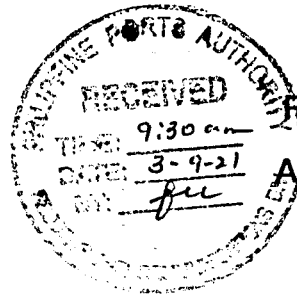
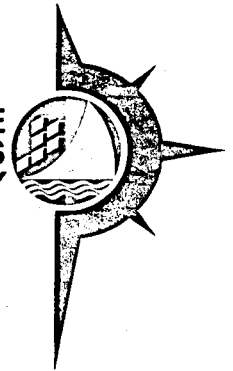


MAR 05 2021



PHILIPPINE  
PORTS  
AUTHORITY



PPA MEMORANDUM ORDER  
No. 03 - 2021

SUBJECT: **PPA MERIT SELECTION PLAN**

## I. RATIONALE

Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018 dated August 30, 2018 and Resolution No. 1800692 promulgated on July 3, 2018, otherwise known as the 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018, the Philippine Ports Authority Merit Promotion/Selection Plan is hereby revised, which will herein be referred as the new **PPA Merit Selection Plan (MSP)**.

## II. POLICY STATEMENTS

1. Philippine Ports Authority (PPA) strictly adheres to the general principles of merit, fitness and equality in the recruitment, selection and appointment of personnel based on qualifications, competence and performance, pursuant with the rules of the Civil Service Commission on human resource actions.
2. There shall be no discrimination in the selection of applicant/candidate on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation by virtue of the **Equal Employment Opportunity Principle (EEOP)**.
3. Selection of candidates for appointment/promotion in PPA shall be opened to all qualified men and women according to the principle of merit and fitness. Hence, whenever a first or second level position becomes vacant, the vacant position **shall be opened to everyone who meets the minimum Qualification Standards of the position to be filled.**

## III. OBJECTIVES

In pursuit of the above PPA policies, the new PPA Merit Selection Plan (MSP) aims to:

1. Create equal opportunities both to all PPA employees in their career advancement from one position to another, as well as to all qualified Filipino citizens in their initial entry to a career service in PPA;
2. Establish a human resource selection system highly characterized by strict adherence to the principles of merit, fitness and equality in the

selection of employees for promotion and appointment to positions in the PPA career service;

3. Adopt a systematic procedure in the speedy and fair adjudication of protests of employees/applicants relating to promotion/employment.

#### IV. SCOPE

The PPA Merit Selection Plan (MSP) shall cover positions in the First Level and Second Level Career Service in PPA.

#### V. DEFINITION OF TERMS

The following are the definition of terminologies as used in the Merit Selection Plan:

1. **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.
2. **NON-CAREER SERVICE** - position 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.
3. **FIRST LEVEL POSITIONS** - refer to clerical, trades and crafts and custodial service positions which involve non-professional or sub-professional work in a non-supervisory or supervisory capacity requiring less than four years of collegiate studies.
4. **SECOND LEVEL POSITIONS** - include positions characterized by professional, technical and scientific work in a non-supervisory or supervisory capacity requiring at least four years of collegiate studies for non-supervisory, supervisory positions, and master's degree or its equivalent for Executive/Managerial positions.

Positions under the Second Level are categorized in the following functional groups:

- a. **Non-supervisory** - this includes professional, technical and scientific positions performing work requiring the practice of profession or application of knowledge acquired through formal training in the particular field or the exercise of a natural, creative and artistic ability or talent in arts and letters. Also involved in this category are positions involved in research and application of professional knowledge and methods to a variety of technological, economic, industrial and



governmental functions.

- b. **Supervisory** - this includes professional, technical and scientific positions which have the responsibility of overseeing work of an organizational unit charged with a major and specialized activity. For this purpose, a supervisor shall be one who plans, programs, delegates tasks and evaluates performance of employees; monitors work outputs; maintains morale and discipline among employees; develops cooperation and ensures well-coordinated workforce; and coordinates and cooperates with other organizational units within the department or agency.
- c. **Executive/Managerial** - this includes professional, technical and scientific positions, the functions of which are managerial in character, exercising management over people, resource and/or policy and exercising functions such as planning, organizing, directing, coordinating, controlling and overseeing activities of an organization, a unit thereof or of a group, requiring some degree of professional, technical or scientific knowledge and experience, application of managerial skills required to carry basic duties and responsibilities involving leadership, functional guidance and control. These positions require intensive and thorough knowledge of a specialized field such as Port Manager, Department Manager and other positions of equivalent rank.
- 5. **DEEP SELECTION** - the process of selecting a candidate for promotion/appointment who is not next-in-rank but possesses superior qualification 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. **NEXT-IN-RANK POSITION** - refers to a position that by reason of the hierarchical arrangement of positions in the Philippine Ports Authority is in the nearest degree of relationship to a higher position as contained in the System of Ranking Positions (SRP), Annex A.
- 8. **HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)** - duly constituted body which will serve as primarily responsible for the judicious and objective selection of candidates for appointment in PPA in accordance with the PPA Merit Selection Plan by assisting the appointing authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.
- 9. **JOB KNOWLEDGE** – refers to the applicant’s relevant knowledge and familiarity on the applied position such as related theories/concepts, essential skills, work practices/procedures/policies.

10. **JOB DIMENSION** – refers to the behavioral factors and attributes that are deemed necessary in the performance of the duties and functions of the position
11. **APPOINTING OFFICER/AUTHORITY** - refers to the PPA General Manager, vested with the authority to exercise sound discretion in selecting and rendering the final decision on whom to appoint on the bases of assessment of the HRMPSB's endorsement from among the top five ranking applicants most qualified for appointment for the vacant position.
12. **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. Promotion may be from department or agency to another or from one organizational unit to another within the same department or agency. Provided, however, that any upward movement from the non-career service to the career service and vice versa shall not be considered as promotion but as reappointment.
13. **PHYSICAL CHARACTERISTICS & PERSONALITY TRAITS** - refer to the characteristics or traits of a person which involved personality and social aspects. Social aspects include the way he/she relates to others in social situations.
14. **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 appointing authority and who meets the requirements for appointment to the higher position.
15. **SELECTION** - is the systematic process of determining the merit and fitness of a person on the bases of qualifications and ability to perform the duties and responsibilities of the position.
16. **SYSTEM OF RANKING POSITIONS** - is the hierarchical arrangement of positions from highest to lowest which shall serve as basis in determining which position is next-in-rank, taking into consideration the following:
  - a. Approved PPA Organizational structure;
  - b. Salary Grade allocation;
  - c. Classification and/or functional relationships of positions;
17. **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.
18. **QUALIFICATION STANDARDS (QS)** - are the CSC-approved 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 the successful performance of the duties of the position. These shall serve as the basic guide in the selection of the employees and in the evaluation of appointments to all positions in the government. *(Section 31, Part I. General Policies, Rule VIII Qualification Standards, 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018)*

19. **EDUCATION** - refers to the formal or non-formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities in the Position Description Form (PDF) (DBM-CSC Form No. 1, Revised 2017) of the position to be filled. *(Section 42, Part II. On Education, Rule VIII Qualification Standards, 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018)*
20. **EXPERIENCE** - refers to previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the PDF of the position to be filled. *(Section 56, Part III. On Experience, Rule VIII Qualification Standards, 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018)*
21. **TRAINING** - refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the agency head and Certificates issued by the HRMO or authorized official from the government or private sector. *(Section 61, Part IV. On Training, Rule VIII Qualification Standards, 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018)*
22. **ELIGIBILITY** - refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission (CSC), or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as the Professional Regulatory Commission-conducted board examinations, the Supreme Court-conducted bar examinations or the Career Executive Service Board-conducted Career Executive Service examinations. *(Section 71, Part V. On Eligibility, Rule VIII Qualification Standards, 2017 Omnibus Rules on Appointment and*

*Other Human Resource Actions, Revised July 2018)*

**VI. PROCEDURE**

The HRMPSB and its secretariat shall be guided by the following recruitment process aligned with the issued PPA Memorandum Circular No. 29 s. 2020 General Guidelines on the Implementation of the PPA Online Recruitment Portal (ORP) and the Human Resource Information System – Recruitment Module (HRIS-RM):

1. Request for Authority to Fill (ATF) of priority position/s to be approved by the General Manager
2. Publication of vacant position/s in CSC Website, PPA Website and PPA Online Recruitment Portal (ORP) – jobs.ppa.com.ph
3. Conduct of the initial evaluation/assessment of applicants/candidates based on the submitted information and documents using the HRIS Recruitment Module (HRIS-RM)
4. Conduct of HRMPSB Deliberation for further evaluation/validation of the initial assessment
5. Conduct of PPA Online Examinations (Cognitive and Skills Assessment Tests)
6. Conduct of HRMPSB Interview
7. Preparation of Results of Assessment/evaluation to be submitted to HRMD prior to the endorsement to the General Manager
8. Conduct of Online Ethics-Oriented Personality Assessment to the identified top five (5) applicants/candidates
9. Conduct of Background Investigation to the Internal Security Affairs Staff (ISAS) and Port Police Division (PPD) for Head Office applicants and PMO applicants, respectively
10. Request for Status and/or No Pending Case of insider applicants to Legal Services Department (LSD)
11. Preparation of Memorandum Endorsement to the GM of the shortlisted applicants (for the GM's selection)
12. Preparation of Appointment Form (CS Form No. 33-B Revised 2018 to the selected applicant/candidate for the approval of the GM
13. Issuance of appointment and preparation/posting of Notice of Appointment

14. Preparation of Reports on Appointment Issued (RAI) to be submitted to the Civil Service Commission – Field Office (CSC-FO) for validation
15. Dissemination of copies of Validated RAI to PMO concerned and to the appointee
16. Updating of 201 file and Plantilla of personnel

Process Flow:

	Activity	Document	OPR
1	Request and Approval of Authority to Fill (ATF)	a) Memo - requesting for ATF b) Memo - endorsing the ATF for approval by the GM c) Memo/Notice - disseminating/forwarding the approved ATF	a) RC Head b) HRMD-HRMO c) HRMD-HRMO
2	Request publication of vacant position in CSC Website, PPA Website and PPA Online Recruitment Portal – jobs.ppa.com.ph	Memo-request for Publication using CS Form 9	RC Head
	Review of CS Form 9	CS Form No. 9	HRMD-HRMO
	Preparation of letter to CSC re CS Form 9 Request for Publication	Letter-transmittal to CSC with attached CS Form 9	HRMD-HRMO
	Publication of Vacancy in the PPA website and Online Recruitment Portal (ORP)	- via PPA Website and HRIS-Recruitment Module	HRMD-HRMO
3	Initial Evaluation/Assessment of the Submitted Applications thru ORP if Qualified/Not Qualified for not meeting the Qualification Standards (QS) of the position	- via HRIS-Recruitment Module	a) HRMD-HRMO
	Preparation of list of Qualified and Disqualified Applicants for the next phase of recruitment - Online Exam	a) Online Recruitment Portal Assessment Form	a) HRMD-HRMO
	Forwarding the List of Qualified and Disqualified Applicants for Online Exam to RC concerned/PMO HRMPSB	a) Memo/Notice – forwarding the Online Assessment Portal Assessment Form b) Letter of Disqualification for not	a) HRMD-HRMO b) HO/PMO HRMPSB Secretariat

	and/or for compliance of additional documents	meeting the QS and not qualifying for the next phase - Online Exam	
4	HO/PMO HRMPSB Deliberation	a) Minutes of Meeting/Resolution	HO-HRMPSB / PMO HRMPSB
5	Conduct of Online Exam (Cognitive and Skills Assessment)	- via Online Exam proctored thru Zoom or any video conferencing mobile/desktop application	HRMD-HRMO
	Preparation of list of Passers/Non-Passers of the Online Exam or shortlist of applicants for HRMPSB Interview	a) ORP Assessment Form b) Letter of Disqualification for not meeting the required rating/score in Online Exam	a) HRMD-HRMO b) HO/PMO HRMPSB Secretariat
6	HO/PMO HRMPSB Interview	a) HRMPSB Resolution/Minutes of the Meeting b) Interview Assessment Forms for Physical, Personality Traits and Job Knowledge and Job Dimension c) Individual Assessment Forms for Insider/Outsider or Internal/External applicants d) Summary Sheets for Insider/Outsider or Internal/External applicants e) Summary Comparative Assessment Forms for Insider/Outsider or Internal/External applicants	HO/PMO HRMPSB Members and Secretariat
7	Preparation of Results of Assessment/Evaluation	a) Copy of approved ATF b) Copy of CSC Publication (CS Form No. 9) c) Minutes of Meeting/Resolution d) Applicant's Profile/Summary of Qualifications (SOQ)/Online Recruitment Portal Assessment Form (ORPAF) e) Comparative Assessment Form f) Individual Assessment Form g) Summary Sheet/s (Rating Sheets) h) Interview Rating Sheet/s i) Applicant's PDS and supporting documents j) Certification signed by PMO HRMPSB certifying that endorsed	HO/PMO HRMPSB Secretariat





		applicants have been screened k) PMO-PPD Background Investigation	
8	Conduct of Online Ethics-Oriented Personality Assessment	- via Online Exam proctored thru Zoom or any video conferencing mobile/desktop application	HRMD-HRMO
9	Conduct of Background Investigation	Memo request to ISAS/PPD	HO/PMO HRMPSB Secretariat/ISAS/PPD
10	Request for Status and/or No Pending Case of Insider applicants to LSD	Memo request to LSD	HRMD-HRMO/LSD
11	Preparation of Memo for Endorsement to GM of the shortlisted applicants (for the GM's selection)	Memo - endorsement to GM of the shortlisted applicants	HRMD-HRMO
12	Preparation of Appointment Form	CS Form No. 33-B revised 2018	HRMD-HRMO/SACH II/GM
13	Issuance of Appointment and preparation/posting of Notice of Appointment	a) Memo re Submission of Documentary Requirements b) Notice of Appointment	HRMD-HRMO
14	Preparation of Reports on Appointment Issued (RAI)	CS Form No. 2 revised 2017	HO/PMO HRMO
15	Dissemination of copies of Validated RAI to PMO concerned and to the appointee	a) Memo/Notice of the Approved CS Form No. 2 revised 2017 b) Memo/Notice to the appointee containing his/her validated RAI	a) HO HRMO b) PMO HRMO
16	Updating of 201 file and Plantilla of Personnel		HRMD-HRMO

***Refer to Annex P for the PPA Memorandum Circular No. 29 s. 2020 General Guidelines on the Implementation of the PPA Online Recruitment Portal (ORP) and the Human Resource Information System – Recruitment Module (HRIS-RM)***

## **VII. COMPOSITION OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

1. The provision under Rule XI Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board, 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018 shall be the basis for the creation of PPA's Human Resource Merit Promotion and Selection Board (HRMPSB) and its functions.
2. PPA shall constitute two (2) HRMPSBs for the: 1) first level and second level positions and 2) second level executive/managerial positions.
3. An Office Order identifying the principal members of the HRMPSB and



their designates shall be issued, copy furnished HRMD and CSC Field Office.

4. The membership of the HRMPSB can be modified, provided it conforms to the prescribed composition. Reasonable number of members could be added, but the prescribed composition may not be reduced. The HRMPSB members must be duly designated and their names posted in the agency bulletin board. Any change in the composition of the HRMPSB should be reported to the CSC Regional or Field Office concerned.
5. As far as practicable, there shall be equal opportunity for men and women to be represented in the HRMPSB for all levels of positions
6. Any member of the HRMPSB shall not act as secretariat to the HRMPSB.
7. The HRMPSB members including alternate representatives shall undergo orientation, seminar/workshop on the agency selection/promotion process and CSC policies on appointments.
8. The HRMPSB shall be composed of the following:

COMPOSITION	HO-HRMPSB		PMO-HRMPSB
	EXECUTIVE/ MANAGERIAL	FIRST LEVEL/ SECOND LEVEL	
Chairperson	General Manager or authorized representative	<u>The Assistant General Manager for Finance and Administration (AGMFA) or authorized representative*</u>	Port Manager
Members	AGM for Finance and Administration	Manager, Human Resource Management Department – acting as the Vice-Chairperson	Manager, Administrative Division
	AGM for Operations	Responsibility Center (RC) Heads where the Vacancy exist or his duly authorized representative	Responsibility Center (RC) Heads where the Vacancy exist or his duly authorized representative

*\*per GCG approved plantilla, the AGMFA is the highest official in charge of human resource management*

	AGM for Engineering	Manager, Human Resource Services Division	1st level and/or 2nd level PANTALAN principal or alternate representatives (as applicable)
	Manager, Human Resource Management Department	1st level and/or 2nd level PANTALAN principal or alternate representatives (as applicable)	Manager, Human Resource Services Division ( <i>for Division Manager positions</i> ) or his/her duly authorized representative
	PANTALAN National Executive President or authorized representative		

#### VIII. RESPONSIBILITIES AND FUNCTIONS OF HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) MEMBERS AND SECRETARIAT

1. 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 Agency Merit Selection Plan (MSP) thru its conduct of HRMPSB deliberation/interview.
2. The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency MSP and shall submit to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.
3. The appointing officer/authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.
4. Top five (5) applicants/candidates shall be based on the number of vacant positions or 1:5 ratio (e.g. 2 vacant positions = top 10 applicants/candidates)

5. The appointing officer/authority may appoint an applicant who is rank higher than those next-in-rank to the vacant position based on the assessment of qualifications/competence evidenced by the comparative ranking.
6. All qualified next-in-rank applicants who will not apply shall be required to submit to the HO/PMO HRMPSB a written waiver for the vacant position.
7. The HRMPSB shall be represented by at least the majority of its members during the deliberation and interview of candidates for appointment.
8. Considering that the PPA has centralized issuance of appointment and submission of Reports of Appointment Issued (RAI) in CSC FO, the HO Chairperson or duly authorized representative shall be responsible for signing the Certification at the back of appointment subject to HRMPSB submission of Resolution/Minutes of Meeting/Certification certifying that the appointee has been screened and found qualified by the majority of HRMPSB.
9. The first level representative or alternative shall participate during the screening of candidates for vacancies in the first level; the second level representative or alternate 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.
10. The HO-HRMD/PMO-AD shall perform secretariat and technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also evaluate and analyze results of structured background investigation for first level, second level, supervisory, and executive/managerial positions.
11. Candidates for the following appointments shall no longer be subject to the screening of the HRMPSB:
  - a. Substitute appointment due to its short duration and emergency nature.
  - b. 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; or
  - c. Appointment to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.
12. The HRMPSB shall maintain records of the recruitment process (i.e. HRMPSB minutes/resolutions/memo/endorsements) which shall be

available for inspection by the Civil Service Commission or its duly authorized representatives.

