfer, the Performance Rating of the appointee in the last rating period prior to the date of assessment or screening, which should be at least Very Satisfactory, shall be required pursuant to Item 6(e), Rule II of CSC Resolution No. 1800692.
9. TPB shall not fill up vacancies resulting from promotion until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission.
10. An employee may be promoted to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except those authorized exemptions by the Commission.
11. Those who are on official leave of absence/maternity leave, scholarship, or training grant may be considered for promotion provided that the performance rating of at least Very Satisfactory in the last rating period prior to official leave of absence/maternity leave, scholarship, or training grant shall be required pursuant to Section 6(e), Rule II of CSC Resolution No. 1800692.

If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty or upon return from scholarship or training grant or authorized leave.

12. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

III. COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMP SB)

1. Human Resource Merit Promotion and Selection Board (PSB) for first and second level and second level executive/managerial positions shall be established in TPB, with the following composition:

Members	First and Second Level Positions (SG 1-25)	Executive/ Managerial Positions (SG 26 and above)
Chairperson	Deputy Chief Operating Officer for Corporate Affairs or designated representative	Deputy Chief Operating Officer for Marketing and Promotions or designated representative
Members	Head of organizational unit where the vacancy exists, or designated alternate	Deputy Chief Operating Officer for Corporate Affairs or designated representative
	Manager, Administrative Department or designated alternate	Manager, Administrative Department or designated alternate
	Division Chief, Personnel and Human Resources Development Division or designated alternate	Division Chief, Personnel and Human Resources Development Division or designated alternate
	Head, Legal Department or designated alternate	Head, Legal Department or designated alternate
	Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association in the agency	

2. For the Deputy Chief Operating Officer for Marketing and Promotions, Deputy Chief Operating Officer for Corporate Affairs and Board Secretary V, the qualified candidates shall be endorsed to the Head of the TPB Board of Directors Nomination, Remuneration and Compensation Committee for interview as part of the evaluation/ assessment.

3. For Internal Auditor V the qualified candidates shall be endorsed to the Head of the TPB Board of Directors Audit Committee for interview as part of the evaluation/ assessment.
4. In case there is no accredited employee association in TPB, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.
5. The first level representative shall participate during the screening of candidates for vacancies in the first level; the second level representative shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years.
6. For continuity purposes, alternates may be designated to represent the aforementioned permanent members to take over in case of their absence.
7. The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved TPB MSP and shall submit to the Appointing Officer/ Authority, as much as practicable, the list of names of the top five (5) ranking candidates for which a selection for appointment may be made.
8. In case member/s of the TPB HRMPSB will be subjected to assessment and deliberation, the member concerned shall automatically inhibit as member of the HRMPSB and the authorized and designated alternate representatives shall seat as the provisional members of the board.
9. The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. The HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;
10. The deliberation by the HRMPSB shall not be made earlier than ten (10) calendar days from the date of publication and posting of vacant positions.
11. The Personnel and Human Resources Development Division (PHRDD) shall perform secretariat and technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates.
12. The Head of Agency shall ensure equal opportunity for men and women to be represented in the TPB HRMPSB for all levels.

IV. PROCEDURE

1. Pursuant to Section 25, Rule VII of CSC Resolution No. 1701009 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, all agencies shall submit a list of their corresponding qualification standards and plantilla item numbers (CS Form No. 9, Revised 2017) in electronic and printed copies to the CSCFO concerned. The printed copy shall be posted by the CSCFO in its bulletin board. The electronic copy shall be forwarded to the CSCRO concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website. In addition, agencies may publish vacant positions in the agency website, newspaper and other job search engines.

If the Bureau decides to engage a job employment facility or service provider to assist in the publication of vacancies, the applicants may register and file their applications online or through the facility's recruitment system, subject to the approval of the HRMPSB

The following positions are exempt from the publication requirement:

- a. primarily confidential;
- b. policy-determining positions;
- c. highly technical;
- d. coterminous with that of the appointing officer/authority, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V EO No. 292;
- e. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11 s.1996, as amended, or;
- f. Those to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional/ field offices.