## IX. MERIT SELECTION/PROMOTION CRITERIA

1. The comparative assessment of the competence and qualifications of all applicants for appointment/promotion to vacant positions in PPA shall be determined based on the criteria below:

QUALIFICATION	INSIDER APPLICANT	OUTSIDER APPLICANT
Education	15%	15%
Experience	25%	25%
Training	5%	5%
Eligibility	Meets required	Meets required
Examination	10%	20%
Performance	20%	<i>Not applicable</i>
Physical Characteristics and Personality Traits	10%	10%
Potential – Job Knowledge	10%	10%
Potential – Job Dimension	<i>Not applicable</i>	10%
Outstanding Accomplishment	5%	5%
<b>Total</b>	<b>100%</b>	<b>100%</b>

2. The first four criteria listed above are based on the CSC-approved Qualification Standards of the vacant position.
3. As stated in *Sections 35-36, Part I. General Policies, Rule VIII Qualification Standards, 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018*, appointees to career service positions must meet the education, training, experience, eligibility and competency requirements prescribed in the Qualification Standards manual or CSC-approved agency qualification standards for their positions at the time of the issuance of the appointment.
4. Qualification Standards for positions, which may include competencies (knowledge, skills and attitude), shall be established based on the set of duties and responsibilities indicated in the Position Description Form (PDF), which the Department of Budget and Management or the Governance Commission for GOCCs used in the classification and salary grade allocation of the position.
  - a. **EDUCATION** - based on *Part II. On Education, Rule VIII Qualification Standards, 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018*, the following shall be the basis for the applicant's educational background to be considered as fit for the vacant position:
    - Certificates of completion of non-formal education issued by the Department of Education shall be considered valid documents for appointment to positions requiring completion of elementary or

high school education, provided, that other requirements of the positions are met.

- For one to meet the two years studies in college requirement in the Qualification Standards Manual, one must have earned from a CHED-recognized institution at least 72 units leading to a degree or has completed a relevant two-year collegiate/technical course.
- Certificates issued by the Expanded Tertiary Education Equivalency and Accreditation Program shall be considered valid documents for meeting the education requirement for positions requiring completion of a bachelor's degree.
- Certifications issued by the schools deputized by CHED showing completion of at least 72 academic units leading to a degree under the Expanded Education Tertiary Equivalency and Accreditation Program shall be considered valid documents for meeting the education requirement for positions requiring completion of two years studies in college.
- Certification issued by CHED that a one-year diploma post-graduate course acquired from foreign or local institutions is equivalent to a master's degree shall be considered appropriate for meeting the education requirement for appointment to division chief and executive/managerial position.
- Certification issued by CHED that a degree obtained from foreign schools is equivalent to a bachelor's or master's degree shall be considered valid document for meeting the education requirement for positions requiring completion of a bachelor's or master's degree.
- To meet the relevant bachelor's degree requirement in the Qualification Standards Manual, the appointee must have completed from a CHED-recognized college or university a bachelor's degree whose curriculum either includes, or is supplemented by 12 academic units of the subject or course, which will enable the candidate to successfully perform the duties and responsibilities of the position to be filled in the Position Description Form.
- A graduate of the Master's degree or Certificate in Leadership and Management (C-Pro) from the CSC shall be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/managerial positions.
- Completion of the degrees of Bachelor of Laws and Doctor of Medicine from a CHED-recognized institution shall be considered



appropriate education for appointment to division chief and executive/managerial positions or other positions requiring a master's degree, the duties of which do not involve practice of profession covered by bar/board laws.

- RA No. 1080 eligibles shall be exempt from the master's degree requirement for division chief and executive/positions the duties and responsibilities of which involve practice of profession or belong to the same occupational group functionally related positions as that of the professions regulated by Bar or Board laws. (Examples are: A Certified Public Accountant (CPA) for a Division Manager A position in Finance Division, a Licensed Civil Engineer for a Division Manager A position in Engineering Services Division)

However, a master's degree shall be required if the executive/managerial or division chief position does not involve practice of profession or does not belong to the same occupational group or functionally related positions as that of the professions regulated by Bar/Board laws; provided that, this does not apply to lawyers and doctors.

- Career Executive Service (CES) or Career Service Executive (CSE) eligible shall likewise be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/managerial positions.
- Those who have been allowed to register and are issued certificate of registration or valid professional license of a specific board law shall be considered as having met the education requirements for appointment to positions covered by the corresponding board law or functionally related positions that do not involve the practice of other professions covered by bar/board laws.
- Those who are allowed to take the Career Service Professional and Subprofessional on or before November 29, 1992 shall be considered as having met the education requirement for appointment to corresponding level of positions not covered by bar/board laws.

***Refer to Annex B 1 & 2 for the Table of Assigned Percentage Weight for Education***

- b. **EXPERIENCE** - based on *Part III. On Experience, Rule VIII Qualification Standards, 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018*, the following shall be the basis for the applicant's previous jobs in either the government or private sector to be considered as relevant to the vacant position:

- Relevant experience acquired through a Job Order or Contract of Service covered by a contract or a Memorandum of Agreement may be considered for meeting the experience requirement.
- Relevant experience acquired through volunteer work, on full-time basis, as certified by the Human Resource Management Officer or authorized officials, may be considered for meeting the experience requirement.
- Experience in first level positions may be considered for meeting the experience requirement of second level positions when acquired in the same occupational group or functionally related positions.
- Relevant experience acquired through a designation covered by an Office or Memorandum Order may be considered in meeting the experience requirement.

***Refer to Annex B 3 & 4 for the Table of Assigned Percentage Weight for Relevant Experience***

- c. **TRAINING** - based on *Part IV. On Training, Rule VIII Qualification Standards, 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018*, the following shall be the basis for the applicant's formal or non-formal trainings/learning and development interventions to be considered as relevant to the vacant position:
- Continuous learning and development shall be espoused by the Civil Service Commission. Agency heads shall ensure that each employee shall have undergone at least one planned human resource development intervention during the year. A minimum of forty (40) hours supervisory/management training or learning and development intervention per year based on the Learning and Development Plan of the agency shall be provided by the agency to incumbents of supervisory and managerial positions.
  - Trainings may be acquired from any of the following institutions:
    - i. Any CSC accredited learning and development institution;
    - ii. Government training institutions;
    - iii. Non-accredited private training institution offering training of highly technical/specialized nature;
    - iv. Local training institution that is internationally acclaimed for meeting the global standards of excellence in training;
    - v. Institution recognized by the CHED as Center of Excellence (COE) or Development (COD);
    - vi. Foreign institution that offers training for scholarship



purposes or for personal advancement of participants; or  
vii. Other institutions that partner with the Civil Service Commission in building capabilities of civil servants.

- Training acquired from any of the aforementioned institutions must be relevant to the position to be filled and aligned with the strategy map or development goal of the institution or organization.
- Attendance to annual agency planning sessions/workshops/conferences as a requirement for operations and/or services rendered as facilitator/resource person in seminars/workshops/trainings shall not be considered for meeting the training requirements.
- In house agency-initiated or in-service training/learning and development intervention shall be considered for purposes of meeting the training requirement of positions.
- The learning and development/training for Division Chief and comparable positions shall be 40 hours of supervisory/management and learning and development intervention.
- The training required from Executive/Managerial positions in the second level shall be 120 hours of supervisory/ management learning and development intervention.
- Management trainings includes, courses, workshops, seminars and other learning and development interventions that develop and/or enhance knowledge, skills and attitude to enable successful performance of management functions such as planning, organizing, directing, controlling, coordinating, and overseeing the activities of an organization, a unit thereof or a group. It is intended to develop/enhance leadership competencies to prepare managers managing people and work.
- For executive/managerial positions in the second level with duties and responsibilities involving practice of profession, the Mandatory Continuing Legal Education (MCLE) for Bar passers, the Continuing Professional Education/Development (CPE/CPD) for licensed professionals or trainings relevant to the practice of profession may constitute for a maximum of 40 hours of technical training and the remaining 80 hours shall be management trainings.

***Refer to Annex B 5 for the Table of Assigned Percentage Weight for Relevant Training***

- d. **ELIGIBILITY - Part V. On Eligibility, Rule VIII Qualification Standards,**

*2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018, and the provisions of CSC MC No. 11, s. 1996, as amended, shall be the basis to assess if applicant's eligibility fits the vacant position he/she is applying for.*

- e. **EXAMINATION** - all applicants, whether insider or outsider shall undergo the required examination for their level/position and skill. The exam for outsider applicants will be administered using the hurdle method. Only passers of the Cognitive Test (1<sup>st</sup> test) shall qualify for the Skills Test (2<sup>nd</sup> test). The examinees should pass the two (2) tests in order to qualify for the next recruitment process which is the panel interview to be conducted by the HRMPSB. On the other hand, insider applicants must also pass and obtain the required Skills Test rating/score in order to be included in the shortlisted applicants for HRMPSB panel interview.
- The issued PPA Memorandum Circular No. 16 s. 2020 or the Guidelines on the Implementation of the Online PPA Examination shall be used as reference to rules concerning test assessments used for the hiring and recruitment in the agency.
  - Those who are eligible to avail the online exams are:
    - i. Applicants who submitted their intent to apply for a published vacant position, and
    - ii. Applicants who were found to be qualified for meeting the minimum Qualification Standards (QS) of the position they are applying by the PMO/HO HRMPSB Secretariat.
  - The types of exams that shall be administered are the following:
    - a) **Cognitive Tests** - which will be implemented according to target level of the position, b) **Skills Tests** - will be assessed according to the applicant's chosen field and the c) **Ethics-Oriented Personality Test** proposed by CSC to be integrated as an additional HR assessment tool. The following are the online assessment tools that will be used for outsider applicants and insider applicants for *placement, promotion, lateral transfer, and in cases of demotion where the employee voluntarily applies to a position with a lower salary grade*:

**Outsider Applicants**

TYPE	LEVEL
Cognitive (10%)	Trades & Crafts
	Rank & File/Technical/Specialist/Officer Level (SG-19 & down)
	Supervisory/Managerial (SG-20 & up)
Skills (10%)	Rank & File/Technical/Specialist/Officer Level (SG-19 & down)
	Supervisory
	Managerial
Ethics-Oriented Personality Assessment	Top five (5) candidates or the shortlisted applicants for endorsement to the General Manager after HRMD's review



**Insider Applicants**

TYPE	LEVEL
Skills (10%)	Rank & File/Technical/Specialist/Officer Level (SG-19 & down)
	Supervisory
	Managerial
Ethics-Oriented Personality Assessment	Top five (5) candidates or the shortlisted applicants for endorsement to the General Manager after HRMD's review

- For positions requiring ***Job-related Skills Test*** as identified in Annex C, the RC/End-user will be **required** to administer their own job-related skills test/exam and will be facilitated by their respective HRMOs from the PMO/Head Office.
- For **Port Police positions**, the technical test and agility test administered by the Port Police Department shall replace the Skills Test. The applicants should pass both tests.

Qualified Insider Applicants shall be endorsed to Port Police Department for the conduct of Technical Exam.

For the qualified Outsider Applicants, only those who passed the Cognitive Test shall be endorsed to Port Police Department for the conduct of Agility Test and Technical Test.

**Scoring:**

Average of Agility Test and Technical Test shall serve as percentile rank.

The equivalent Numerical and Adjective rating of the percentile rank (*refer to MC 16-2020*) shall be used as the scores in the Individual Assessment.

**Exam Validity:**

1. Agility Test – six (6) months
  2. Technical Test – one (1) year
- **Ethics-Oriented Personality Test (EOPT)** - After the PMO-HRMPSB endorses the results of deliberation for review, the HRMD shall re-evaluate and confirm the top five (5) applicants or the shortlisted applicants for endorsement to the General Manager who will be scheduled for the Ethics-Oriented Personality Test by the HRMD.

There will be no pass or fail for this particular test. However, applicants who will not be taking the EOPT will be excluded in the shortlist of applicants to be endorsed to the General

Manager. In addition, the result of this exam shall form part of the documents to be endorsed to the OGM.

- Applicants who failed the online Cognitive and/or Skills Exam will be allowed for a re-take after six (6) months

***Refer to Annexes B 6 & C for the Table of Assigned Percentage Weight for Examination***

- f. **PERFORMANCE** - *Item e. of Section 6 and Sections 95-98, Rule XI Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board, 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018* shall be the basis for the following requirements regarding the performance rating of an insider applicant:

- An employee should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening for promotion or transfer.

A Very Satisfactory rating shall still be required for applicants from other government agencies.

- The performance rating in the last rating period prior to the scholarship grant, which should be at least Very Satisfactory, shall be used as basis for promotion of an appointee-scholar.
- The performance rating of at least Very Satisfactory (VS) in the last rating period shall not be required for promotion from first to second level entry positions.
- The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.

***Refer to Annexes B & D for the Table of Assigned Percentage Weight for Performance***

- g. **INTERVIEW** - refers to the relational competence to deal and adapt with variety of actual and simulated scenarios demonstrated by but not limited to the applicant's analytical skills, problem solving, in depth perspectives, innovative/creative ideas, decisiveness, and effective communication skills.
- h. **OUTSTANDING ACCOMPLISHMENTS** - these shall include awards for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts or services in the public interest which contributes to the efficiency and improvement in the government operations which lead to organizational productivity.

Only the following awards can be credited/given corresponding points for each:

- National Awards:
  - i. Presidential or Lingkod Bayan Award
  - ii. Outstanding Public Official/Employee or Dangal ng Bayan Award
  - iii. Civil Service Commission or the Pag-Asa Award
- Awards given to the finalists of National or CSC National Awards
- Awards given by government and private agencies & institutions of an idea or performance that directly benefited the agency being served.
- Agency Awards:
  - i. Awards approved by the General Manager pursuant to the CSC-approved PPA PRAISE
  - ii. Awards approved by the General Manager not under PPA PRAISE

***Refer to Annexes B for the Table of Assigned Percentage Weight for Outstanding Accomplishments***

## **X. OTHER SPECIFIC GUIDELINES**

1. **PROBATIONARY PERIOD** - All original appointees in positions in the career service shall undergo the probationary period for a thorough assessment of his/her performance and character for generally a period of six (6) months in accordance with *Sections 14-16, Rule V of the 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018*.
2. **THREE (3) SALARY GRADE RULE**
  - a. According to *Section 97, Rule XI Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board, 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018*, an employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position. All appointments issued in violation of this policy shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the following exemptions:
    - The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking (SRP) of the agency.

- The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.
  - The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney or Information Technology Officer/Computer Programmer positions.
  - The vacant positions is unique and/or highly specialized, such as Actuarial, Airways Communicator positions.
  - The candidates passed through a deep selection process, taking into consideration the candidates' superior qualification in regard to:
    - Educational achievements
    - Highly specialized trainings
    - Relevant work experience
    - Consistent high performance rating/ranking
  - 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, as identified in the agency SRP is vacant
    - when the next-in-rank employee/s is/are not qualified
    - when the qualified next-in-rank employees did not apply
- b. The three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:
- Transfer incidental to promotion provided that the appointee was subjected to deep selection
  - Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
  - Reappointment from career to non-career position
  - Reemployment
  - Reclassification of position

### **3. DISAPPROVAL/INVALIDATION AND RECALL OF APPROVAL/INVALIDATION OF APPOINTMENTS**

Based on *Rule XI, Disapproval/Invalidation and Recall of Approval/Invalidation of Appointments, Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board, 2017 Omnibus Rules on Appointment and Other Human Resource Actions, Revised July 2018*, an appointment shall be disapproved/invalidated on the following grounds:

- a. The appointee has not meet the qualification standards for the position; or
- b. The appointee has been dismissed for cause as enumerated in Section 50 (A), Rule 10 of the 2017 RACCS or has been found guilty of a crime where perpetual/temporary disqualification from appointment is attached to the penalty thereof, unless an executive clemency has been granted; or
- c. The appointee has intentionally made a false statement of any material fact or has practiced or attempted to practice any deception or fraud in connection with his/her appointment; or
- d. The appointment has been issued in violation of the CSC-approved Merit Selection Plan of the agency; or
- e. The appointment has been issued in violation of existing Civil Service Law, rules and regulation, the Board/bar, Local Government Code of 1991 (RA No. 7160), Publication Law (RA No. 7041), the Omnibus Election Code (BP Blg. 881, as amended) and other pertinent laws.

#### **XI. EQUAL EMPLOYMENT OPPORTUNITY POLICY**

This agency commits to provide equal employment opportunity to all applicants regardless of age, sex, sexual orientation, gender identity, civil status, pregnancy, disability, religion, ethnicity or political affiliation in the selection of employees in PPA.

As a matter of policy, the EEO principle shall be incorporated and evident in the Agency's:

- a) Recruitment and selection process thru the PPA Online Recruitment Portal (ORP) for the submission of application ([jobs.ppa.com.ph](http://jobs.ppa.com.ph))
- b) Online Examination for Cognitive and Skills Test
- c) HRMPSB Deliberation/Interview thru Zoom, Microsoft Teams, Viber, and other video conferencing application
- d) Building and infrastructure facilities (PWD access ramps, elevator with Braille System, internet connectivity for teleconferencing)

In this way, the agency's principles of merit, fitness and equality in its recruitment/selection process are observed while providing equal opportunity to all qualified Filipino citizens.

#### **XII. FINAL PROVISIONS**

The Human Resource Management Department shall be responsible for the publication and dissemination of copies of the Merit Selection Plan to all PPA employees and official after its approval by the General Manager and the Civil Service Commission.

### XIII. EFFECTIVITY

This Merit Selection Plan takes effect upon approval by the General Manager and the Civil Service Commission. Subsequent amendments to this Memorandum Order shall be submitted to the Civil Service Commission Regional Office for approval prior to its implementation.

This Memorandum Order supersedes PPA Memorandum Order No. 43-2008 dated June 23, 2008 and PPA Memorandum Order No. 25-2017 dated December 29, 2017 and all other **PPA Human Resource** issuances, policies and guidelines which are inconsistent herewith are deemed repealed or modified accordingly.

### XIV. REFERENCES

- A. 2017 ORAOHRA Revised July 2018
- B. PPA Memorandum Circular No. 29 s. 2020 General Guidelines on the Implementation of the PPA Online Recruitment Portal (ORP) and the Human Resource Information System – Recruitment Module (HRIS-RM)
- C. PPA Memorandum Circular No. 16 s. 2020 Guidelines on the Implementation of the PPA Online Examination

### XV. COMMITMENT

We 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.

  
JAY DANIEL R. SANTIAGO  
General Manager

#### Enclosures:

Annex	A	- System of Ranking Positions (SRP)
Annex	B	- Table of Assigned Percentage Weights
Annex	C	- Types of Test Per Position & Level
Annex	D	- IPCR Conversion Table
Annex	E	- CSC Form 9 (Request for Publication of Vacant Positions)
Annex	F	- CS Form No. 212 (Personal Data Sheet)
Annex	G	- CS Form No. 212 Attachment (Work Experience Sheet)
Annex	H	- CS Form No. 33-B Revised 2018 (Appointment Form)
Annex	I	- DBM-CSC Form No. 1 Revised 2017 (Position Description Form)
Annex	J	- CS Form No. 32 Revised 2018 (Oath of Office)



Annex	K	- CS Form No. 4 Revised 2018 (Certification of Assumption to Duty)
Annex	L	- CS Form No. 2 Revised 2018 (Report on Appointments Issued)
Annex	M	- Individual Performance Commitment and Review (IPCR)
<b><i>Deliberation/Interview Forms</i></b>		
Annex	N1-1	- Applicant's Profile (Summary of Qualification)
	N1-2	- Online Recruitment Portal Assessment Form (ORPAF)
Annex		Summary/Comparative Assessment Form
	N2-1	- 1. For Insider Applicant/Candidate
	N2-2	- 2. For Outsider Applicant/Candidate
Annex		Individual Assessment Form
	N3-1	- 1. For Insider Applicant/Candidate
	N3-2	- 2. For Outsider Applicant/Candidate
Annex		Summary Sheet
	N4-1	- 1. For Insider Applicant/Candidate
	N4-4	- 2. For Outsider Applicant/Candidate
Annex	N5	- Interview Assessment Form (Physical Characteristics & Personality Traits and Job Knowledge) For Insider/Outsider Applicants/Candidates
Annex	N6	- Interview Assessment Form (Job Dimension) For Outsider Applicant/Candidate
<b><i>References</i></b>		
Annex	O	- PPA Memorandum Circular No. 16 s. 2020 Guidelines on the Implementation of the PPA Online Examination
Annex	P	- PPA Memorandum Circular No. 29 s. 2020 General Guidelines on the Implementation of the PPA Online Recruitment Portal (ORP) and the Human Resource Information System – Recruitment Module (HRIS-RM)

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I have evaluated the herein Agency Merit Promotion/Selection Plan and found to be in accordance with the provisions of 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018 and may now be implemented.

\_\_\_\_\_  
CSC-NCR Commissioner  
(Signature over Printed Name)

\_\_\_\_\_  
Date

**SYSTEM OF RANKING POSITIONS (SRP)  
HEAD OFFICE**

**ANNEX A**

POSITION TO BE FILLED	SG	POSITION NEXT-IN-RANK	SG
<b>OFFICE OF THE CORPORATE BOARD SECRETARY</b>			
Board Secretary VI*	25	* Co-terminus with the General Manager	23
Attorney IV	23	Open	
Minutes Officer III	15	Open	
Research Specialist	16	Open	
Audio-Visual Systems Technician A	8	Open	
<b>INTERNAL AUDIT</b>			
Internal Auditor V	24	Internal Auditor IV	22
Internal Auditor IV	22	Internal Auditor III	18
Internal Auditor III	18	Internal Auditor II	15
Internal Auditor II	15	Internal Auditor I	11
Internal Auditor I	11	Open	
Internal Auditing Assistant	10	Open	
Internal Control Assistant A	10	Open	
<b>OFFICE OF THE GENERAL MANAGER</b>			
Special Assistant to the Corporate Head II*	26	* Co-terminus with the General Manager	
Executive Assistant A*	20	* Co-terminus with the General Manager	
Executive Secretary B*	15	* Co-terminus with the General Manager	
Executive Secretary C*	11	* Co-terminus with the General Manager	
Driver-Mechanic A*	9	* Co-terminus with the General Manager	
<b>OFFICE OF THE AGMs</b>			
Senior Executive Assistant*	22	* Co-terminus with the AGMs	
Executive Assistant A*	20	* Co-terminus with the AGMs	
Executive Secretary B*	15	* Co-terminus with the AGMs	
Driver-Mechanic A*	9	* Co-terminus with the AGMs	
<b>CORPORATE COMMUNICATIONS</b>			
Public Relations Officer V	24	Public Relations Officer IV	22
Public Relations Officer IV	22	Information Officer IV	20
Information Officer IV	20	Open	
Public Relations Assistant II	10	Open	
Senior Photographer	10	Open	
<b>CORPORATE PLANNING</b>			
Division Manager A	24	Corporate Planning Chief	22
Corporate Planning Chief	22	Senior Corporate Planning Specialist	19
		Supervising Researcher-Analyst	18
		Supervising Statistician	18
Senior Corporate Planning Specialist	19	Senior Corporate Planning Analyst	16
Senior Corporate Planning Analyst	16	Corporate Planning Analyst A	13
Corporate Planning Analyst A	13	Open	
Supervising Researcher-Analyst	18	Open	
Supervising Statistician	18	Statistician A	13
Statistician A	13	Open	

POSITION TO BE FILLED	SG	POSITION NEXT-IN-RANK	SG
<b>INFORMATION AND COMMUNICATON TECHNOLOGY</b>			
Division Manager A	24	Management Information/Systems Development Chief A	22
Management Information/Systems Development Chief A	22	Management Information/Systems Design Specialist A	19
Management Information/Systems Development Specialist A	19	Management Information/Systems Design Specialist B	18
Management Information/Systems Development Specialist B	18	Senior Management/Information Systems Analyst	16
Senior Management/Information Systems Analyst	16	Senior Management/Information Systems Researcher	14
Senior Management/Information Systems Researcher	14	Management Information/Systems Researcher	12
Management/Information Systems Researcher	12	Open	
Document Analyst III	15	Open	
Researcher-Analyst A	13	Open	
Senior Electronics Communications Systems Technician	11	Open	
<b>PORT MANAGEMENT SYSTEMS &amp; ORGANIZATIONAL DEVELOPMENT</b>			
Division Manager A	24	Chief Management Specialist	22
Chief Management Specialist	22	Senior Management Specialist	19
		Senior Safety Specialist	19
		Senior Management Specialist	19
Senior Management Specialist	19	Management Specialist II	16
Senior Safety Specialist	19	Management Specialist II	16
Senior Management Specialist	19	Management Specialist II	16
Management Specialist II	16	Management Specialist I	13
Management Specialist I	13	Open	
Senior Researcher-Analyst B	15	Open	
<b>PORT OPERATIONS &amp; SERVICES</b>			
Division Manager A	24	Port Operations Chief	23
Port Operations Chief	23	Port Operations Specialist	18
Port Operations Specialist	18	Port Operations Analyst A	15
Port Operations Analyst A	15	Open	
Chief Safety Officer	22	Senior Safety Specialist	19
Senior Safety Specialist	19	Safety Specialist	16
Safety Specialist	16	Open	
Environmental Management Chief	20	Environmental Specialist A	18
Environmental Specialist A	18	Environmental Specialist B	16
Environmental Specialist B	16	Open	

POSITION TO BE FILLED	SG	POSITION NEXT-IN-RANK	SG
<b>COMMERCIAL SERVICES</b>			
Division Manager A	24	Port Operations Chief	23
Port Operations Chief	23	Supervising Financial Specialist	20
		Senior Economic Development Specialist	18
		Business Development Specialist	18
		Marketing Specialist	18
		Data Analyst II	18
Business Development Specialist	18	Business Development Analyst A	13
Business Development Analyst A	13	Open	
Marketing Specialist	18	Marketing Officer A	16
Marketing Officer A	16	Marketing Analyst A	13
Marketing Analyst A	13	Open	
Creative Arts Specialist II	15	Open	
Port Operations Chief	23	Supervising Research-Specialist	20
		Senior Research-Specialist	19
		Senior Economist A	18
		Data Analyst II	18
Estate Management Specialist	15	Estate Management Officer	13
Estate Management Officer	13	Open	
Port Operations Chief	23	Supervising Financial Specialist	20
		Senior Economic Development Specialist	19
		Senior Tariff Specialist	18
		Data Analyst II	18
Senior Tariff Specialist	18	Tariff Specialist II	15
Tariff Specialist II	15	Research-Analyst A	13
Research-Analyst A	13	Open	
<b>INTERNAL SECURITY AFFAIRS / PORT POLICE</b>			
Division Manager A ( <i>Port Police Superintendent</i> )	24	Chief Civil Security Officer (Chief Port Police Officer)	22
Chief Civil Security Officer (Chief Port Police Officer)	22	Civil Security Officer A (Senior Port Police Inspector)	18
Civil Security Officer A (Senior Port Police Inspector)	18	Civil Security Officer B (Port Police III)	15
Civil Security Officer B (Port Police III)	15	Civil Security Officer C (Port Police II)	13
Civil Security Officer C (Port Police II)	13	Industrial Security Officer	11
Industrial Security Officer	11	Open	
<b>PPA TRAINING INSTITUTE</b>			
Division Manager A	24	Training Specialist IV	22
Training Specialist IV	22	Training Specialist III	18
Training Specialist III	18	Training Specialist II	15
Training Specialist II	15	Researcher-Analyst A	13
Researcher-Analyst A	13	Open	
Senior Researcher-Analyst A	16	Researcher-Analyst A	13
Researcher-Analyst A	13	Open	
Senior Librarian	15	Open	
Property Officer B	12	Open	

POSITION TO BE FILLED	SG	POSITION NEXT-IN-RANK	SG
<b>ENGINEERING</b>			
Division Manager A	24	Principal Engineer A	22
Principal Engineer A	22	Principal Engineer C	20
Principal Engineer C	20	Supervising Engineer A	18
Supervising Engineer A	18	Open	
Engineering Assistant A	10	Open	
Chief Economist	22	Supervising Economist	20
Supervising Economist	20	Senior Economist A	18
Environmental Specialist A	18	Open	
Port Operations Specialist	18	Open	
Senior Financial Planning Specialist	20	Financial Planning Specialist B	18
Financial Planning Specialist B	18	Open	
Principal Architect B	20	Open	
Administrative Services Officer A	16	Open	
Researcher-Analyst A	13	Open	
Supervising Draftsman	12	Open	
Survey Aide A	6	Open	
Launch Master	13	Open	
Senior Welder	10	Open	
Quartermaster	8	Open	
Boatswain	6	Open	
Engineman	6	Open	
Seaman	3	Open	
Oiler	3	Open	
Electronics Communication Systems Operator A	11	Electronics Communication Systems Technician B	6
Electronics Communication Systems Technician B	6	Open	
Transport Electrician	6	Open	
<b>TREASURY</b>			
Division Manager A	24	Cashiering Services Chief A	22
Cashiering Services Chief A	22	Supervising Cashier	19
Supervising Cashier	19	Cashier A	16
Cashier A	16	Cashier B	14
Cashier B	14	Open	
Senior Cashier	18	Open	
Senior Corporate Accounts Analyst	15	Open	
Corporate Finance Services Chief	22	Treasury Management Specialist A	18
		Senior Credit/Collection Officer	17
		Senior Corporate Accounts Analyst	15
		Taxation Specialist	16
		Supervising Insurance/Risk Officer	18
Supervising Insurance/Risk Officer	18	Senior Insurance/Risk Analyst A	15
Senior Insurance/Risk Analyst A	15	Open	
Treasury Management Specialist A	18	Open	
Senior Credit/Collection Officer	17	Open	
Senior Corporate Accounts Analyst	15	Open	
Taxation Specialist	16	Open	

POSITION TO BE FILLED	SG	POSITION NEXT-IN-RANK	SG
<b>CONTROLLERSHIP</b>			
Division Manager A	24	Corporate Finance Services Chief	22
Corporate Finance Services Chief	22	Senior Corporate Accountant A	18
		Corporate Budget Specialist A	18
		Supervising Fiscal Examiner	18
Senior Corporate Accountant A	18	Corporate Budget Analyst A	15
		Senior Corporate Accounts Analyst	15
Corporate Budget Specialist	18	Corporate Budget Analyst A	15
Corporate Budget Analyst A	15	Corporate Accounts Analyst	13
Senior Financial Planning Analyst	15	Open	
Supervising Fiscal Examiner	18	Clearing Officer IV	16
Clearing Officer IV	16	Open	
Senior Corporate Accounts Analyst	15	Corporate Accounts Analyst	13
Corporate Accounts Analyst	13	Open	
Senior Data Encoder-Controller	11	Data Encoder-Controller	10
Data Encoder-Controller	10	Open	
Senior Accounting Processor B	10	Open	
<b>LEGAL SERVICES</b>			
Attorney V	25	Attorney IV	23
Attorney IV	23	Attorney III	21
Attorney III	21	Open	
Senior Researcher-Analyst B	15	Senior Researcher-Analyst B	15
Researcher-Analyst A	13	Open	
Stenographer A	9	Open	
<b>HUMAN RESOURCE MANAGEMENT</b>			
Division Manager A	24	Human Resource Management Officer IV	22
Human Resource Management Officer IV	22	Human Resource Management Officer III	18
Human Resource Management Officer III	18	Human Resource Management Officer II	15
Human Resource Management Officer II	15	Personnel Specialist/HRMO	13
Personnel Specialist/HRMO	13	Open	
Medical Officer IV*	23	Open	
Medical Technologist III	18	Open	
Nurse II	15	Open	
Nurse II	15	Open	
Medical Equipment Technician B	11	Open	
Industrial Relations Management Assistant A	10	Open	
Industrial Relations Development Assistant A	10	Open	

POSITION TO BE FILLED	SG	POSITION NEXT-IN-RANK	SG
<b>ADMINISTRATIVE SERVICES</b>			
Division Manager A	24	Administrative Officer IV	22
		Records Management Chief	20
		General Services Chief B	19
		Property Officer V	22
Administrative Officer IV	22	Transport Maintenance General Foreman	17
		Building Foreman	14
Transport Maintenance General Foreman	17	Transport Dispatcher A	11
Transport Dispatcher A	11	Open	
Auto Mechanic A	9	Open	
Driver-Mechanic B	7	Open	
Building Foreman	14	Senior Building Electrician B	10
Senior Building Electrician B	10	Open	
Senior Carpenter	8	Open	
Plumber A	8	Open	
Office Equipment Technician A	8	Open	
Utility Worker A	3	Open	
Records Management Chief	20	Records Officer III	18
Records Officer III	18	Open	
Reproduction Machine Operator A	7	Open	
Liaison Aide	4	Open	
Administrative Services Assistant A	12	Open	
General Services Chief B	19		
Property Officer V	22	Procurement Officer A	16
		Senior Supply Officer	16
Procurement Officer A	16	Open	
Senior Supply Officer	16	Property Officer A	14
Property Officer A	14	Open	
Storekeeper A	11	Open	

### PORT MANAGEMENT OFFICE

POSITION TO BE FILLED	SG	POSITION NEXT-IN-RANK	SG
<b>OFFICE OF THE PORT MANAGER</b>			
Attorney IV	23	Open	
Executive Assistant A	20	Open	
Executive Secretary C	11	Open	
Business Development/Marketing Specialist	18	Business Development/Marketing Officer A	16
Business Development/Marketing Officer A	16	Open	
Project Planning & Development Officer A	15	Open	
Supervising Statistician <i>(for PMO-NCR South &amp; NCR-North)</i>	18	Statistician A <i>(for PMO-NCR South &amp; NCR-North)</i>	13
Statistician A <i>(for PMO-NCR South &amp; NCR-North)</i>	13	Open	
Environmental Management Chief	20	Open	

POSITION TO BE FILLED	SG	POSITION NEXT-IN-RANK	SG
<b>FINANCE</b>			
Division Manager A	24	Corporate Finance Services Chief	22
Corporate Finance Services Chief	22	Senior Corporate Accountant A	18
		Senior Cashier	18
Senior Corporate Accountant A	18	Clearing Officer IV	16
		Corporate Accountant	15
			15
Clearing Officer IV	16	Corporate Budget Analyst A	13
		Insurance/Risk Analyst	13
Corporate Accountant	15	Corporate Budget Analyst A	13
		Insurance/Risk Analyst	13
Senior Corporate Accounts Analyst	15	Corporate Budget Analyst A	13
		Insurance/Risk Analyst	13
Corporate Budget Analyst A	13	Open	
Insurance/Risk Analyst	13	Open	
Senior Cashier	18	Cashier A	16
Cashier A	16	Cashier B	14
Cashier B	14	Open	
Cashier C (for PMO-NCR North)	12	Open	
Senior Accounting Processor B	10	Open	
Collection Representative A	10	Open	
<b>ADMINISTRATIVE</b>			
Division Manager A	24	Administrative Officer IV	22
Administrative Officer IV	22	Human Resource Management Officer III	18
		Supervising Supply Officer	18
		Records Officer A	16
		General Services Officer A	16
Human Resource Management Officer III	18	Human Resource Management Officer II	15
Human Resource Management Officer II	15	Open	
Supervising Supply Officer	18	Procurement Officer B	15
Procurement Officer B	15	Open	
Records Officer A	16	Open	
General Services Officer A	16	Open	
Storekeeper A	11	Open	
Plant Mechanic/Electrician B	10	Open	
Senior Building Electrician B	10	Open	
<b>REAL ESTATE MANAGEMENT (for PMO-NCR South)</b>			
Division Manager A	24	Port Operations Chief	23
Port Operations Chief	23	Supervising Estate Management Specialist	18
Supervising Estate Management Specialist	18	Open	
Insurance / Risk Analyst	13	Open	
<b>TECHNICAL SERVICES (for PMO-NCR North)</b>			
Division Manager A	24	Port Operations Chief	23
Port Operations Chief	23	Port Operations Specialist	18
Port Operations Specialist	18	Open	
Safety Specialist	16	Open	
<b>ENGINEERING SERVICES</b>			
Division Manager A	24	Principal Engineer A	22
Principal Engineer A	22	Supervising Engineer A	18
Supervising Engineer A	18	Senior Engineer A	16
Senior Engineer A	16	Open	
Construction Foreman A	15	Open	
Engineering Assistant A	10	Open	



POSITION TO BE FILLED	SG	POSITION NEXT-IN-RANK	SG
<b>PORT POLICE</b>			
Division Manager A ( <i>Port Police Superintendent</i> )	24	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22
Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18
Civil Security Officer A ( <i>Senior Port Police Inspector</i> )	18	Civil Security Officer B ( <i>Port Police Officer III</i> )	15
Civil Security Officer B ( <i>Port Police Officer III</i> )	15	Civil Security Officer C ( <i>Port Police Officer II</i> )	13
Civil Security Officer C ( <i>Port Police Officer II</i> )	13	Industrial Security Officer ( <i>Port Police Officer I</i> )	11
Industrial Security Officer ( <i>Port Police Officer I</i> )	11	Open	
<b>PORT SERVICES</b>			
Division Manager A	24	Terminal Supervisor A	23
Terminal Supervisor A	23	Senior Terminal Operations Officer	18
Senior Terminal Operations Officer	18	Terminal Operations Officer A	16
Terminal Operations Officer A	16	Port Operations Analyst A	15
Port Operation Specialist ( <i>for PMO-NCR North MICT</i> )	18	Port Operations Analyst A	15
Port Operations Analyst A	15	Open	
Port Operations Analyst B	13	Open	
Harbor Master	23	Open	
Harbor Operations Officer	16	Open	
Chief Safety Officer	22	Open	
Environmental Specialist A	18	Open	
<b>VESSEL TRAFFIC SERVICES (<i>for PMO-NCR North &amp; PMO-Batangas</i>)</b>			
Division Manager A	24	Senior Harbor Operations Officer ( <i>for PMO-NCR North</i> )	18
Senior Harbor Operations Officer ( <i>for PMO-NCR North</i> )	18	Harbor Operations Officer	16
Marine Engineer B	15	Open	
Launch Master	13	Open	
Quartermaster	8	Open	
<b>TERMINAL MANAGEMENT OFFICE</b>			
Division Manager B	23		
Division Manager C	22		
Division Manager D	21		