Publication and posting of vacant positions in the career service, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers in three (3) conspicuous places for a period of at least ten (10) calendar days in accordance with the provisions of RA No. 7041 and its implementing guidelines pursuant to Section 24, Rule VII of CSC Resolution No. 1800692.

Submission to CSC-Examination, Recruitment and Placement Office (CSC-ERPO) of a list of vacant executive/managerial positions in the agency is no

longer required. Instead, the same shall be published in the CSC Bulletin of Vacant Positions in the Government at the CSC website.

Publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published.

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

Anticipated vacancies may be published in case of retirement, resignation, or transfer. However, the publication should not be earlier than thirty (30) days prior to such retirement, resignation, or transfer.

2. The PHRDD shall conduct preliminary assessment of the qualification of all candidates vis-a vis the qualification standard for the position. Those initially found qualified shall undergo further assessment such as: 1) interview 2) written examination 3) skills test 4) pre-employment background check and 5) others as may be deemed necessary by the HRMPSB.
3. A selection line-up shall be prepared and posted in three (3) conspicuous places in TPB for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.

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

3.1.1 PERFORMANCE

For appointment by promotion or transfer, the Performance Rating of the appointee in the last rating period prior to the date of assessment or screening, which should be at least Very Satisfactory, shall be required pursuant to Item 6(e), Rule II of CSC Resolution No. 1800692.

Those who are on official leave of absence/maternity leave, scholarship, or training grant may be considered for promotion provided that the performance rating of at least Very Satisfactory in the last rating period prior to official leave of absence/maternity leave, scholarship, or training grant shall be required pursuant to Section 6(e), Rule II of CSC Resolution No. 1800692.

3.1.2 EDUCATION and TRAINING – include educational background, successful completion of training courses accredited by the Civil

Service Commission, scholarships, training grants, and other programs relevant to the duties of the position to be filled conducted by other training institutions or other forms of interventions conducted by the Agency.

3.1.3 EXPERIENCE and OUTSTANDING ACCOMPLISHMENTS - include occupational history, relevant work experience acquired either from the government or private sector, and accomplishments worthy of special commendation.

3.1.4 PSYCHO-SOCIAL ATTRIBUTES and PERSONALITY TRAITS - refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way the person perceives things, ideas, beliefs and understanding and how the person acts and relates these things to other and in social situations.

3.1.5 POTENTIAL - refers to the capacity and ability of a candidate to assume the duties of the positions. A greater percentage weight shall be allocated to performance.

4. Notify all applicants of the outcome of the preliminary evaluation.
5. Submit the selection line-up to the TPB HRMPSB for deliberation.

Appointment to the following positions shall no longer be screened by the TPB HRMPSB:

- 5.1 Substitute appointment due to its short duration and emergency nature;
- 5.2 Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods;
- 5.3 Appointment to primarily confidential positions; or
- 5.4 Appointments to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292 pursuant to Section 94, Rule IX of CSC Resolution No. 1800692.

6. The HRMPSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions. They shall evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
7. Submit a comprehensive evaluation report of candidates screened for appointment so that the appointing authority will be guided in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled.

The evaluation report should specify whether the candidates meet the qualification standards of the position, 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, and information about the candidates' preference of assignment.

The list of candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

8. The Chief Operating Officer (COO), as the head of agency and the appointing authority, shall assess the merits of the TPB HRMPSB's comprehensive evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking applicants deemed most qualified for appointment to the vacant position.

The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

To determine candidates who are comparatively at par, the TPB HRMPSB shall set reasonable difference or gap between point scores of candidates for appointment.

9. Issue appointment in accordance with the provisions of the TPB MSP.
10. Post a notice announcing the appointment of an employee in three (3) conspicuous places in TPB a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

V. PROTEST

Only a qualified next-in-rank official or employee may file a protest against an appointment made in favor of another who does not possess the minimum qualification requirements pursuant to Section 89, Rule 18 of CSC Resolution No. 1701077 dated July 3, 2017.