### VARIOUS 1ST LEVEL POSITIONS

Executive Secretary C	11	Open	
Computer Operator	9	Open	
Clerk-Processor A	8	Open	
Driver-Mechanic B	7	Open	

**ANNEX B****TABLE OF ASSIGNED PERCENTAGE WEIGHTS****I. EDUCATION (15%)*****TRADES, CRAFTS, LABORER AND CUSTODIAN POSITIONS UNDER THE CATEGORY I, II & III***

<b>Education</b>	<b>Percentage Weight</b>	<b>Points Credit</b>
Elementary Undergraduate	80	12.00
Grade 6-7	85	12.75
Grade 8-9	90	13.50
Grade 10-11	95	14.25
High School Graduate	100	15.00

***FIRST LEVEL POSITIONS***

<b>Education</b>	<b>Percentage Weight</b>	<b>Points Credit</b>
72 units in college or minimum educational requirement	80	12.00
90 units in college	85	12.75
100-140 units in college	90	13.50
Bachelor's Degree	100	15.00

***SECOND LEVEL POSITIONS (SG-23 & BELOW)***

<b>Education</b>	<b>Percentage Weight</b>	<b>Points Credit</b>
Bachelor's Degree – minimum requirement	80	12.00
Completed at least 30 units and above of Master's Degree	90	13.50
Master's Degree	100	15.00

***SECOND LEVEL POSITIONS (SG-24 & UP)***

<b>Education</b>	<b>Percentage Weight</b>	<b>Points Credit</b>
Master's Degree or CSC C-Pro Graduate – minimum requirement	80	12.00
Completed at least 39 units and above of Doctorate Degree	90	13.50
Doctorate Degree	100	15.00

## II. RELEVANT EXPERIENCE (25%)

Relevant Experience in Excess of Minimum	Percentage Weight	Points Credit
*Minimum requirement per QS	50	12.50
1 month – 24 months	60	15.00
25 months – 48 months	70	17.50
49 months – 72 months	80	20.00
73 months – 96 months	90	22.50
97 months – 120 months	100	25.00

### Note:

*For positions with Qualification Standards (QS) not requiring relevant training and relevant experience and/or classified as “Entry-level Positions” the maximum points (100%) shall be given to Education, Training and Experience*

## III. RELEVANT TRAINING (5%)

**TRADES, CRAFTS, LABORER AND CUSTODIAN POSITIONS UNDER THE CATEGORY I, II & III**

Training in Excess of Minimum	Percentage Weight	Points Credit
*Minimum requirement per QS	60	3.00
1 to 8 hours	80	4.00
9 to 16 hours	85	4.25
17 to 24 hours	90	4.50
25 to 32 hours	95	4.75
33 hours or more	100	5.00

### FIRST/SECOND LEVEL

Training in Excess of Minimum	Percentage Weight	Points Credit
4 to 8 hours	60	3.00
9 to 15 hours	70	3.50
16 to 24 hours	80	4.00
25 to 32 hours	90	4.50
33 hours or more	100	5.00

#### IV. EXAMINATION

##### *Outsider Applicants (20%)*

Type	Level
Cognitive (10%)	Trades & Crafts
	Rank & File/Technical/Specialist/Officer Level (SG-19 & down)
	Supervisor/Managerial (SG-20 & up)
Skills (10%)	Rank & File/Technical/Specialist/Officer Level (SG-19 & down)
	Supervisor
	Managerial
EOPT	Top five (5) candidates or the shortlisted applicants for endorsement to the General Manager after HRMD's review

##### *Insider Applicants (10%)*

Type	Level
Skills (10%)	Rank & File/Technical/Specialist/Officer Level (SG-19 & down)
	Supervisor
	Managerial
EOPT	Top five (5) candidates or the shortlisted applicants for endorsement to the General Manager after HRMD's review

#### Cognitive Test

*Trades & Crafts and  
Rank & File/Technical/Specialist/Officer Level*

Percentile Range	Numerical Equivalent	Adjective Rating	Remarks
1 <sup>st</sup> – 10 <sup>th</sup>	10	Poor	Failed
11 <sup>th</sup> – 30 <sup>th</sup>	25	Below Average	
31 <sup>st</sup> – 40 <sup>th</sup>	40	Low Average	Passed
41 <sup>st</sup> – 59 <sup>th</sup>	55	Average	
60 <sup>th</sup> – 69 <sup>th</sup>	70	High Average	
70 <sup>th</sup> – 89 <sup>th</sup>	85	Above Average	
90 <sup>th</sup> – above	100	Superior	

*Supervisory/Managerial*

Percentile Range	Numerical Equivalent	Adjective Rating	Remarks
1 <sup>st</sup> – 7 <sup>th</sup>	20	Poor	Failed
8 <sup>th</sup> – 31 <sup>st</sup>	40	Below Average	
32 <sup>nd</sup> – 69 <sup>th</sup>	60	Average	Passed
70 <sup>th</sup> – 93 <sup>rd</sup>	80	High Average	
94 <sup>th</sup> – above	100	Superior	

**Skills Test**

Percentile Range	Numerical Equivalent	Adjective Rating	Remarks
1 <sup>st</sup> – 7 <sup>th</sup>	20	Poor	Failed
8 <sup>th</sup> – 31 <sup>st</sup>	40	Below Average	
32 <sup>nd</sup> – 69 <sup>th</sup>	60	Average	Passed
70 <sup>th</sup> – 93 <sup>rd</sup>	80	High Average	
94 <sup>th</sup> – above	100	Superior	

For positions requiring ***Job-related Skills Test***, the raw score will replace the percentile range, which will be the basis to identify the points to be given.

For **Port Police positions**, the average of the raw scores of both tests shall be multiplied by 10% to be indicated in the Individual Assessment Form. Per PPD guidelines, please take note of the following:

***Technical Test*** - Passing rate is 70%\*

*\*Based on PPA MO No. 03-2016 Revised Guidelines and Procedures on the Hiring and/or Filling-up of the Port Police Positions, Item 5.3.2.2*

***Agility Test*** - Passing rate is 70% for male & 50% for female\*\*

*\*\*Based on PPA MO No. 03-2016 Revised Guidelines and Procedures on the Hiring and/or Filling-up of the Port Police Positions, Item 5.3.2.3*

**V. PERFORMANCE (20%)**

Performance rating in the latest IPCR (one rating period) of the insider applicant will be given 20% weight in the Individual Assessment Form.

**VI. OUTSTANDING ACCOMPLISHMENTS (5%)**

Type of Award	Points
Presidential or Lingkod Bayan Award	5%
Outstanding Public Official/Employee or Dangal ng Bayan Award	5%
Civil Service Commission or the Pag-Asa Award	5%
Finalist of CSC National Awards	4%
Government/Private Agency, Institutions or NGO Award	3%
PPA/Agency Award – PPA PRAISE	3%
PPA/Agency Award – others	3%

**TYPES OF TEST PER POSITION/LEVEL**

**ANNEX C**

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
1	DSD	Oiler	3	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
2	DSD	Seaman	3	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
3	ASD/PMO	Utility Worker A	3	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
4	EXEC/ASD/PMO	Liaison Aide	4	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
5	DSD	Boatswain	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
6	DSD	Electronics Communication Systems Technician B	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
7	DSD	Engineman	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
8	DSD	Survey Aide A	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
9	DSD	Transport Electrician	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
10	ALL	Driver-Mechanic B	7	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
11	ASD	Reproduction Machine Operator A	7	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
12	OCBS	Audio-Visual Systems Technician A	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
13	ALL	Clerk-Processor A	8	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
14	IAD	Internal Auditing Assistant	8	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
15	ASD	Office Equipment Technician A	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
16	ASD	Plumber A	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
17	DSD/PMO	Quartermaster	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
18	ASD	Senior Carpenter	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
19	ASD	Auto Mechanic A	9	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
20	AGMFLA	Computer Operator	9	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
21	EXEC	Driver-Mechanic A	9	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
22	PMO	Electronics Communications Systems Operator B	9	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
23	LSD	Stenographer A	9	1st	Abstract Reasoning Assessment (ARA)	Clerical Perception Test
24	PMO	Collection Representative A	10	1st	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
25	CD	Data Encoder-Controller	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
26	HO/PMO	Engineering Assistant A	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
27	HRMD	Industrial Relations Development Assistant A	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
28	HRMD	Industrial Relations Management Assistant A	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test

**TYPES OF TEST PER POSITION/LEVEL**

**ANNEX C**

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
29	IAD	Internal Control Assistant A	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
30	PMO	Plant Mechanic/Electrician B	10	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
31	CCS	Public Relations Assistant II	10	1st	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
32	HO/PMO	Senior Accounting Processor B	10	1st	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
33	ASD/PMO	Senior Building Electrician B	10	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
34	CCS	Senior Photographer	10	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
35	DSD	Senior Welder	10	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
36	DSD	Electronics Communication Systems Operator A	11	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
37	ALL	Executive Secretary C	11	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
38	PMO	Industrial Security Officer	11	2nd	Basic Mental Ability Assessment (BMAA)	Technical and Agility Test
39	IAD	Internal Auditor I	11	2nd	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
40	HRMD	Medical Equipment Technician B	11	1st	Basic Mental Ability Assessment (BMAA)	Job-related Skills Test
41	CD	Senior Data Encoder-Controller	11	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
42	ICTD/PMO	Senior Electronics Communications Systems Technician	11	1st	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
43	ASD/PMO	Storekeeper A	11	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
44	ASD	Transport Dispatcher A	11	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
45	ASD	Administrative Services Assistant A	12	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
46	PMO	Cashier C	12	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
47	ICTD	Management Information/Systems Researcher	12	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
48	PPATI	Property Officer B	12	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
49	PCMD	Supervising Draftsman	12	1st	Basic Mental Ability Assessment (BMAA)	Mechanical Understanding Test
50	CSD	Business Development Analyst A	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
51	PPD/ISAS/PMO	Civil Security Officer C	13	2nd	Basic Mental Ability Assessment (BMAA)	Technical and Agility Test
52	CD	Corporate Accounts Analyst	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
53	PMO	Corporate Budget Analyst	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
54	CPD	Corporate Planning Analyst A	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
55	CSD	Estate Management Officer	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test



**TYPES OF TEST PER POSITION/LEVEL**

**ANNEX C**

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
56	PMO	Insurance / Risk Analyst	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
57	DSD/PMO	Launch Master	13	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
58	PMSODD	Management Specialist I	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
59	CSD	Marketing Analyst A	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
60	HRMD	Personnel Specialist/HRMO	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
61	PMO	Port Operations Analyst B	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
62	HO	Researcher-Analyst A	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
63	CPD/PMO	Statistician A	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
64	PPATI	Training Specialist	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
65	ASD	Building Foreman	14	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
66	TD/PMO	Cashier B	14	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
67	ASD	Property Officer A	14	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
68	ICTD	Senior Management/Information Systems Researcher	14	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
69	PPD/ISAS/PMO	Civil Security Officer B	15	2nd	Basic Mental Ability Assessment (BMAA)	Technical and Agility Test
70	PMO	Construction Foreman A	15	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
71	PMO	Corporate Accountant	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
72	CSD	Creative Arts Specialist II	15	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
73	ICTD	Data Analyst-Controller	15	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
74	CSD	Estate Management Specialist	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
75	EXEC	Executive Secretary B	15	1st	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
76	HRMD/PMO	Human Resource Management Officer II	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
77	IAD	Internal Auditor II	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
78	PMO	Marine Engineer B	15	2nd	Basic Mental Ability Assessment (BMAA)	Mechanical Understanding Test
79	OCBS	Minutes Officer III	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
80	HRMD	Nurse II	15	2nd	Basic Mental Ability Assessment (BMAA)	Job-related Skills Test
81	POSD/PMO	Port Operations Analyst A	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
82	PMO	Procurement Officer B	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
83	PMO	Senior (Project) Planning & Development Officer	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test

**TYPES OF TEST PER POSITION/LEVEL**

**ANNEX C**

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
84	TD/CD/PMO	Senior Corporate Accounts Analyst	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
85	CD	Senior Corporate Budget Analyst A	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
86	CD	Senior Financial Planning Analyst	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
87	TD	Senior Insurance / Risk Analyst A	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
88	PPATI	Senior Librarian	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
89	CSD	Senior Port Tariff Analyst	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
90	PMSODD/LSD	Senior Researcher-Analyst B	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
91	PPATI	Training Specialist II	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
92	PPDD/PCMD/DSD	Administrative Services Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
93	PMO	Business Development/Marketing Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
94	TD/PMO	Cashier A	16	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
95	POSD	Environmental Specialist B	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
96	PMO	General Services Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
97	PMO	Harbor Operations Officer	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
98	PMSODD	Management Specialist II	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
99	CSD	Marketing Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
100	ASD	Procurement Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
101	PMO	Records Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
102	OCBS	Researcher-Specialist	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
103	POSD/PMO	Safety Specialist	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
104	CPD	Senior Corporate Planning Analyst	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
105	PMO	Senior Engineer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Mechanical Understanding Test
106	CD/PMO	Senior Fiscal Examiner A	16	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
107	ICTD	Senior Management Information/ Systems Analyst	16	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
108	PPATI	Senior Researcher-Analyst A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
109	ASD	Senior Supply Officer	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
110	TD	Taxation Specialist	16	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
111	PMO	Terminal Operations Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test

**TYPES OF TEST PER POSITION/LEVEL**

**ANNEX C**

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
112	TD	Senior Credit/ Collection Officer	17	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
113	ASD	Transport Maintenance General Foreman	17	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
114	CSD	Business Development Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
115	PMO	Business Development/Marketing Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
116	PPD/ISAS/PMO	Civil Security Officer A	18	2nd	Basic Mental Ability Assessment (BMAA)	Technical and Agility Test
117	CD	Corporate Budget Specialist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
118	CSD	Data Analyst II	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
119	POSD/PPDD/PMO	Environmental Specialist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
120	PPDD	Financial Planning Specialist B	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
121	HRMD	Human Resource Management Officer III	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
122	IAD	Internal Auditor III	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
123	ICTD	Management Information/ Systems Design Specialist B	18	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
124	CSD	Marketing Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
125	POSD/PPDD/PMO	Port Operations Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
126	ASD	Records Officer III	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
127	TD/PMO	Senior Cashier	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
128	CD/PMO	Senior Corporate Accountant A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
129	CSD	Senior Economic Development Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
130	CSD	Senior Economist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
131	PPDD	Senior Economist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
132	PMO	Senior Harbor Operations Officer	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
133	CSD	Senior Port Tariff Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
134	CPD/PMO	Senior Statistician	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
135	PMO	Senior Terminal Operations Officer	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
136	PPDD/PCMD/PMO	Supervising Engineer A	18	2nd	Basic Mental Ability Assessment (BMAA)	Mechanical Understanding Test
137	PMO	Supervising Estate Management Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
138	CD	Supervising Fiscal Examiner	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
139	TD	Supervising Insurance/ Risk Officer	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test

**TYPES OF TEST PER POSITION/LEVEL**

**ANNEX C**

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
140	CPD	Supervising Researcher-Analyst	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
141	PMO	Supervising Supply Officer	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
142	PPATI	Training Specialist III	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
143	TD	Treasury Management Specialist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
144	ASD	General Services Chief B	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
145	ICTD	Management Information/ Systems Design Specialist A	19	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
146	CPD	Senior Corporate Planning Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
147	CSD	Senior Economic Development Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
148	PMSODD	Senior Environmental Management Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
149	PMSODD	Senior Management Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
150	CSD	Senior Research-Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
151	POSD/PMSODD	Senior Safety Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
152	TD	Supervising Cashier	19	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
153	POSD/PMO	Environmental Management Chief	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
154	EXEC/PMO	Executive Assistant A	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
155	CCS	Information Officer IV	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
156	PPDD	Principal Architect B	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
157	PPDD/PCMD/DSD	Principal Engineer C	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
158	ASD	Records Management Chief	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
159	PPDD	Senior Financial Planning Specialist	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
160	PPDD	Supervising Economist	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
161	CSD	Supervising Financial Specialist	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
162	CSD	Supervising Research-Specialist	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
163	LSD	Attorney III	21	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
164	PMO	Division Manager D	21	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
165	ASD/PMO	Administrative Officer IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
166	TD	Cashiering Services Chief A	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
167	PPD/ISAS/PMO	Chief Civil Security Officer ( <i>Chief Port Police Officer</i> )	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test

**TYPES OF TEST PER POSITION/LEVEL**

**ANNEX C**

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
168	PPDD	Chief Economist	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
169	PMSODD	Chief Management Specialist	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
170	POSD/PMO	Chief Safety Officer	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
171	TD/CD/PMO	Corporate Finance Services Chief	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
172	CPD	Corporate Planning Chief	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
173	PMO	Division Manager C	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
174	PMO	Estate Management Chief	22	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
175	HRMD	Human Resource Management Officer IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
176	IAD	Internal Auditor IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
177	ICTD	Management Information/ Systems Development Chief A	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
178	PPDD/PCMD/DSD/PMO	Principal Engineer A	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
179	ASD	Property Officer V	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
180	CCS	Public Relations Officer IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
181	EXEC	Senior Executive Assistant	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
182	PPATI	Training Specialist IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
183	OCBS/LSD/PMO	Attorney IV	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
184	CSD	Business Development Chief A	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
185	PMO	Division Manager B	23	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
186	CSD	Estate Management Chief	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
187	PMO	Harbor Master	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
188	HRMD	Medical Officer IV*	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
189	POSD	Port Operations Chief	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
190	CSD	Port Tariff Chief	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
191	PMO	Terminal Supervisor A	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
192	ALL	Division Manager A	24	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
193	IAD	Internal Auditor V	24	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
194	CCS	Public Relations Officer V	24	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
195	LSD	Attorney V	25	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test

**TYPES OF TEST PER POSITION/LEVEL**

**ANNEX C**

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
196	OCBS	Board Secretary VI	25	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
197	PMO	Port Manager A	26	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
198	OGM	Special Assistant to the Corporate Head II	26	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
199	HO	Department Manager	27	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test

# **IPCR CONVERSION TABLE** **CY 2015 onwards**

## **ANNEX D**

PAR		WEIGHT %		POINTS CREDIT
5.00	=	100.00	=	20.00
4.99	=	99.80	=	19.96
4.98	=	99.60	=	19.92
4.97	=	99.40	=	19.88
4.96	=	99.20	=	19.84
4.95	=	99.00	=	19.80
4.94	=	98.80	=	19.76
4.93	=	98.60	=	19.72
4.92	=	98.40	=	19.68
4.91	=	98.20	=	19.64
4.90	=	98.00	=	19.60
4.89	=	97.80	=	19.56
4.88	=	97.60	=	19.52
4.87	=	97.40	=	19.48
4.86	=	97.20	=	19.44
4.85	=	97.00	=	19.40
4.84	=	96.80	=	19.36
4.83	=	96.60	=	19.32
4.82	=	96.40	=	19.28
4.81	=	96.20	=	19.24
4.80	=	96.00	=	19.20
4.79	=	95.80	=	19.16
4.78	=	95.60	=	19.12
4.77	=	95.40	=	19.08
4.76	=	95.20	=	19.04
4.75	=	95.00	=	19.00
4.74	=	94.80	=	18.96
4.73	=	94.60	=	18.92
4.72	=	94.40	=	18.88
4.71	=	94.20	=	18.84
4.70	=	94.00	=	18.80
4.69	=	93.80	=	18.76
4.68	=	93.60	=	18.72
4.67	=	93.40	=	18.68
4.66	=	93.20	=	18.64
4.65	=	93.00	=	18.60

PAR		WEIGHT %		POINTS CREDIT
4.64	=	92.80	=	18.56
4.63	=	92.60	=	18.52
4.62	=	92.40	=	18.48
4.61	=	92.20	=	18.44
4.60	=	92.00	=	18.40
4.59	=	91.80	=	18.36
4.58	=	91.60	=	18.32
4.57	=	91.40	=	18.28
4.56	=	91.20	=	18.24
4.55	=	91.00	=	18.20
4.54	=	90.80	=	18.16
4.53	=	90.60	=	18.12
4.52	=	90.40	=	18.08
4.51	=	90.20	=	18.04
4.50	=	90.00	=	18.00
4.49	=	89.80	=	17.96
4.48	=	89.60	=	17.92
4.47	=	89.40	=	17.88
4.46	=	89.20	=	17.84
4.45	=	89.00	=	17.80
4.44	=	88.80	=	17.76
4.43	=	88.60	=	17.72
4.42	=	88.40	=	17.68
4.41	=	88.20	=	17.64
4.40	=	88.00	=	17.60
4.39	=	87.80	=	17.56
4.38	=	87.60	=	17.52
4.37	=	87.40	=	17.48
4.36	=	87.20	=	17.44
4.35	=	87.00	=	17.40
4.34	=	86.80	=	17.36
4.33	=	86.60	=	17.32
4.32	=	86.40	=	17.28
4.31	=	86.20	=	17.24
4.30	=	86.00	=	17.20
4.29	=	85.80	=	17.16

PAR		WEIGHT %		POINTS CREDIT
4.28	=	85.60	=	17.12
4.27	=	85.40	=	17.08
4.26	=	85.20	=	17.04
4.25	=	85.00	=	17.00
4.24	=	84.80	=	16.96
4.23	=	84.60	=	16.92
4.22	=	84.40	=	16.88
4.21	=	84.20	=	16.84
4.20	=	84.00	=	16.80
4.19	=	83.80	=	16.76
4.18	=	83.60	=	16.72
4.17	=	83.40	=	16.68
4.16	=	83.20	=	16.64
4.15	=	83.00	=	16.60
4.14	=	82.80	=	16.56
4.13	=	82.60	=	16.52
4.12	=	82.40	=	16.48
4.11	=	82.20	=	16.44
4.10	=	82.00	=	16.40
4.09	=	81.80	=	16.36
4.08	=	81.60	=	16.32
4.07	=	81.40	=	16.28
4.06	=	81.20	=	16.24
4.05	=	81.00	=	16.20
4.04	=	80.80	=	16.16
4.03	=	80.60	=	16.12
4.02	=	80.40	=	16.08
4.01	=	80.20	=	16.04
4.00	=	80.00	=	16.00

<b>5.00</b>	<b>= Outstanding</b>
<b>4.00 - 4.99</b>	<b>= Very Satisfactory</b>
<b>3.00 - 3.99</b>	<b>= Satisfactory</b>
<b>2.00 - 2.99</b>	<b>= Unsatisfactory</b>
<b>1.00 - 1.99</b>	<b>= Poor</b>

Republic of the Philippines  
**PHILIPPINE PORTS AUTHORITY**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must  
be in MS Excel format

**ANNEX E**

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE PORTS AUTHORITY in the CSC website:

Mr. Juan dela Cruz  
HRMO  
Date: \_\_\_\_\_  
(leave this blank)

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Terminal Operations Officer A	I-123	SG-16	31,765.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/S second Level Eligibility		PMO-_____
2										
3										
4										
5										
6										
7										
8										
9										
10										

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **November 10, 2018**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Juan Dela Cruz  
Director IV  
Batasan Hills, Q.C.  
[mail@dswd.gov.ph](mailto:mail@dswd.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



# PERSONAL DATA SHEET

**WARNING:** Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

**READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.**

Print legibly. Tick appropriate boxes ( ☐ ) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No.

(Do not fill up. For CSC use only)

2. SURNAME			
FIRST NAME		NAME EXTENSION (JR., SR.)	
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (m)		ZIP CODE	
8. WEIGHT (kg)			
9. BLOOD TYPE		18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
10. GSIS ID NO.		ZIP CODE	
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.			
13. SSS NO.		19. TELEPHONE NO.	
14. TIN NO.		20. MOBILE NO.	
15. AGENCY EMPLOYEE NO.		21. E-MAIL ADDRESS (if any)	

22. SPOUSE'S SURNAME		23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NAME EXTENSION (JR., SR.)		
MIDDLE NAME			
OCCUPATION			
EMPLOYER/BUSINESS NAME			
BUSINESS ADDRESS			
TELEPHONE NO.			
24. FATHER'S SURNAME	NAME EXTENSION (JR., SR.)		
FIRST NAME			
MIDDLE NAME			
25. MOTHER'S MAIDEN NAME			
SURNAME			
FIRST NAME			
MIDDLE NAME			

(Continue on separate sheet if necessary)

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
-----------	--	------	--

**WORK EXPERIENCE SHEET**

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

**Sample: If applying to Supervising Administrative Officer**

- Duration: February 11, 2011 – present
- Position: Human Resource Management Officer III
- Name of Office/Unit: Finance and Administrative Service
- Immediate Supervisor: Maria Estrada
- Name of Agency/Organization and Location: Department of Human Resources, Metro Manila
- List of Accomplishments and Contributions (if any)
  - Developed recruitment plan
  - Designed training program for retirees under EO 366
- Summary of Actual Duties
  - Responsible for the management of the recruitment and selection process and the coordination of training activities of the Department; provides assistance in the management of the Division's programs and activities and performs other related functions.

- Duration: January 2, 2002 – February 10, 2011
- Position: Administrative Officer III
- Name of Office/Unit: Finance and Administrative Division
- Immediate Supervisor: Celia Romano
- Name of Agency/Organization and Location: Department of Finance
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Responsible in performing administrative and technical tasks e.g., pre-screening of applicants, , preparation of monthly report on accession and separation, report of appointments issued, preparation of minutes of meetings of various HR committees and monitoring of trainings conducted; responds to queries and performs other related functions.

\_\_\_\_\_  
(Signature over Printed Name  
of Employee/Applicant)

Date: \_\_\_\_\_

**CS Form No. 33-B**  
Revised 2018

(Stamp of Date of Receipt)

**Republic of the Philippines**  
(Name of Agency)  
\_\_\_\_\_

Mr./Mrs./ Ms.: \_\_\_\_\_

You are hereby appointed as \_\_\_\_\_ wer (SG/JG/PG \_\_\_\_\_)

under \_\_\_\_\_ status at the \_\_\_\_\_

with a compensation rate of \_\_\_\_\_ (P \_\_\_\_\_)  
pesos per month.

The nature of this appointment is \_\_\_\_\_ vice \_\_\_\_\_

\_\_\_\_\_, who \_\_\_\_\_ with Plantilla Item No. \_\_\_\_\_

\_\_\_\_\_ .

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

\_\_\_\_\_  
Appointing Officer/Authority

\_\_\_\_\_  
Date of Signing

Accredited/Deregulated Pursuant to  
CSC Resolution No. \_\_\_\_\_, s. \_\_\_\_\_  
dated \_\_\_\_\_

DRY SEAL

(Stamp of Date of Release)

### Certification

This is to certify that all requirements and supporting papers pursuant to **CSC MC No. 24, s. 2017, as amended**, have been complied with, reviewed and found to be in order.

The position was published at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_ and posted in \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_ in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
HRMO

### Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB/Placement Committee during the deliberation held on \_\_\_\_\_.

\_\_\_\_\_  
Chairperson, HRMPSB/Placement Committee

### CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
<input type="checkbox"/> Appeal	DATE FILED	STATUS	
<input type="checkbox"/> CSCRO/ CSC-Commission			
<input type="checkbox"/> Petition for Review			
<input type="checkbox"/> CSC-Commission			
<input type="checkbox"/> Court of Appeals			
<input type="checkbox"/> Supreme Court			

Original Copy - for the Appointee  
Original Copy - for the Civil Service Commission  
Original Copy - for the Agency

#### Acknowledgement

Received original/photocopy of appointment on \_\_\_\_\_

\_\_\_\_\_  
Appointee

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency)</b> with parenthetical title			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province  <input type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> 4th Class         </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input type="checkbox"/> Special         </div> </div>					
<b>5. DEPARTMENT, CORPORATION OR AGENCY/</b> <b>LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE		ITEM NUMBER			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>		
<b>Occasional</b>	<b>Frequent</b>	<b>Occasional</b>	<b>Frequent</b>		
Executive / Managerial Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
<b>18. WORKING CONDITION</b>					
Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					

--

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)****21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
21e. Core Competencies			Competency Level
21f. Leadership Competencies			Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Name, Date and Signature

Supervisor's Name, Date and Signature

**REPUBLIC OF THE PHILIPPINES  
PHILIPPINE PORTS AUTHORITY**

**OATH OF OFFICE**

I, \_\_\_\_\_ of \_\_\_\_\_ having been appointed to the position of \_\_\_\_\_ hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

**SO HELP ME GOD.**

(Signature over Printed Name  
of the Appointee)

Government ID:  
ID Number :  
Date Issued :

---

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
in \_\_\_\_\_, Philippines.

(Signature over Printed Name  
of Person Administering the  
Oath)



Republic of the Philippines  
(Name of Agency)

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. \_\_\_\_\_ has assumed  
the duties and responsibilities as \_\_\_\_\_ of  
\_\_\_\_\_ effective \_\_\_\_\_.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. \_\_\_\_\_ as  
\_\_\_\_\_.

Done this \_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
Head of Office/Department/Unit

Date: \_\_\_\_\_

Attested by:

\_\_\_\_\_  
**HRMO**

201 file  
Admin  
COA  
CSC

*For submission to CSC FO  
within 30 days from the  
date of assumption of the  
appointee*

For Use of Accredited Agencies Only

REPORT ON APPOINTMENTS ISSUED (RAI)  
For the month of \_\_\_\_\_

Date received by CSC FO: \_\_\_\_\_

AGENCY: \_\_\_\_\_

CSC Resolution No: \_\_\_\_\_

CSC FO In-Charge: \_\_\_\_\_

- INSTRUCTIONS:
- (1) Fill-out the data needed in the form completely and accurately.
  - (2) Do not abbreviate entries in the form.
  - (3) Accomplish the Checklist of Common Requirements and sign the certification.
  - (4) Submit the duly accomplished form in electronic and printed copy (2 copies) to the CSC Field Office-In-Charge together with the original CSC copy of appointments and supporting documents within the 30th day of the succeeding month.

Pertinent data on appointment issued

	Date Issued/ Effectivity (mm/dd/yyyy)	NAME OF APPOINTEE/S			POSITION TITLE (Indicate parenthetical title if applicable)	ITEM NO.	SALARY/ JOB/ PAY GRADE	SALARY RATE (Monthly)	EMPLOYMENT STATUS	PERIOD OF EMPLOYMENT (for Temporary, Casual/ Contractual Appointments) (mm/dd/yyyy to mm/dd/yyyy)	NATURE OF APPOINTMENT	PUBLICATION			CSC ACTION			Agency Receiving Officer
		Last Name	First Name	Name Extension (Jr./III)								DATE Indicate period of publication (mm/dd/yyyy to mm/dd/yyyy)	MODE (CSC Bulletin of Vacant Positions, Agency Website, Newspaper, etc)	V-Validated INV- Invalidated N-Noted	Date of Action (mm/dd/yyyy)	Date of Release (mm/dd/yyyy)		
	(1)		(2)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		

CERTIFICATION:

This is to certify that the information contained in this report are true, correct and complete based on the Plaintiff of Personnel and appointment issued.

CERTIFICATION:

This is to certify that the appointment/s issued is/are in accordance with existing Civil Service Law, rules and regulations.

Post-Audited by:

HRMO

Agency Head or Authorized Official

CSC Official

For CSC Use Only:

REMARKS/COMMENTS/RECOMMENDATIONS (e.g. Reasons for Invalidation):

**APPLICANT'S PROFILE**  
(SUMMARY OF QUALIFICATIONS)

**ANNEX N1**

POSITION / SG  
DEPT. / PMO - DIVISION

\_\_\_\_\_

Authority to Fill (ATF) Date : \_\_\_\_\_  
CSC Publication : \_\_\_\_\_  
Job Vacancy Announcement : \_\_\_\_\_

**Qualification Standards**

Education : \_\_\_\_\_  
Experience : \_\_\_\_\_  
Training : \_\_\_\_\_  
Eligibility : \_\_\_\_\_

NAME	AGE	PRESENT POSITION AND ACTUAL DESIGNATION	CIVIL SERVICE ELIGIBILITY	EDUCATIONAL ATTAINMENT	PERFORMANCE		EXPERIENCE			TRAINING		EXAMINATIONS					
					Numerical	Adjective	Position/Office	Covering Period		No. of month #	Title	No. of hours	Type	Numerical	Adjective		
								From	To								
					(specify semester)												
										TOTAL NO. OF YEARS/MONTHS =		TOTAL NO. OF HOURS =					

**SUMMARY/COMPARATIVE ASSESSMENT FORM**  
 (FOR FIRST/SECOND LEVEL POSITION)  
 (FOR INSIDER APPLICANT/CANDIDATE)

**ANNEX N2-1**

POSITION / SG / ITEM NO. : \_\_\_\_\_  
 DEPARTMENT / DIVISION : \_\_\_\_\_

Name of Candidate/s	Age	P O I N T S							Outstanding Accomplishments	Total Points	Remarks
		Education	Experience	Training	Examination	Performance	Physical Characteristics & Personality Traits	POTENTIAL Job Knowledge [A]			
		(15)	(25)	(5)	(10)	(20)	(10)	(10)	(5)	(100)	Rank 1 Rank 2

\_\_\_\_\_  
 Chairperson  
 HRMPSB

Date: \_\_\_\_\_

**SUMMARY/COMPARATIVE ASSESSMENT FORM**  
(FOR FIRST/SECOND LEVEL POSITION)  
(FOR OUTSIDER APPLICANT/CANDIDATE)

**ANNEX N2-2**

POSITION / SG / ITEM NO. : \_\_\_\_\_  
DEPARTMENT / DIVISION : \_\_\_\_\_

Name of Candidate/s	Age	P O I N T S									Remarks	
		Education and Training	Experience	Training	Examinations	Physical Characteristics & Personality Traits	POTENTIAL			Outstanding Accomplishments		Total Points
							Job Knowledge [A]	Job Dimensions [B]				
		(15)	(25)	(5)	(20)	(10)	(10)	(10)	(5)	(100)	Rank 1 Rank 2	

Chairperson  
HRMPSB

Date: \_\_\_\_\_

**ANNEX N3-1**

NAME \_\_\_\_\_

AGE \_\_\_\_\_

Present Position \_\_\_\_\_

Considered for: \_\_\_\_\_

Division/Department \_\_\_\_\_

**INDIVIDUAL ASSESSMENT FORM**

(FIRST/SECOND LEVEL POSITION)

(INSIDER APPLICANT/CANDIDATE)

FACTORS		Percentage Weight	x	Points Weight	=	Points Credit
I.	<b>EDUCATION</b>	100	x	15	=	15.00
	Doctorate (Degree/Units) _____					
	Master's (Degree/Units) _____					
	Bachelor's (Degree/Units) _____					
II.	<b>EXPERIENCE</b> (relevant experience only)	100	x	25	=	25.00
	(no. of months) _____					
III.	<b>TRAINING</b> (relevant training only)	100	x	5	=	5.00
	(no. of hours) _____					
IV.	<b>ELIGIBILITY</b>					
V.	<b>EXAMINATION</b>	100	x	10	=	10.00
	Numerical Equivalent _____					
	Adjective Rating _____					
VI.	<b>PERFORMANCE</b>	100	x	20	=	20.00
	(period covered/rating) _____					
VI.	<b>PHYSICAL CHARACTERISTICS &amp; PERSONALITY TRAITS</b>	100	x	10	=	10.00
VII.	<b>POTENTIAL</b>					
	A. Job Knowledge	100	x	10	=	10.00
VIII.	<b>OUTSTANDING ACCOMPLISHMENTS</b>					0.00
<b>Total Points:</b>						<b>95.00</b>

CERTIFIED CORRECT:

\_\_\_\_\_  
Date\_\_\_\_\_  
Chairperson, HRMP SB

**ANNEX N3-2**

NAME \_\_\_\_\_ AGE \_\_\_\_\_

Present Position \_\_\_\_\_ Considered for: \_\_\_\_\_

Department/Company \_\_\_\_\_

**INDIVIDUAL ASSESSMENT FORM**(FIRST/SECOND LEVEL POSITION)  
(OUTSIDER APPLICANT/CANDIDATE)

FACTORS		Percentage Weight	x	Points Weight	=	Points Credit
<b>I. EDUCATION</b>		100	x	15	=	15.00
Doctorate	(Degree/Units) _____					
Master's	(Degree/Units) _____					
Bachelor's	(Degree/Units) _____					
<b>II. EXPERIENCE</b> (relevant experience only)		100	x	25	=	25.00
(no. of months)	_____					
<b>III. TRAINING</b> (relevant training only)		100	x	5	=	5.00
(no. of hours)	_____					
<b>IV. ELIGIBILITY</b>	_____					
<b>V. EXAMINATION</b>		100	x	10	=	10.00
Numerical Equivalent	_____					
Adjective Rating	_____					
		100	x	10	=	10.00
Numerical Equivalent	_____					
Adjective Rating	_____					
<b>VI. PHYSICAL CHARACTERISTICS &amp; PERSONALITY TRAITS</b>		100	x	10	=	10.00
<b>VII. POTENTIAL</b>						
<b>A. Job Knowledge</b>		100	x	10	=	10.00
<b>B. Job Dimension</b>		100	x	10	=	10.00
<b>VIII. OUTSTANDING ACCOMPLISHMENTS</b>						0.00
<b>Total Points:</b>						<b>95.00</b>
CERTIFIED CORRECT:						
_____		_____				
Date		Chairperson, HRMPSB				

**ANNEX N4-1**

NAME : \_\_\_\_\_ PRESENT POSITION : \_\_\_\_\_  
AGE : \_\_\_\_\_ DEPT./PMO/DIVISION : \_\_\_\_\_  
CONSIDERED FOR : \_\_\_\_\_

**SUMMARY SHEET**

(Insider Applicant/Candidate)

<u>RATERS</u>	<u>PHYSICAL CHARACTERISTICS &amp; PERSONALITY TRAITS</u>	<u>VALIDATION OF JOB KNOWLEDGE</u>
	10%	10%
1. _____ (Position/Designation) Chairperson	_____	_____
2. _____ (Position/Designation) Member	_____	_____
3. _____ (Position/Designation) Member	_____	_____
4. _____ (Position/Designation) Member	_____	_____
5. _____ (Position/Designation) Member	_____	_____
6. _____ (Position/Designation) Member	_____	_____
<b>TOTAL</b> :	<u>0.00</u>	<u>0.00</u>
<b>AVERAGE</b> :	<u>0.00</u>	<u>0.00</u>