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

VI. FUNCTIONS AND RESPONSIBILITIES

1. The Human Resource Management Officer (HRMO) shall have the following functions and responsibilities:
 - a. Disseminate copies of the TPB MSP and its annexes to all personnel of TPB after approval thereof by the Civil Service Commission (CSC). An orientation shall also be conducted by the PHRDD Unit within six (6) months upon approval of the MSP. This orientation is meant to ensure awareness and understanding of the Plan. A report on the same shall be submitted to the Civil Service Field Office concerned for record purposes;
 - b. Develop a System of Ranking Positions (SRP) which will be submitted for approval of the appointing authority, copy furnished the CSC and its Field Office concerned, for reference purposes;
 - c. Identify vacant positions that may be enrolled in the Brightest for the Bureaucracy Program (BBP);
 - d. Develop a Plan which shall set forth the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives and programs;
 - e. Develop and maintain an updated qualification database of employees of the agency to include education, training, experience, skills, competencies, and other similar information;
 - f. Develop a program to fast track the career movement of employees with superior qualifications; and
 - g. Publication of vacant position in the CSC Bulletin of Vacant Position in the CSC website is now mandatory. However,

publication through other modes, in addition to publication in the CSC, may be allowed, provided a request for publication of vacant position has been filed at the CSC FO concerned on the same day of publication in the agency website or newspaper or other job search.

Should no appointment be issued within the nine-month period, the agency has to cause re-publication and re-posting of the vacant position.

The following positions are exempt from the publication requirement:

- Primarily confidential;
 - Policy-determining;
 - Highly technical which includes the faculty and academic staff of state/local colleges and universities, and scientific and technical positions in scientific and research institutions with established merit systems;
 - Coterminous with that of the appointing officer/authority, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of EO No. 292;
 - 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
 - Those filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional/ field offices.
- h. Prepare list of candidates aspiring for the vacant position either from within or outside TPB within fifteen (15) days from completion of the preliminary evaluation in the process, the following should be considered:

- Qualified next-in-rank employee to the vacant position shall be automatically considered
- The following meritorious cases are exempted from the three (3)-salary grade limitation on promotion:
 - a. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Promotion Plan and System of Ranking Positions (SRP) of the agency;
 - b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern;
 - c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions;
 - d. The vacant position is unique and/or highly specialized;
 - e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:
 - Educational achievements
 - Highly specialized trainings
 - Relevant work experience
 - Consistent high performance rating/ranking
 - f. The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature; and
 - g. Other meritorious cases such as:
 - When the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
 - when the qualified next-in-rank employees waived their right over the vacant position in writing
 - when the next-in-rank position, as identified in the agency SRP is vacant

- when the next-in-rank employee/s is/are not qualified
 - when the next-in-rank employees did not apply
- Those who are on official leave of absence/maternity leave, scholarship, or training grant may be considered for promotion provided that the performance rating of at least Very Satisfactory in the last rating period prior to official leave of absence/maternity leave, scholarship, or training grant shall be required pursuant to Section 6(e), Rule II of CSC Resolution No. 1800692.

If promoted, the effectivity date of the promotional appointment shall be on the assumption to duty or upon return from scholarship or training grant or authorized leave.

- Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- i. Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as: written examination, skills test, interview and other. After which, selection line-up shall be prepared and posted in three (3) conspicuous places in TPB for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice;
 - j. Notify all applicants the outcome of the preliminary evaluation;
 - k. Submit selection line-up to the TPB HRMPSB for deliberation.

Appointment to the following positions shall no longer be screened by the TPB HRMPSB:

- Substitute appointment due to its short duration and emergency nature;
- Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no

qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods;

- Appointment to primarily confidential positions; or
 - Appointments to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292 pursuant to Section 94, Rule IX of CSC Resolution No. 1800692.
2. The employees shall be responsible for updating their Personal Data Sheet (PDS) annually, if deemed necessary, and submit supporting documents thereto to the PHRDD.
 3. The TPB Human Resource Merit Promotion and Selection Board (HRMPSB) shall have the following functions and responsibilities:
 - a. Assist the Head of Agency, as the appointing authority, in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved TPB Merit Selection Plan (MSP).
 - b. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - b.1 Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - b.2 Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
 - c. Disseminate screening procedure and criteria for selection to all TPB officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall, likewise, be properly disseminated;
 - d. Prepare a systematic assessment of the competence and qualifications of candidates for appointment, maintain fairness and impartiality in the assessment of candidates. Towards this end, the TPB PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;

- e. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up;
- f. Submit the list of candidates for appointment from which the appointing authority shall choose the applicant to be appointed.