Prepared by :

Certified Correct :

\_\_\_\_\_  
Head Secretariat  
HRMPSB\_\_\_\_\_  
Chairperson  
HRMPSB

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**ANNEX N4-2**

NAME : \_\_\_\_\_ PRESENT POSITION : \_\_\_\_\_  
AGE : \_\_\_\_\_ PRESENT OFFICE : \_\_\_\_\_  
CONSIDERED FOR : \_\_\_\_\_

**SUMMARY SHEET**

(Outsider Applicant/Candidate)

<u>RATERS</u>	<u>PHYSICAL CHARACTERISTICS &amp; PERSONALITY TRAITS</u>	<u>VALIDATION OF JOB KNOWLEDGE</u>	<u>TARGETTED JOB DIMENSION</u>
	10%	10%	10%
1. _____ (Position/Designation) Chairperson	_____	_____	_____
2. _____ (Position/Designation) Member	_____	_____	_____
3. _____ (Position/Designation) Member	_____	_____	_____
4. _____ (Position/Designation) Member	_____	_____	_____
5. _____ (Position/Designation) Member	_____	_____	_____
6. _____ (Position/Designation) Member	_____	_____	_____
<b>TOTAL</b>	: <u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>AVERAGE</b>	: <u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Prepared by :

Certified Correct :

\_\_\_\_\_  
Head Secretariat  
HRMPSB

\_\_\_\_\_  
Chairperson  
HRMPSB

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ANNEX N5

INTERVIEW ASSESSMENT FORM  
PHYSICAL CHARACTERISTICS AND PERSONALITY TRAITS AND JOB KNOWLEDGE  
(FOR INSIDER/OUTSIDER APPLICANTS/CANDIDATES)

POSITION / SG / ITEM NO. : \_\_\_\_\_  
Date of Interview : \_\_\_\_\_

NAME	PRESENT POSITION / RC	PHYSICAL CHARACTERISTICS AND PERSONALITY TRAITS										TOTAL	JOB KNOWLEDGE
		Appearance & Grooming	Mental Alertness	Ability to Communicate	Reaction to Pressure	Self-Confidence	Work Attitudes	General Health	Versatility	Personal Relations	Overall Personality		
Insider Applicant/s													
Outsider Applicant/s													

PHYSICAL CHARACTERISTICS AND PERSONALITY TRAITS

POINT SCALE FOR EACH TRAITS	
1 - 2	VERY POOR
3 - 4	POOR
5 - 6	AVERAGE
7 - 8	GOOD
9 - 10	EXCELLENT

JOB KNOWLEDGE

ADJECTIVE RATING	POINTS	DESCRIPTION
Very Poor	1 - 25	Demonstrates no potential
Poor	26 - 50	Demonstrates very little potential
Fair	51 - 60	Potentials below normal requirements but may be regarded as marginally or temporarily available
Good	61 - 70	Demonstrates enough potential to meet normal requirement of the position but may be further developed
Very Good	71 - 80	Possesses above average potential
Superior	81 - 90	Possesses an excellent knowledge of job requirements. Demonstrates competent mastery of technical knowhow and evidence of supervisory qualities.
Very Superior	91 - 100	Possesses a very excellent grasp of job requirements and highly competent of technical knowhow in all phases of work required of the position. Demonstrates a strong evidence of supervisory

RATED BY: \_\_\_\_\_

**INTERVIEW ASSESSMENT FORM**  
**JOB DIMENSION**  
**(FOR OUTSIDER APPLICANTS/CANDIDATES)**

**RATED BY:**

NAME	PRESENT POSITION / RC	JOB DIMENSION										TOTAL
		1 ORAL COMMUNICATIO N SKILL	2 WORK STANDARDS	3 (specify job dimension)	4 (specify job dimension)	5 (specify job dimension)	6 (specify job dimension)	7 (specify job dimension)	8 (specify job dimension)	9 (specify job dimension)	10 (specify job dimension)	
<b>Outsider Applicant/s</b>												

**JOB DIMENSION  
POINT SCALE**

1 - 2      VERY POOR

3 - 4      POOR

5 - 6      AVERAGE

7 - 8      GOOD

9 - 10    EXCELLENT

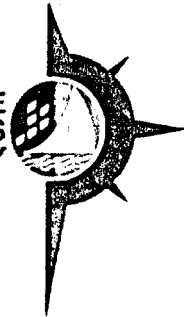
JOB DIMENSION		DESCRIPTION
1	ORAL COMMUNICATION SKILL	Effective expression in individual or group situations (includes gestures and non-verbal communication).
2	WORK STANDARDS	Setting high goals of performance for self, subordinates, others, and the organization. Dissatisfaction with average performance
3		
4		
5		
6		
7		
8		
9		
10		

July 24, 2020

**MEMORANDUM CIRCULAR**  
No. 29 - 2020



**PHILIPPINE  
PORTS  
AUTHORITY**



**SUBJECT : GENERAL GUIDELINES ON THE IMPLEMENTATION OF THE  
PPA ONLINE RECRUITMENT PORTAL (ORP) AND THE  
HUMAN RESOURCE INFORMATION SYSTEM –  
RECRUITMENT MODULE (HRIS-RM)**

---

**1. BACKGROUND**

On May 2019, the Philippine Ports Authority and the Human Resource Management Department (HRMD) procured a Human Resource Information System - Recruitment Module (HRIS-RM) along with the Online Recruitment Portal (ORP) to be implemented for agency-wide use which facilitates the online submission of employment application from its internal and external applicants and automation of various recruitment, selection and placement processes from publication of vacant positions, evaluation of the applicant's credentials, scheduling of exam/interview, shortlisting/pooling of applicants, and generation of relevant HR database/reports/forms, among others.

**2. OBJECTIVES**

- 2.1 To provide an overview and general guidelines for the implementation of the Online Recruitment Portal (ORP) and the Human Resource Information System - Recruitment Module (HRIS-RM).
- 2.2 To prescribe the guidelines for the use of the ORP to both Internal and External Applicants of PPA.

**3. LEGAL BASES**

- 3.1 CSC Memorandum Circular No. 14 s. 2020 or the Interim Guidelines on Appointments and Other Human Resource Actions (IGAOHRA) for the Period of State of Calamity Due to COVID-19 Pandemic dated July 8, 2020 (retroactive effective date – March 16, 2020)
- 3.2 CSC Memorandum Circular No. 3 s. 2012 or the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) dated February 16, 2012

**4. COVERAGE**

- 4.1 This Order shall apply to the End-User of the ORP and HRIS-RM and other concerned Responsibility Center (RC).
- 4.2 This Order shall apply to the Human Resource Merit Promotion and Selection Board (HRMPSB) in the Port Management Offices (PMOs) nationwide as well as in the Head Office.

## 5. **DEFINITION OF TERMS**

- 5.1 **PPA Online Recruitment Portal (ORP)** – will be the Authority's main platform for online submission of employment applications; it is a human resource solution and productivity tool which facilitates the electronic submission of employment applications from both external and internal applicants of PPA
- 5.2 **HRIS Recruitment Module (HRIS-RM)**– part of the whole HRIS system which is linked to the ORP and other modules in the HRIS; designed to effectively manage and automate different processes and activities in the recruitment, selection and placement which includes, publication of vacant positions, evaluation of the applicant's credentials, scheduling of exam/interview, shortlisting/pooling of applicants, and generation of relevant HR database/reports/forms, among others.
- 5.3 **Internal Applicant** – those who will register and log-in in the ORP that are current PPA organic/regular employees
- 5.4 **External Applicant** – those who will register and log-in in the ORP that are current PPA Outsourced Personnel, those employed from other government agencies, applicants from the private sector, newly graduates, etc.

## 6. **ROLES AND DUTIES OF THE END-USER/RESPONSIBILITY CENTER**

- 6.1 **Task Force Online Recruitment (TFOR)** – End-User of the HRIS Recruitment Module; the TFOR composed of HRM/Administrative Officers, HR practitioners will be assigned as Evaluators who will be in charge in the *assessment of applicants/candidates* based on CSC Qualification Standards and/or other requirements set for a particular position or vacancy; applicants who have met the QS shall be qualified for the next phase of the recruitment process and will undergo the following: online examination and endorsement for interview to be conducted by the various HRMPSB in the PMOs and Head Office.
- 6.2 **Human Resource Management Department (HRMD)**– End-User of the HRIS-RM; shall be in charge of the publication of vacant position to PPA, CSC and ORP; in charge of the online examination for Internal and External applicants; in charge of endorsement of the final shortlisting of applicants for the General Manager's (GM) selection and approval of appointment
- 6.3 **Human Resource Merit Promotion and Selection Board (HRMPSB)** – will be in charge in the *conduct of the deliberation (interview)* proceedings pursuant to pertinent CSC rules
- 6.4 **Information and Communications Technology Department (ICTD)** – shall provide the technical support needed in the smooth implementation of the ORP and the HRIS Recruitment Module

## 7. **PUBLICATION OF VACANT POSITIONS**

- 7.1 The HRMD and RCs concerned shall continue to be guided by pertinent and applicable rules on publication of vacant positions such as, but not limited to: Rep. Act No. 7041, CSC Omnibus Rules on Appointments and Other Human Resource Action (ORAOHRA) and Interim Guidelines on

- Appointments and Other Human Resource Actions (IGAOHRA) for the Period of State of Calamity Due to COVID-19 Pandemic.
- 7.2 The requesting PMO/RC shall submit their scanned and soft copy (in Excel format) of the CS Form 9 via email to [hrmdrecruitment@ppa.com.ph](mailto:hrmdrecruitment@ppa.com.ph).
  - 7.3 All CS Form 9 that are in order, shall be submitted by the HRMD to CSC for their publication.
  - 7.4 Upon CSC confirmation and publication in their website, the HRMD shall post the vacancy in the PPA Careers Page and ORP with the same start date and end date (deadline of submission).

## 8. **ORP REGISTRATION AND ONLINE SUBMISSION OF APPLICATION**

- 8.1 All Internal/External applicants who wish to apply for the published vacant position/s in PPA/CSC must visit <http://jobs.ppa.com.ph>.
- 8.2 **For Internal Applicant's registration**
  - 8.2.1 Enter PPA ID Number in this format: PPA00432016 and assigned password
  - 8.2.2 Enter CAPTCHA
  - 8.2.3 Activate the account using the link sent to the email address provided
  - 8.2.4 Once validated, the Online Recruitment Portal log-in page will appear
  - 8.2.5 Enter the registered PPA credentials to access the portal and the job vacancy profile
  - 8.2.6 Fill-out and complete the required fields in the desired position applied for and click submit
- 8.3 **For External Applicant's registration**
  - 8.3.1 Fill-out the required information
  - 8.3.2 Enter CAPTCHA
  - 8.3.3 Activate the account using the link sent to email address provided
  - 8.3.4 Once validated, the Online Recruitment Portal log-in page will appear
  - 8.3.5 Enter the registered credentials to access the portal and the job vacancy profile
  - 8.3.6 Fill-out and complete the required fields in the desired position applied for and click submit
- 8.4 Only vacant positions **with active publication dates** may be viewed and available for online submission of application.
- 8.5 Once registered, an applicant may just log-in their credentials using either:  
For Internal, their PPA ID in this format: PPA00432016 and password  
For External, their Email Address and password

## 9. **ORP AND HRIS-RM GENERAL GUIDELINES**

- 9.1 All vacancies published in the CSC/PPA Website thru the submitted CS Form 9 shall be available for online submission of application.
- 9.2 All applicants both internal and external who submitted their application online, shall ensure that all fields are duly accomplished and complete as required under the **Personal Data Sheet** in the ORP, such as:
  - 9.2.1 Personal Information
  - 9.2.2 Family Background

- 9.2.3 Educational Background
- 9.2.4 Civil Service Eligibility
- 9.2.5 Work Experience
- 9.2.6 Voluntary Work
- 9.2.7 Training Programs
- 9.2.8 Other information
- 9.2.9 Documents (clear, scanned copies of the following)
  - Authenticated Civil Service/RA 1080 Eligibility/License
  - Diploma
  - Transcript of Records
  - Training Certificates
  - Marriage Certificate
  - Birth Certificate
  - Certificate of Employment (COE) / Service Record
  - Special/Office Orders
  - NBI and Police Clearance (optional)
  - Latest Performance Rating
  - Passport size colored ID photo with white background taken within the last six months
  - 2 Valid IDs
  - Statement of Assets, Liabilities and Networth (SALN) (optional)
  - Work Experience Sheet
  - Others

*\*Applicants are advised to keep all original hard copies which may be subject for further verification and validation by PPA/CSC.*

- 9.3 The TFOR and HRMD shall evaluate the applicant/candidate based on the submitted information and document using the HRIS Recruitment Module.
- 9.4 If an applicant is found qualified, he/she will be notified to take the online examination on the schedule set by the HRMD. Otherwise, an applicant will receive a notice of disqualification for not meeting the required rating pursuant to PPA Memorandum Circular No. 16 s. 2020 – Guidelines on the Implementation of the Online PPA Examination.
- 9.5 Applicants who obtained a passing rating in the online examination shall be endorsed by the TFOR/HRMD to the HRMPSB in the PMO/HO for the next phase of application which is the deliberation/panel interview.
- 9.6 The HRMPSB shall transmit and forward all the deliberation/interview documents (electronic or hard copy) such as: rating sheets, minutes of the meeting, attendance sheet, etc. to the HRMD.
- 9.7 The TFOR/HRMD shall encode and record in the HRIS-RM all the scores obtained by the internal/external applicant on the following factors: Education, Experience, Training, Examination, Performance, Physical Characteristics & Personality Traits, Job Knowledge, Job Dimension and Outstanding Accomplishment, in accordance with the assigned weight/percentage and score pursuant to PPA Merit Selection Plan
- 9.8 The HRMD shall prepare the final memo endorsement of the shortlisted applicants for the GM's selection/approval/disapproval/deferment.
- 9.9 The HRMD shall prepare the appointment paper of the selected/approved candidate.

- 9.10 The HRMD shall prepare the Notice of Appointment for posting/publication in three (3) conspicuous places in the Agency and shall prepare the memo transmittal of copy/ies of the appointment paper and the checklist of requirements of the newly-appointed/promoted personnel to the concerned RC/PMO.

#### **10. ON DATA PRIVACY**

- 10.1 The PPA Privacy Statement link shall be provided on the registration/log-in page of the ORP as well as in the consent portion for every position applied / submitted application.
- 10.2 Upon the applicant's submission of his/her Personal Data Information, a consent from the applicant shall be secured and shall be made available to authorize PPA to collect, process, and retain their data/information in accordance with PPA Privacy Statement.

#### **11. TRANSITORY PROVISION**

All other positions for filling-up with on-going processing not covered by this Order shall follow the normal manual processing.

#### **12. SEPARABILITY CLAUSE**

If any provision of these rules or the application of such provision to any person or circumstance is declared invalid, the remainder of the rules or the application of such provision to other persons or circumstances shall not be affected by such declaration.

#### **13. REPEALING CLAUSE**

All other existing internal policies which are inconsistent with the rules under these guidelines are modified accordingly.

#### **14. EFFECTIVITY**

This Order shall take effect retroactively on all active and published vacant positions from July 20, 2020 onwards.

For compliance.

Approved by:

  
JAY DANIEL R. SANTIAGO  
General Manager



APR 14 2020

PPA MEMORANDUM CIRCULAR  
NO. 16 - 2020



SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF THE ONLINE PPA EXAMINATION

In compliance with the CSC Memorandum Circular No. 6 s. 2017 re Incorporating the Pre-Employment Test, Promotional Test and the *Ethics-Oriented Personality Test (EOPT)* as part of the Recruitment, Placement and Promotion in the Civil Service, please be informed that last December 2019, the Authority was able to procure for the provision of the Online PPA Pre-Placement and Promotional Exam. The integration of EOPT will be used as an additional form of HR assessment tool intended to strengthen the overall recruitment, placement and promotion in all government agencies as stated in the said CSC MC.

The Online PPA Examination with the EOPT aims to provide fast and efficient generation of test results thru its automated scoring while ensuring test reliability and validity with its up-to-date and customizable norming.

Hereunder are the guidelines for the Online PPA Exam:

- 1) **Eligibility** - Those eligible to avail the online exams are:
  - a. Applicants who submitted their intent to apply for a published vacant position, and
  - b. Applicants who were found to be qualified for meeting the minimum Qualification Standards (QS) of the position they are applying by the PMO/HO HRMPSB Secretariat.
- 2) **PMO Requirements for Endorsement to HRMD** - Applicants qualified for the online test shall be endorsed to HRMD by their respective PMO Administrative Officers or HRMOs with the following details:
  - a. Full name of the applicant (identify whether insider or outsider)
  - b. Valid e-mail address
  - c. Position applied for (with plantilla item number)
  - d. Photocopy of any government-issued identification (ID) card with clear picture
  - e. Preferred date of exam  
(HRMD shall be notified at least one (1) week from the preferred date of exam)
- 3) **PMO Requirements for Online Test Administration** - For PMOs, the following are the requirements for the online exam administration:
  - a. Laptop/Computer with camera
  - b. E-mail and internet connection (with Skype account)
  - c. Mozilla Firefox or Google Chrome browser
  - d. Room conducive for testing

- 4) **Hurdle Method** - The online exam for outsider applicants will be administered using the hurdle method. Only passers of the Cognitive Test (1<sup>st</sup> test) shall qualify for the Skills Test (2<sup>nd</sup> test). The examinees should pass the two (2) tests in order to qualify for the next recruitment process which is the panel interview to be conducted by the HRMPSB. On the other hand, insider applicants must also pass and obtain the required Skills Test rating/score in order to be included in the shortlisted applicants for HRMPSB panel interview.
- 5) **Type of Exam** - The existing Mental Ability Test, Personality Test and Essay Test shall be replaced with the following: a) **Cognitive Tests** - which will be implemented according to target level of the position, b) **Skills Tests** - will be assessed according to the applicant's chosen field and the c) **Ethics-Oriented Personality Test** proposed by CSC to be integrated as an additional HR assessment tool. The following are the online assessment tools that will be used for outsider applicants and insider applicants for *placement, promotion, lateral transfer, and in cases of demotion where the employee voluntarily applies to a position with a lower salary grade: (see attached Annex A for the complete list of the types of test per position/level)*

**OUTSIDER APPLICANTS**

TYPE	LEVEL	TEST TITLE
Cognitive (10%)	Trades & Crafts	Abstract Reasoning Assessment
	Rank & File/Technical/Specialist/Officer Level (SG-19 & down)	Basic Mental Ability Assessment
	Supervisory/Managerial (SG-20 & up)	Critical Thinking Assessment
Skills (10%)	Rank & File/Technical/Specialist/Officer Level (SG-19 & down)	Accounting Skills Test
		Clerical Perception Test
		Digital Literacy Test
		Grammar Skills Test
		Mechanical Understanding
	Supervisory	Supervisory Skills Test
	Managerial	Managerial Skills Test
Personality Test	Top five (5) candidates or the shortlisted applicants for endorsement to the General Manager after HRMD's review	Profiles Ethics-Oriented Personality Assessment

**INSIDER APPLICANTS**

TYPE	LEVEL	TEST TITLE
Skills (10%)	Rank & File/Technical/Specialist/Officer Level (SG-19 & down)	Accounting Skills Test
		Clerical Perception Test
		Digital Literacy Test
		Grammar Skills Test
		Mechanical Understanding
	Supervisory	Supervisory Skills Test
	Managerial	Managerial Skills Test
Personality Test	Top five (5) candidates or the shortlisted applicants for endorsement to the General Manager after HRMD's review	Profiles Ethics-Oriented Personality Assessment

- 6) **Credit of Points** - The tables below shall be the basis for the equivalent points to be used in the individual assessment of applicants:

**Cognitive Test (10% weight)**

*Trades & Crafts (Abstract Reasoning Assessment) and  
Rank & File/Technical/Specialist/Officer Level (Basic Mental Ability Assessment)*

Percentile Range	Numerical Equivalent	Adjective Rating	Remarks
1 <sup>st</sup> – 10 <sup>th</sup>	10	Poor	Failed
11 <sup>th</sup> – 30 <sup>th</sup>	25	Below Average	
31 <sup>st</sup> – 40 <sup>th</sup>	40	Low Average	Passed
41 <sup>st</sup> – 59 <sup>th</sup>	55	Average	
60 <sup>th</sup> – 69 <sup>th</sup>	70	High Average	
70 <sup>th</sup> – 89 <sup>th</sup>	85	Above Average	
90 <sup>th</sup> – above	100	Superior	

*Supervisory/Managerial*

Percentile Range	Numerical Equivalent	Adjective Rating	Remarks
1 <sup>st</sup> – 7 <sup>th</sup>	20	Poor	Failed
8 <sup>th</sup> – 31 <sup>st</sup>	40	Below Average	
32 <sup>nd</sup> – 69 <sup>th</sup>	60	Average	Passed
70 <sup>th</sup> – 93 <sup>rd</sup>	80	High Average	
94 <sup>th</sup> – above	100	Superior	

**Skills Test (10% weight)**

Percentile Range	Numerical Equivalent	Adjective Rating	Remarks
1 <sup>st</sup> – 7 <sup>th</sup>	20	Poor	Failed
8 <sup>th</sup> – 31 <sup>st</sup>	40	Below Average	
32 <sup>nd</sup> – 69 <sup>th</sup>	60	Average	Passed
70 <sup>th</sup> – 93 <sup>rd</sup>	80	High Average	
94 <sup>th</sup> – above	100	Superior	

- 7) For positions requiring **Job-related Skills Test** as identified in Annex A, the RC/End-user will be **required** to administer their own job-related skills test/exam and will be facilitated by their respective HRMOs from the PMO/Head Office. The raw score will replace the percentile range, which will be the basis to identify the points to be given.
- 8) For **Port Police positions**, the technical test and agility test administered by the Port Police Department shall replace the Skills Test. The applicants should pass both tests. The average of the raw scores of both tests shall be multiplied by 10% to be indicated in the Individual Assessment Form. Per PPD guidelines, please take note of the following:

**Technical Test** - Passing rate is 70%\*

*\*Based on PPA MO No. 03-2016 Revised Guidelines and Procedures on the Hiring and/or Filling-up of the Port Police Positions, Item 5.3.2.2*

**Agility Test** - Passing rate is 70% for male & 50% for female\*\*

*\*\*Based on PPA MO No. 03-2016 Revised Guidelines and Procedures on the Hiring and/or Filling-up of the Port Police Positions, Item 5.3.2.3*

- 9) **Ethics-Oriented Personality Test (EOPT)** - After the PMO-HRMP SB endorses the results of deliberation for review, the HRMD shall re-evaluate and confirm the top five (5) applicants or the shortlisted applicants for endorsement to the General Manager who will be scheduled for the Ethics-Oriented Personality Test by the HRMD.

There will be no pass or fail for this particular test. However, applicants who will not be taking the EOPT will be excluded in the shortlist of applicants to be endorsed to the General Manager. In addition, the result of this exam shall form part of the documents to be endorsed to the OGM.

- 10) **Transitory provision** - Those who passed the pre-placement pen & paper tests with valid results will still be accepted until **December, 2020 only**. However, these applicants shall still be required to take the online test, the results of which shall be used in their evaluation/individual assessment form. Failing the online test for these applicants shall not be detrimental to the course of their application.

- 11) **On Data Privacy** - The service provider of the Online PPA Examination, Profiles Asia Pacific, adheres to the guidelines set forth by RA No. 10173, also known as the Data Privacy Act of 2012. Prior to assessment, each applicant is given an Informed Consent form 1) to give their consent to collect, store and manage the data collected through the Profiles Assessment Center, and 2) to grant the Profiles Assessment Center Site permission to randomly capture photos of the test taker/applicant of Profiles Asia Pacific. On the other hand, only authorized PPA HRMD personnel will be given access to the assessment results, which will be used for the purpose it was intended for (i.e., recruitment, coaching, etc.).

- 12) **Other purpose/s of the Online Assessment Tools** - Aside from the tests selected for pre-placement and promotional use, there are other assessment tools (see Annex B) with descriptions and will be available for use of the requesting RC upon approval of the HRMD.

For your guidance and compliance.

  
**JAY DANIEL R. SANTIAGO**  
General Manager

Encl:      ANNEX A Types of Test per Position/Level  
             ANNEX B List of available assessment tools

  
HRMD/M/SP/MIG/PG/vop

PPA MEMORANDUM CIRCULAR 16-2020  
TYPES OF TEST PER POSITION/LEVEL

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
1	DSD	Oiler	3	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
2	DSD	Seaman	3	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
3	ASD/PMO	Utility Worker A	3	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
4	EXEC/ASD/PMO	Liaison Aide	4	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
5	DSD	Boatswain	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
6	DSD	Electronics Communication Systems Technician B	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
7	DSD	Engineman	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
8	DSD	Survey Aide A	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
9	DSD	Transport Electrician	6	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
10	ALL	Driver-Mechanic B	7	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
11	ASD	Reproduction Machine Operator A	7	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
12	OCBS	Audio-Visual Systems Technician A	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
13	ALL	Clerk-Processor A	8	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
14	IAD	Internal Auditing Assistant	8	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
15	ASD	Office Equipment Technician A	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
16	ASD	Plumber A	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
17	DSD/PMO	Quartermaster	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
18	ASD	Senior Carpenter	8	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
19	ASD	Auto Mechanic A	9	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
20	AGMFLA	Computer Operator	9	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
21	EXEC	Driver-Mechanic A	9	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
22	PMO	Electronics Communications Systems Operator B	9	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
23	LSD	Stenographer A	9	1st	Abstract Reasoning Assessment (ARA)	Clerical Perception Test
24	PMO	Collection Representative A	10	1st	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
25	CD	Data Encoder-Controller	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
26	HO/PMO	Engineering Assistant A	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
27	HRMD	Industrial Relations Development Assistant A	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
28	HRMD	Industrial Relations Management Assistant A	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test

## TYPES OF TEST PER POSITION/LEVEL

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
29	IAD	Internal Control Assistant A	10	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
30	PMO	Plant Mechanic/Electrician B	10	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
31	CCS	Public Relations Assistant II	10	1st	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
32	HO/PMO	Senior Accounting Processor B	10	1st	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
33	ASD/PMO	Senior Building Electrician B	10	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
34	CCS	Senior Photographer	10	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
35	DSD	Senior Welder	10	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
36	DSD	Electronics Communication Systems Operator A	11	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
37	ALL	Executive Secretary C	11	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
38	PMO	Industrial Security Officer	11	2nd	Basic Mental Ability Assessment (BMAA)	Technical and Agility Test
39	IAD	Internal Auditor I	11	2nd	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
40	HRMD	Medical Equipment Technician B	11	1st	Basic Mental Ability Assessment (BMAA)	Job-related Skills Test
41	CD	Senior Data Encoder-Controller	11	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
42	ICTD/PMO	Senior Electronics Communications Systems Technician	11	1st	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
43	ASD/PMO	Storekeeper A	11	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
44	ASD	Transport Dispatcher A	11	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
45	ASD	Administrative Services Assistant A	12	1st	Basic Mental Ability Assessment (BMAA)	Clerical Perception Test
46	PMO	Cashier C	12	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
47	ICTD	Management Information/Systems Researcher	12	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
48	PPATI	Property Officer B	12	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
49	PCMD	Supervising Draftsman	12	1st	Basic Mental Ability Assessment (BMAA)	Mechanical Understanding Test
50	CSD	Business Development Analyst A	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
51	PPD/ISAS/PMO	Civil Security Officer C	13	2nd	Basic Mental Ability Assessment (BMAA)	Technical and Agility Test
52	CD	Corporate Accounts Analyst	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
53	PMO	Corporate Budget Analyst	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
54	CPD	Corporate Planning Analyst A	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
55	CSD	Estate Management Officer	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test

PPA MEMORANDUM CIRCULAR 16-2020  
TYPES OF TEST PER POSITION/LEVEL

ANNEX

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
56	PMO	Insurance / Risk Analyst	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
57	DSD/PMO	Launch Master	13	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
58	PMSODD	Management Specialist I	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
59	CSD	Marketing Analyst A	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
60	HRMD	Personnel Specialist/HRMO	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
61	PMO	Port Operations Analyst B	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
62	HO	Researcher-Analyst A	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
63	CPD/PMO	Statistician A	13	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
64	PPATI	Training Specialist	13	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
65	ASD	Building Foreman	14	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
66	TD/PMO	Cashier B	14	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
67	ASD	Property Officer A	14	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
68	ICTD	Senior Management/Information Systems Researcher	14	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
69	PPD/SAS/PMO	Civil Security Officer B	15	2nd	Basic Mental Ability Assessment (BMAA)	Technical and Agility Test
70	PMO	Construction Foreman A	15	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
71	PMO	Corporate Accountant	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
72	CSD	Creative Arts Specialist II	15	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
73	ICTD	Data Analyst-Controller	15	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
74	CSD	Estate Management Specialist	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
75	EXEC	Executive Secretary B	15	1st	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
76	HRMD/PMO	Human Resource Management Officer II	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
77	IAD	Internal Auditor II	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
78	PMO	Marine Engineer B	15	2nd	Basic Mental Ability Assessment (BMAA)	Mechanical Understanding Test
79	OCBS	Minutes Officer III	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
80	HRMD	Nurse II	15	2nd	Basic Mental Ability Assessment (BMAA)	Job-related Skills Test
81	POSD/PMO	Port Operations Analyst A	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
82	PMO	Procurement Officer B	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
83	PMO	Senior (Project) Planning & Development Officer	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test



PPA MEMORANDUM CIRCULAR 16-2020  
TYPES OF TEST PER POSITION/LEVEL

ANNEX A

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
84	TD/CD/PMO	Senior Corporate Accounts Analyst	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
85	CD	Senior Corporate Budget Analyst A	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
86	CD	Senior Financial Planning Analyst	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
87	TD	Senior Insurance / Risk Analyst A	15	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
88	PPATI	Senior Librarian	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
89	CSD	Senior Port Tariff Analyst	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
90	PMSODD/LSD	Senior Researcher-Analyst B	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
91	PPATI	Training Specialist II	15	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
92	PPDD/PCMD/DSD	Administrative Services Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
93	PMO	Business Development/Marketing Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
94	TD/PMO	Cashier A	16	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
95	POSD	Environmental Specialist B	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
96	PMO	General Services Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
97	PMO	Harbor Operations Officer	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
98	PMSODD	Management Specialist II	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
99	CSD	Marketing Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
100	ASD	Procurement Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
101	PMO	Records Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
102	OCBS	Researcher-Specialist	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
103	POSD/PMO	Safety Specialist	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
104	CPD	Senior Corporate Planning Analyst	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
105	PMO	Senior Engineer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Mechanical Understanding Test
106	CD/PMO	Senior Fiscal Examiner A	16	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
107	ICTD	Senior Management Information/ Systems Analyst	16	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
108	PPATI	Senior Researcher-Analyst A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
109	ASD	Senior Supply Officer	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
110	TD	Taxation Specialist	16	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
111	PMO	Terminal Operations Officer A	16	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test

## TYPES OF TEST PER POSITION/LEVEL

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
112	TD	Senior Credit/ Collection Officer	17	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
113	ASD	Transport Maintenance General Foreman	17	1st	Abstract Reasoning Assessment (ARA)	Job-related Skills Test
114	CSD	Business Development Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
115	PMO	Business Development/Marketing Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
116	PPD/ISAS/PMO	Civil Security Officer A	18	2nd	Basic Mental Ability Assessment (BMAA)	Technical and Agility Test
117	CD	Corporate Budget Specialist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
118	CSD	Data Analyst II	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
119	POSD/PPDD/PMO	Environmental Specialist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
120	PPDD	Financial Planning Specialist B	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
121	HRMD	Human Resource Management Officer III	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
122	IAD	Internal Auditor III	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
123	ICTD	Management Information/ Systems Design Specialist B	18	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
124	CSD	Marketing Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
125	POSD/PPDD/PMO	Port Operations Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
126	ASD	Records Officer III	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
127	TD/PMO	Senior Cashier	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
128	CD/PMO	Senior Corporate Accountant A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
129	CSD	Senior Economic Development Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
130	CSD	Senior Economist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
131	PPDD	Senior Economist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
132	PMO	Senior Harbor Operations Officer	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
133	CSD	Senior Port Tariff Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
134	CPD/PMO	Senior Statistician	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
135	PMO	Senior Terminal Operations Officer	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
136	PPDD/PCMD/PMO	Supervising Engineer A	18	2nd	Basic Mental Ability Assessment (BMAA)	Mechanical Understanding Test
137	PMO	Supervising Estate Management Specialist	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
138	CD	Supervising Fiscal Examiner	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
139	TD	Supervising Insurance/ Risk Officer	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test

PPA MEMORANDUM CIRCULAR 16-2020  
TYPES OF TEST PER POSITION/LEVEL

ANNEX A

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
140	CPD	Supervising Researcher-Analyst	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
141	PMO	Supervising Supply Officer	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
142	PPATI	Training Specialist III	18	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
143	TD	Treasury Management Specialist A	18	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
144	ASD	General Services Chief B	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
145	ICTD	Management Information/ Systems Design Specialist A	19	2nd	Basic Mental Ability Assessment (BMAA)	Digital Literacy Test
146	CPD	Senior Corporate Planning Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
147	CSD	Senior Economic Development Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
148	PMSODD	Senior Environmental Management Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
149	PMSODD	Senior Management Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
150	CSD	Senior Research-Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
151	POSD/PMSODD	Senior Safety Specialist	19	2nd	Basic Mental Ability Assessment (BMAA)	Grammar Skills Test
152	TD	Supervising Cashier	19	2nd	Basic Mental Ability Assessment (BMAA)	Accounting Skills Test
153	POSD/PMO	Environmental Management Chief	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
154	EXEC/PMO	Executive Assistant A	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
155	CCS	Information Officer IV	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
156	PPDD	Principal Architect B	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
157	PPDD/PCMD/DSD	Principal Engineer C	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
158	ASD	Records Management Chief	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
159	PPDD	Senior Financial Planning Specialist	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
160	PPDD	Supervising Economist	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
161	CSD	Supervising Financial Specialist	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
162	CSD	Supervising Research-Specialist	20	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
163	LSD	Attorney III	21	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
164	PMO	Division Manager D	21	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
165	ASD/PMO	Administrative Officer IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
166	TD	Cashiering Services Chief A	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
167	PPD/ISAS/PMO	Chief Civil Security Officer (Chief Port Police Officer)	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test

## TYPES OF TEST PER POSITION/LEVEL

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
168	PPDD	Chief Economist	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
169	PMSODD	Chief Management Specialist	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
170	POSD/PMO	Chief Safety Officer	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
171	TD/CD/PMO	Corporate Finance Services Chief	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
172	CPD	Corporate Planning Chief	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
173	PMO	Division Manager C	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
174	PMO	Estate Management Chief	22	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
175	HRMD	Human Resource Management Officer IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
176	IAD	Internal Auditor IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
177	ICTD	Management Information/ Systems Development Chief A	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
178	PPDD/PCMD/DSD/PMO	Principal Engineer A	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
179	ASD	Property Officer V	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
180	CCS	Public Relations Officer IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
181	EXEC	Senior Executive Assistant	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
182	PPATI	Training Specialist IV	22	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
183	OCBS/LSD/PMO	Attorney IV	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
184	CSD	Business Development Chief A	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
185	PMO	Division Manager B	23	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
186	CSD	Estate Management Chief	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
187	PMO	Harbor Master	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
188	HRMD	Medical Officer IV*	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
189	POSD	Port Operations Chief	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
190	CSD	Port Tariff Chief	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
191	PMO	Terminal Supervisor A	23	2nd	Critical Thinking Assessment (CTA)	Supervisory Skills Test
192	ALL	Division Manager A	24	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
193	IAD	Internal Auditor V	24	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
194	CCS	Public Relations Officer V	24	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
195	LSD	Attorney V	25	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test

## TYPES OF TEST PER POSITION/LEVEL

#	RC	POSITION TITLE	SG	LEVEL	COGNITIVE (Outsider Applicants)	SKILLS (Insider/Outsider Applicants)
196	OCBS	Board Secretary VI	25	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
197	PMO	Port Manager A	26	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
198	OGM	Special Assistant to the Corporate Head II	26	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test
199	HO	Department Manager	27	2nd	Critical Thinking Assessment (CTA)	Managerial Skills Test