The list of candidates should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3.1 hereof.

- g. Maintain records of the deliberations which must be made accessible to the interested parties upon written request and for inspection and audit by the CSC; and
 - h. Orient the officials and employees in the agency pertaining to policies relative to personnel actions of the MSP.
4. The COO, as the head of agency and the appointing authority, shall have the following functions and responsibilities:
- a. Establish a Human Resource Merit Promotion and Selection Board (HRMPSB) in TPB and see to it that all HRMPSB members undergo orientation and workshop on the selection/promotion process and CSC policies on appointments. The head of agency shall, as far as practicable, ensure equal opportunity for men and women to be represented in the TPB HRMPSB for all levels;
 - b. Assess the merits of the TPB HRMPSB's comprehensive evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the following:
 - top five ranking applicants deemed most qualified to the vacant position;
 - applicants who have undergone deep selection and found to possess superior qualifications; and
 - pool of the Brightest for the Bureaucracy Program (BBP);
 - c. Appoint an incumbent of position not considered next-in-rank to the vacant position and who is qualified and possess superior qualification over other applicants provided that said employee has undergone a deep selection process.

- d. Issue appointments in accordance with the provisions of the TPB MSP.

VII. EFFECTIVITY

The TPB Merit Selection Plan (TPB MSP) and subsequent amendments thereto shall take effect immediately after the approval by the Civil Service Commission.

VIII. COMMITMENT

I hereby commit to implement and abide by the provisions of this Merit Selection Plan (MSP). It is understood that this MSP shall be the basis for expeditious approval of appointments.



MARIE VENUS Q. TAN
Chief Operating Officer
Tourism Promotions Board

DEC 06 2019

Date

APPROVED BY



JUDITH DONGALLO-CHICANO
Director IV
Civil Service Commission
National Capital Region

JAN 27 2020

Date

**TOURISM PROMOTIONS BOARD
MERIT SELECTION PLAN
SYSTEM OF RANKING POSITIONS**

ANNEX A

as of 23 November 2019

SALARY GRADE / PAY GRADE	OFFICE/ SECTOR/ DEPARTMENT	DIVISION	POSITION TITLE	GEOGRAPHICAL LOCATION
30	Office of the Chief Operating Officer	NA	Chief Operating Officer	NCR
28	Office of the Deputy Chief Operating Officer for Marketing and Promotions	NA	Deputy Chief Operating Officer	NCR
28	Office of the Deputy Chief Operating Officer for Corporate Affairs	NA	Deputy Chief Operating Officer	NCR
26	Legal Department	NA	Attorney VI	NCR
26	Corporate Planning and Business Development Department	NA	Department Manager III	NCR
26	Management Information Systems Department	NA	Department Manager III	NCR
26	M.I.C.E. Department	NA	Department Manager III	NCR
26	International Promotions Department	NA	Department Manager III	NCR
26	Domestic Promotions Department	NA	Department Manager III	NCR
26	Marketing Communications Department	NA	Department Manager III	NCR
26	Finance Department	NA	Department Manager III	NCR
26	Administrative Department	NA	Department Manager III	NCR
24	Office of the Corporate Board Secretary	NA	Board Secretary V	NCR
24	Internal Audit Office	NA	Internal Auditor V	NCR
24	Corporate Planning and Business Development Department	NA	Planning Officer V	NCR
24	Management Information Systems Department	NA	Information Technology Officer III	NCR
24	M.I.C.E. Department	Sales and Accounts Management Division	Market Specialist V	NCR
24	M.I.C.E. Department	Events Marketing and Services Division	Project Development Officer V	NCR
24	International Promotions Department	North Asia Division	Market Specialist V	NCR
24	International Promotions Department	ASEAN and the Pacific Division	Market Specialist V	NCR
24	International Promotions Department	Europe, Africa, the Middle East and India Division	Market Specialist V	NCR
24	International Promotions Department	The Americas Division	Market Specialist V	NCR
24	Domestic Promotions Department	Sales Division	Market Specialist V	NCR
24	Domestic Promotions Department	Industry Relations and Services Division	Project Development Officer V	NCR
24	Marketing Communications Department	Brand Management and Advertising Division	Information Officer V	NCR
24	Marketing Communications Department	Media Relations and Communications Division	Public Relations Officer V	NCR
24	Finance Department	Budget Division	Budget Officer V	NCR
24	Finance Department	Accounting Division	Financial and Management Officer II	NCR
24	Administrative Department	Personnel and Human Resources Development Division	Human Resources Management Office	NCR
24	Administrative Department	Procurement and General Services Division	Administrative Officer V	NCR
23	Legal Department	NA	Attorney IV	NCR
22	Internal Audit Office	NA	Internal Auditor IV	NCR
22	Office of the Chief Operating Officer	NA	Executive Assistant IV a/	NCR
22	Corporate Planning and Business Development Department	NA	Development Management Officer IV	NCR
22	Management Information Systems Department	NA	Information Technology Officer II	NCR
22	M.I.C.E. Department	Sales and Accounts Management Division	Supervising Convention Services Officer	NCR
22	M.I.C.E. Department	Events Marketing and Services Division	Project Development Officer IV	NCR