TEST	Dimensions	Short Description	Time Limit	LEVEL	ADDITIONAL INFORMATION
People Dynamics Inc. Products					
Abstract Reasoning Assessment (ARA): Cognitive Assessment	General Intelligence	This is a culture-fair, non-verbal test that assesses the candidate's cognitive abilities through the use of matrices to minimize language/educational bias.	30 minutes	Blue Collar and General Population	<ul style="list-style-type: none"> <li>*35 Non Verbal Items; minimizes language/educational bias</li> <li>*Locally Normed: available in two norms: Skilled Workers and General Population</li> <li>*CUSTOMISABLE NORMS – can conduct norming study based on own data</li> <li>*Automated Scoring – Results are received right after completion of test.</li> <li>*Scores presented in Percentage and Percentile. Coaching Tips are also provided.</li> </ul>
Basic Mental Ability Assessment (BMA1): Cognitive Assessment	<ul style="list-style-type: none"> <li>*Verbal Ability</li> <li>*Numerical Ability</li> <li>*Abstract Reasoning</li> </ul>	This test measures one's cognitive capabilities as demonstrated on critical skills needed for entry-level positions. This also indirectly measures communications skills, computation skills, analyzing and problem-solving skills.	25 minutes	Rank and File/ Entry Level Technical/ Specialists/ Officer Level	<ul style="list-style-type: none"> <li>*45 items: 3 parts</li> <li>Verbal Ability: 15 items</li> <li>Numerical Ability: 15 items</li> <li>Abstract Reasoning: 15 items</li> <li>*Locally Normed: General Filipino working population</li> <li>*CUSTOMISABLE NORMS – can conduct norming study based on own data</li> <li>*Automated Scoring – Results are received right after completion of test.</li> <li>*Scores presented in Percentage and Percentile</li> <li>*229 items</li> </ul>
Profiles Ability Profiler: Cognitive Assessment	<ul style="list-style-type: none"> <li>*Arithmetic Reasoning</li> <li>*Verbal Ability (Vocabulary)</li> <li>*Numerical Ability (Computation)</li> <li>*Spatial Ability (Three Dimensional Space)</li> <li>*Form Perception (Object-Matching)</li> <li>*Clerical Perception (Name Comparison)</li> </ul>	This cognitive assessment can be used to evaluate critical skills needed for specialized and technical positions. This assessment indirectly measures attentiveness to details, communication skills, computation skills, analyzing, and problem-solving skills.	53 minutes	Rank and File/ Entry Level Technical/ Specialists/ Officer Level	<ul style="list-style-type: none"> <li>*Speed and Power Test</li> <li>Arithmetic Reasoning: 18 items</li> <li>Vocabulary: 19 items</li> <li>Three Dimensional Space: 20 items</li> <li>Computation: 40 items</li> <li>Name Comparison: 90 items</li> <li>Object-Matching: 42 items</li> <li>*Locally Normed: General Filipino working population</li> <li>*CUSTOMISABLE NORMS – can conduct norming study based on own data</li> <li>*Automated Scoring – Results are received right after completion of test.</li> <li>*Scores presented in Percentage and Percentile</li> <li>*65 items</li> </ul>
Critical Thinking Assessment: Cognitive Assessment	<ul style="list-style-type: none"> <li>*Situations involving Analytical, Inferential, Deductive and Inductive Reasoning</li> <li>*Logical Reasoning</li> <li>*Reasoning and Comprehension</li> </ul>	This assessment is designed to measure an individual's higher order thinking and reasoning skills. This also measures analytical skills, problem-solving skills, and ability to recognize patterns and trends in given data.	60 minutes	Technical/ Specialists/ Officer Level/ Supervisory/ Managerial	<ul style="list-style-type: none"> <li>Power Test</li> <li>Part 1: 30 items   Part 2: 25 items   Part 3: 10 items</li> <li>*Locally Normed: General Filipino working population OR Management level population.</li> <li>*CUSTOMISABLE NORMS – can conduct norming study based on own data</li> <li>*Automated Scoring – Results are received right after completion of test.</li> <li>*Scores presented in Percentage and Percentile</li> <li>*To discourage guessing, each incorrect answer incurs deduction from the Total Score.</li> </ul>

CPB Opinion Survey: Behavioral Assessment	<ul style="list-style-type: none"> <li>• Business Ethics</li> <li>• Dependability</li> <li>• Aggression</li> <li>• Substance Abuse</li> <li>• Honesty</li> <li>• Sexual Harassment</li> </ul>	This assessment evaluates the candidate's general disposition and attitudes on detrimental issues resulting to counter productivity.	Untimed (Average Completion time: ~30 minutes)	Blue Collar Rank and File/ Entry Level Technical/ Specialists/ Officer Level	<ul style="list-style-type: none"> <li>• 93 items</li> <li>• Offered both in TAGALOG and ENGLISH.</li> <li>• Locally Normed: General Filipino working population</li> <li>• CUSTOMISABLE NORMS – can conduct norming study based on own data</li> <li>• Automated Scoring – Results are received right after completion of test.</li> <li>• Scores presented in STEN</li> <li>• Includes Distortion Measure – Social Desirability Scale/measure of the candidate's candor while taking the test.</li> </ul>
Counter Productive Work Behavior Profile: Behavioral Assessment	<ul style="list-style-type: none"> <li>• Business Ethics</li> <li>• Dependability</li> <li>• Aggression</li> <li>• Substance Abuse</li> <li>• Integrity</li> <li>• Sexual Harassment</li> </ul>	This assessment measures six behavioural traits found to be significant to an employer. This test also provides insight on a candidate's general disposition and attitudes on detrimental issues resulting to possible counter productivity in the workplace.	Untimed (Average Completion Time: ~30 minutes)	Blue Collar Rank and File/ Entry Level Technical/ Specialists/ Officer Level	<ul style="list-style-type: none"> <li>• 58 items</li> <li>• Locally Normed: General Filipino working population</li> <li>• CUSTOMISABLE NORMS – can conduct norming study based on own data</li> <li>• Automated Scoring – Results are received right after completion of test.</li> <li>• Scores presented in STEN</li> <li>• Includes an Interview Guide- interview questions generated depending on the score that the candidate got in each dimension.</li> </ul>
Emotional Stability EQ Profile: Behavioral Assessment	<ul style="list-style-type: none"> <li>• Self Esteem (self-respect)</li> <li>• Happiness (life/feelings)</li> <li>• Anxiety (worry)</li> <li>• Obsessiveness (compulsive)</li> <li>• Autonomy (independence)</li> <li>• Hypochondriasis (health anxiety)</li> <li>• Guilt (self-reproach)</li> </ul>	This is an untimed assessment that measures a candidate's emotional tendencies that are useful in the foundation of personal and professional development.	Untimed (Average Completion time: ~30 minutes)	Blue Collar Rank and File/ Entry Level Technical/ Specialists/ Officer Level Supervisory/Managerial	<ul style="list-style-type: none"> <li>• 114 items</li> <li>• Offered both in TAGALOG and ENGLISH.</li> <li>• Locally Normed: General Filipino working population</li> <li>• CUSTOMISABLE NORMS – can conduct norming study based on own data</li> <li>• Automated Scoring – Results are received right after completion of test.</li> <li>• Scores presented in STEN</li> <li>• Includes Distortion Measure – Social Desirability Scale/measure of the candidate's candor while taking the test.</li> </ul>
DISC Personality Profile: Personality Assessment	<ul style="list-style-type: none"> <li>• Dominant or Driver</li> <li>• Influencer or Inducer</li> <li>• Steady or Stable</li> <li>• Compliant or Conventional</li> </ul>	This short assessment is designed to determine a candidate's personality in the context of DISC theory. This also highlights a test taker's strengths and potential weakness, areas for improvement, coaching considerations, and team relationship.	Untimed (Average Completion time: 15 minutes)	Rank and File/ Entry Level Technical/ Specialists/ Officer Level Supervisory/ Managerial	<ul style="list-style-type: none"> <li>• 22 groups of items</li> <li>• Locally Normed: General Filipino working population</li> <li>• Automated Scoring – Results are received right after completion of test.</li> <li>• Report includes useful insights like Career Possibilities and Quick Reference Guide about the different DISC Personality types</li> </ul>

<b>Personality Type Indicator:</b> <b>Personality Assessment</b>	<ul style="list-style-type: none"> <li>*Introversion vs. Extroversion (Attitudes)</li> <li>*Sensing vs. Intuition (Functions)</li> <li>*Thinking vs. Feeling (Functions)</li> <li>*Judging vs. Perceiving (Attitudes)</li> <li>*Realistic (Mechanical Career Cluster)</li> <li>*Investigative (Science / Technology Career Cluster)</li> <li>*Artistic (Creative / Arts Career Cluster)</li> <li>*Social (People Service / Social Service Career Cluster)</li> <li>*Enterprising (Sales Career Cluster)</li> <li>*Conventional (Business / Financial Career Cluster)</li> </ul>	<p>This test evaluates a candidate's personality in the context of Jungian Typology. This test identifies the candidate's personality type highlighting behavioral inclinations and motivational factors.</p> <p>Anchored on the RIASEC Model, this assessment provides a list of Occupational and Career list according to the candidate's interest. Missed in many pre-screening processes, interest goes directly with the motivation of the candidates.</p>	<p>Untimed (Average Completion time: ~20 minutes)</p>	<p>Rank and File/ Entry Level/ Technical/ Specialists/ Officer Level/ Supervisory/ Managerial</p>	<ul style="list-style-type: none"> <li>*116 items</li> <li>*Automated Scoring – Results are received right after completion of test.</li> <li>*Includes descriptions and motivations about the candidate's Jungian Personality Type</li> </ul>
<b>Personal Interest Profile:</b> <b>Personality Assessment</b>	<ul style="list-style-type: none"> <li>*Artistic (Creative / Arts Career Cluster)</li> <li>*Social (People Service / Social Service Career Cluster)</li> <li>*Enterprising (Sales Career Cluster)</li> <li>*Conventional (Business / Financial Career Cluster)</li> </ul>	<p>Anchored on the RIASEC Model, this assessment provides a list of Occupational and Career list according to the candidate's interest. Missed in many pre-screening processes, interest goes directly with the motivation of the candidates.</p>	<p>Untimed (Average Completion time: ~20 minutes)</p>	<p>Rank and File/ Entry Level</p>	<ul style="list-style-type: none"> <li>*60 items</li> <li>*Automated Scoring – Results are received right after completion of test.</li> <li>*Report includes access to the O*net Occupations Master List- a global library of all the possible career options relevant to the area of interest of the candidate</li> </ul>
<b>Profiles Ethics-Oriented</b> <b>Personality Assessment:</b> <b>Personality Assessment</b>	<ul style="list-style-type: none"> <li>Openness to Experience</li> <li>Openness to Aesthetics</li> <li>Openness to Fantasy</li> <li>Openness to Ideas</li> <li>Openness to Values</li> <li>Conscientiousness</li> <li>Orderliness</li> <li>Responsibility</li> <li>Self-Discipline</li> <li>Extraversion</li> <li>Alertness</li> <li>Cheerfulness</li> <li>Gregariousness</li> <li>Novelty Seeking</li> <li>Agreeableness</li> <li>Helpfulness</li> <li>Honesty</li> </ul>	<p>PEOPA is a personality assessment that examines a person's Big Five personality traits. This covers ethics-oriented test items that would give a picture of the moral principles that govern a person's behavior. The test does not only measure the person's prevailing trait, but it also gives an idea about the person's moral uprightness which could be a very useful screening assessment specially on sensitive job positions.</p>	<p>Untimed (Average Completion Time: 25 minutes)</p>	<p>Rank and File/ Entry Level Technical/ Specialists/ Officer Level/ Supervisory/ Managerial</p>	<ul style="list-style-type: none"> <li>*Automated Scoring – Results are received right after completion of test.</li> <li>*Customizable Subscales</li> <li>*Locally Normed: General Filipino working population</li> <li>*Extensive Reports showing behavioral indicators, coaching tips, and insights on the personality of an individual.</li> <li>*Useful in screening candidates for sensitive job positions (e.g. government, finance, etc.)</li> </ul>




<p><b>Work Importance Profiler: Personality Assessment</b></p>	<ul style="list-style-type: none"> <li>•Humility</li> <li>•Understanding</li> <li>Emotional Stability</li> <li>•Capacity to Withstand Stress</li> <li>•Emotional Maturity</li> <li>•Achievement</li> <li>•Independence</li> <li>•Recognition</li> <li>•Relationships</li> <li>•Support</li> <li>•Working Conditions</li> </ul>	<p>Based on the Theory of Work Adjustment, this assessment evaluates candidate's most important work values in his or her work environment. This assessment can help the employers manage the candidate's performance.</p> <p>This short assessment identifies the factors affecting motivation and the intensity of motivation that a person demonstrates in the workplace.</p>	<p>Untimed (Average Completion time: ~20 minutes)</p>	<p>Rank and File/ Entry Level Technical/ Specialists/ Officer Level</p>	<p>•42 items •Automated Scoring – Results are received right after completion of test.</p>
<p><b>Work Motivation Intensity Scale: Behavioral Assessment</b></p>	<ul style="list-style-type: none"> <li>•Internal Motivation</li> <li>•Internalized Motivation</li> <li>•Motivation Due to Self-Preservation</li> <li>•External Motivation</li> <li>•Unmotivated Action</li> <li>•Accounts Receivable</li> <li>•Accounts Payable</li> <li>•Balance sheet</li> <li>•Inventory</li> <li>•Depreciation</li> <li>•Credit/Debit</li> <li>•Petty Cash</li> <li>•Terminology</li> <li>•Miscellaneous</li> </ul>	<p>This test measures a candidate's proficiency and knowledge in different Accounting principles and concepts.</p>	<p>Untimed (Average Completion time: ~20 minutes)</p>	<p>Rank and File/ Entry Level Technical/ Specialists/ Officer Level/ Supervisory/ Managerial Accounting Positions</p>	<p>•22 items •Automated Scoring – Results are received right after completion of test. •The test identifies the candidate's motivational intensity, and self-determined behaviors. •Reports are presented with Behavioral Interpretations and Coaching Tips.</p> <p>•75 items •Automated Scoring – Results are received right after completion of test. •Scores presented in Raw Scores and Percentage •Use of calculator is permitted.</p>
<p><b>Clerical Perception Test: Skills Assessment</b></p>	<ul style="list-style-type: none"> <li>•Speed of Perception</li> <li>•Attention to Details</li> </ul>	<p>This test assesses the ability of the person to quickly and accurately see differences in detail in printed material. This assessment measures the speed of perception of the person which is a fundamental skill in many industrial jobs and fields such as</p>	<p>6 minutes</p>	<p>Any position that requires attention to details.</p>	<p>•90 items •Automated Scoring – Results are received right after completion of test. •Scores presented in Raw Score and Percentile</p>

Digital Literacy Test : Skills Assessment	<p>administration, claims processing, library services, office machine operation, packaging and word processing.</p> <p>This is an assessment that is intended to measure how knowledgeable an individual is when it comes to computer. This test looks on how comprehensive the knowledge of the individual is when it comes to computer (parts and functions).</p>	<p>Untimed (Average Completion time: ~20 minutes)</p>	<p>Any position that requires basic Computer Literacy</p>	<p>•40 items •Automated Scoring – Results are received right after completion of test. •Scores presented in Raw Score and Percentile</p>
Grammar Skills Test : Skills Assessment	<p>This assessment measures a candidate's ability to arrange phrases into meaningful and logical sentences, identify grammatically correct sentences, and use words in different contexts.</p>	<p>Untimed (Average Completion time: ~30 minutes)</p>	<p>Any position that requires basic Grammar skills</p>	<p>•40 items •Automated Scoring – Results are received right after completion of test. •Scores presented in Raw Score and Percentile</p>
Mechanical Understanding Test : Skills Assessment	<p>This test is designed to measure a candidate's proficiency and knowledge in Mechanical Concepts and Principles.</p>	<p>30 minutes</p>	<p>Engineering/Technical Positions</p>	<p>•65 items •Locally Normed: Norming population composed of Engineering candidates and employees. •CUSTOMISABLE NORMS – can conduct norming study based on own data •Also shows International Norms •Automated Scoring – Results are received right after completion of test. •Scores presented in Percentage and Percentile</p>

Profiles Sales Service Assessment: Skills Assessment	SKILLS AND ABILITIES	This test is a general pre-screening assessment tool that measures eight skills and seven behavioral traits found to be especially significant in the international servicing industry. This also measures job fitness in sales positions.	Untimed (Average Completion time: 60 minutes)	Sales /Customer Service Positions	•245 items Part 1: Analytic, Inferential, Evaluative; 20 items Part 2: Deductive and Inductive Reasoning; 10 items Part 3: Sales Service, 32 items Part 4: Reading and comprehension, 10 items Part 5: Grammar 40 items Part 6: Digital Literacy, 30 items Part 7: Sales Service Assessment Section A: Work Style and Behaviors, 93 items Section 8: 10 items •Locally Normed: General Filipino working population •CUSTOMISABLE NORMS – can conduct norming study based on own data •Automated Scoring – Results are received right after completion of test. •Scores presented in STEN •Presents the Job Match to Sales and Customer Service Positions •Includes Distortion Measure – Social Desirability Scale/measure of the candidate's candor while taking the test.
Supervisory Skills Test: Competency Assessment	<ul style="list-style-type: none"> <li>• Management of Performance Quality</li> <li>• Staffing / Personnel Actions</li> <li>• Communications</li> <li>• Interpersonal Relations</li> <li>• Problem Analysis / Resolution</li> <li>• Project Planning</li> <li>• Direct Supervision</li> </ul>	<p>This test assesses the readiness and suitability of an employee to assume a supervisory position. This test can be used as a diagnostic tool to identify strengths and areas of development necessary in successful supervisory leadership.</p>	Untimed (Average Completion time: 30 minutes)	Supervisory	<ul style="list-style-type: none"> <li>•70 items</li> <li>•Locally Normed: representative sample of Local Management Trainees</li> <li>•CUSTOMISABLE NORMS – can conduct norming study based on own data</li> <li>•Automated Scoring – Results are received right after completion of test.</li> <li>•Scores presented in raw score per dimension and total score, percentage, and percentile</li> </ul>

Managerial Skills Test: Competency Assessment	<ul style="list-style-type: none"> <li>• Decision Making/Critical Thinking</li> <li>• Strategic Thinking/Planning</li> <li>• Entrepreneurial Skills</li> <li>• Knowledge on Management Concepts and Application</li> </ul> <p>This assessment gauges an individual's understanding of general principles of management and organization. This test differentiates individuals who are competent in the essential dimensions that were identified as important in a wide range of organizational settings. The situations do not require specialized knowledge or experience in any single industry.</p>	Untimed (Average Completion time: 60 minutes)	Managerial	<ul style="list-style-type: none"> <li>• 158 items</li> <li>• Locally Normed: Filipino applicants for Management Positions or Management Development Programs</li> <li>• CUSTOMISABLE NORMS – can conduct norming study based on own data</li> <li>• Automated Scoring – Results are received right after completion of test.</li> <li>• Scores presented in Raw score per dimension and total score, percentage, and percentile</li> </ul>
Profiles Competency Assessment	<p>This adaptive test is designed to assess the competency level of an employee which may be used in recruitment, selection, promotions, salary determination, performance reviews, and rewards administration. This test gauges an individual's core and leadership competencies through situational judgement items.</p>	Untimed (Average Completion Time per Competency: 10-15 minutes)	Technical, Supervisory, Managerial	<ul style="list-style-type: none"> <li>• 9 items per competency</li> <li>• Utilizes Computer Adaptive Testing- Questions are adjusted according to the testtaker's performance</li> <li>• Customizable Dimensions</li> <li>• Locally Normed: General Filipino working population (Core Competencies) and Filipino applicants for Management Positions or Management Development Programs (Managerial Competencies)</li> <li>• Automated Scoring – Results are received right after completion of test.</li> <li>• Extensive Reports showing behavioral indicators, coaching tips, and insights on how to leverage the candidate's strengths and to fully develop the competencies measured.</li> <li>• Scores presented in STEN Scale and interpreted in a 4-tier competency rubrics: Requires Development, Satisfactory, Competent, Outstanding</li> </ul>

	<p>Managerial Competencies</p> <ul style="list-style-type: none"><li>• Leadership and Management Responsibility</li><li>• Managing Results-Based Performance</li><li>• Business Acumen</li><li>• Making Decisions and Solving Problems</li><li>• Vision and Goal Setting</li><li>• Personal and Collective Accountability</li></ul>				
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