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SALARY GRADE / PAY GRADE	OFFICE/ SECTOR/ DEPARTMENT	DIVISION	POSITION TITLE	GEOGRAPHICAL LOCATION
22	International Promotions Department	North Asia Division	Market Specialist IV	NCR
22	International Promotions Department	ASEAN and the Pacific Division	Market Specialist IV	NCR
22	International Promotions Department	Europe, Africa, the Middle East and India Division	Market Specialist IV	NCR
22	International Promotions Department	The Americas Division	Market Specialist IV	NCR
22	Domestic Promotions Department	Sales Division	Market Specialist IV	NCR
22	Domestic Promotions Department	Industry Relations and Services Division	Project Development Officer IV	NCR
22	Marketing Communications Department	Brand Management and Advertising Division	Information Officer IV	NCR
22	Marketing Communications Department	Media Relations and Communications Division	Public Relations Officer IV	NCR
22	Finance Department	Budget Division	Budget Officer IV	NCR
22	Finance Department	Accounting Division	Accountant V	NCR
22	Administrative Department	Personnel and Human Resources Development Division	Human Resources Management Office	NCR
22	Administrative Department	Procurement and General Services Division	Administrative Officer IV	NCR
20	Office of the Deputy Chief Operating Officer for Marketing and Promotions	NA	Executive Assistant III	NCR
20	Office of the Deputy Chief Operating Officer for Corporate Affairs	NA	Executive Assistant III	NCR
19	Management Information Systems Department	NA	Information Systems Analyst III	NCR
18	Legal Department	NA	Attorney II	NCR
18	Corporate Planning and Business Development Department	NA	Planning Officer III	NCR
18	Corporate Planning and Business Development Department	NA	Development Management Officer III	NCR
18	M.I.C.E. Department	Sales and Accounts Management Division	Senior Convention Services Officer	NCR
18	M.I.C.E. Department	Sales and Accounts Management Division	Senior Convention Services Officer	NCR
18	M.I.C.E. Department	Sales and Accounts Management Division	Senior Convention Services Officer	NCR
18	M.I.C.E. Department	Events Marketing and Services Division	Project Development Officer III	NCR
18	M.I.C.E. Department	Events Marketing and Services Division	Project Development Officer III	NCR
18	M.I.C.E. Department	Events Marketing and Services Division	Project Development Officer III	NCR
18	International Promotions Department	North Asia Division	Market Specialist III	NCR
18	International Promotions Department	North Asia Division	Market Specialist III	NCR
18	International Promotions Department	North Asia Division	Market Specialist III	NCR
18	International Promotions Department	ASEAN and the Pacific Division	Market Specialist III	NCR
18	International Promotions Department	ASEAN and the Pacific Division	Market Specialist III	NCR
18	International Promotions Department	ASEAN and the Pacific Division	Market Specialist III	NCR
18	International Promotions Department	Europe, Africa, the Middle East and India Division	Market Specialist III	NCR
18	International Promotions Department	Europe, Africa, the Middle East and India Division	Market Specialist III	NCR
18	International Promotions Department	Europe, Africa, the Middle East and India Division	Market Specialist III	NCR
18	International Promotions Department	The Americas Division	Market Specialist III	NCR
18	International Promotions Department	The Americas Division	Market Specialist III	NCR
18	International Promotions Department	The Americas Division	Market Specialist III	NCR
18	Domestic Promotions Department	Sales Division	Market Specialist III	NCR

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18	Domestic Promotions Department	Sales Division	Market Specialist III	NCR
18	Domestic Promotions Department	Sales Division	Market Specialist III	NCR
18	Domestic Promotions Department	Industry Relations and Services Division	Project Development Officer III	NCR
18	Domestic Promotions Department	Industry Relations and Services Division	Project Development Officer III	NCR
18	Domestic Promotions Department	Industry Relations and Services Division	Project Development Officer III	NCR
18	Marketing Communications Department	Brand Management and Advertising Division	Advertising Officer III	NCR
18	Marketing Communications Department	Brand Management and Advertising Division	Creative Arts Specialist III	NCR
18	Marketing Communications Department	Brand Management and Advertising Division	Creative Arts Specialist III	NCR
18	Marketing Communications Department	Media Relations and Communications Division	Public Relations Officer III	NCR
18	Marketing Communications Department	Media Relations and Communications Division	Public Relations Officer III	NCR
18	Marketing Communications Department	Media Relations and Communications Division	Information Officer III	NCR
18	Marketing Communications Department	Media Relations and Communications Division	Information Officer III	NCR
18	Finance Department	Budget Division	Budget Officer III	NCR
18	Finance Department	Accounting Division	Financial Analyst III	NCR
18	Administrative Department	Personnel and Human Resources Development Division	Human Resources Management Office	NCR
18	Administrative Department	Personnel and Human Resources Development Division	Training Specialist III	NCR
18	Administrative Department	Procurement and General Services Division	Administrative Services Officer IV	NCR
18	Administrative Department	Procurement and General Services Division	Property Officer III	NCR
18	Administrative Department	Procurement and General Services Division	Cashier III	NCR
17	Office of the Chief Operating Officer	NA	Executive Assistant II	NCR
17	Management Information Systems Department	NA	Computer Maintenance Technologist II	NCR
15	Internal Audit Office	NA	Internal Auditor II	NCR
15	Corporate Planning and Business Development Department	NA	Development Management Officer II	NCR
15	Corporate Planning and Business Development Department	NA	Planning Officer II	NCR
15	M.I.C.E. Department	Sales and Accounts Management Division	Convention Services Officer III	NCR
15	M.I.C.E. Department	Sales and Accounts Management Division	Convention Services Officer III	NCR
15	M.I.C.E. Department	Sales and Accounts Management Division	Convention Services Officer III	NCR
15	M.I.C.E. Department	Events Marketing and Services Division	Project Development Officer II	NCR
15	M.I.C.E. Department	Events Marketing and Services Division	Project Development Officer II	NCR
15	M.I.C.E. Department	Events Marketing and Services Division	Project Development Officer II	NCR
15	International Promotions Department	North Asia Division	Market Specialist II	NCR
15	International Promotions Department	North Asia Division	Market Specialist II	NCR
15	International Promotions Department	North Asia Division	Market Specialist II	NCR
15	International Promotions Department	ASEAN and the Pacific Division	Market Specialist II	NCR
15	International Promotions Department	ASEAN and the Pacific Division	Market Specialist II	NCR
15	International Promotions Department	ASEAN and the Pacific Division	Market Specialist II	NCR
15	International Promotions Department	Europe, Africa, the Middle East and India Division	Market Specialist II	NCR

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15	International Promotions Department	Europe, Africa, the Middle East and India Division	Market Specialist II	NCR
15	International Promotions Department	Europe, Africa, the Middle East and India Division	Market Specialist II	NCR
15	International Promotions Department	The Americas Division	Market Specialist II	NCR
15	International Promotions Department	The Americas Division	Market Specialist II	NCR
15	International Promotions Department	The Americas Division	Market Specialist II	NCR
15	Domestic Promotions Department	Sales Division	Market Specialist II	NCR
15	Domestic Promotions Department	Sales Division	Market Specialist II	NCR
15	Domestic Promotions Department	Sales Division	Market Specialist II	NCR
15	Domestic Promotions Department	Industry Relations and Services Division	Project Development Officer II	NCR
15	Domestic Promotions Department	Industry Relations and Services Division	Project Development Officer II	NCR
15	Domestic Promotions Department	Industry Relations and Services Division	Project Development Officer II	NCR
15	Marketing Communications Department	Brand Management and Advertising Division	Information Officer III	NCR
15	Marketing Communications Department	Brand Management and Advertising Division	Creative Arts Specialist II	NCR
15	Marketing Communications Department	Media Relations and Communications Division	Information Officer II	NCR
15	Marketing Communications Department	Media Relations and Communications Division	Information Officer II	NCR
15	Finance Department	Budget Division	Budget Officer II	NCR
15	Finance Department	Budget Division	Budget Officer II	NCR
15	Finance Department	Accounting Division	Financial Analyst II	NCR
15	Finance Department	Accounting Division	Financial Analyst II	NCR
15	Administrative Department	Personnel and Human Resources Development Division	Human Resources Management Officer II	NCR
15	Administrative Department	Procurement and General Services Division	Administrative Services Officer III	NCR
15	Administrative Department	Procurement and General Services Division	Administrative Services Officer III	NCR
14	Management Information Systems Department	NA	Information Systems Researcher II b/	NCR
14	Administrative Department	Procurement and General Services Division	Property Officer II	NCR
14	Administrative Department	Procurement and General Services Division	Cashier II	NCR
13	Legal Department	NA	Legal Researcher	NCR
13	Administrative Department	Procurement and General Services Division	Buyer V	NCR
11	Office of the Corporate Board Secretary	NA	Agenda / Minutes Officer I	NCR
11	Office of the Chief Operating Officer	NA	Private Secretary I a/	NCR
11	Office of the Deputy Chief Operating Officer for Marketing and Promotions	NA	Public Relations Officer I b/	NCR
11	Marketing Communications Department	Brand Management and Advertising Division	Artist Illustrator III	NCR
10	Marketing Communications Department	Media Relations and Communications Division	Photographer III	NCR
10	Office of the Deputy Chief Operating Officer for Corporate Affairs	NA	Records Officer I b/	NCR
8	Administrative Department	Personnel and Human Resources Development Division	Human Resources Management Assistant b/	NCR

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8	Administrative Department	Procurement and General Services Division	Property Custodian b/	NCR
7	M.I.C.E. Department	NA	Secretary I	NCR
7	International Promotions Department	NA	Secretary I	NCR
7	Domestic Promotions Department	NA	Secretary I	NCR
7	Marketing Communications Department	NA	Secretary I	NCR
7	Finance Department	NA	Secretary I	NCR
7	Administrative Department	NA	Secretary I	NCR
6	International Promotions Department	North Asia Division	Clerk III b/ (abolished)	NCR
6	International Promotions Department	ASEAN and the Pacific Division	Clerk III b/ (abolished)	NCR
6	Finance Department	Accounting Division	Clerk III b/	NCR
4	Office of the Corporate Board Secretary	NA	Driver II b/	NCR
4	Office of the Chief Operating Officer	NA	Driver II a/	NCR
4	Office of the Deputy Chief Operating Officer for Marketing and Promotions	NA	Driver II a/	NCR
4	Office of the Deputy Chief Operating Officer for Corporate Affairs	NA	Driver II	NCR
4	Administrative Department	Procurement and General Services Division	Driver II b/	NCR
4	Administrative Department	Procurement and General Services Division	Driver II b/	NCR
2	Office of the Chief Operating Officer	NA	Messenger b/	NCR
2	Office of the Deputy Chief Operating Officer for Marketing and Promotions	NA	Messenger b/	NCR
2	Office of the Deputy Chief Operating Officer for Corporate Affairs	NA	Messenger b/	NCR
2	Administrative Department	Procurement and General Services Division	Messenger b/	NCR

a/ - Coterminous with the official being served

b/ - Coterminous with the incumbent