Department of Agriculture
BUREAU OF PLANT INDUSTRY
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MEMORANDUM ORDER
No. 88
Series of 2023

SUBJECT: GUIDELINE ON FILLING UP OF VACANT POSITIONS OF THE BUREAU OF PLANT INDUSTRY

These guidelines are issued to facilitate the efficient filling up of vacant positions of the Bureau of Plant Industry (BPI). These guidelines are consistent with the Civil Service Commission's (CSC) Omnibus Rules on Appointments and Other Human Resource Actions. Filling up of vacant positions shall be consistent with the following:

1. Selection of employees for appointment in the government service shall be open to all qualified men and women according to the principle of merit and fitness. The process shall be overseen by the BPI Human Resource Merit Promotion and Selection Board (BPI – HRMPSB). BPI – HRMPSB shall serve for 2 years or until revoked in writing.

2. Vacant positions that are authorized to be filled-up, together with their corresponding qualification standards and plantilla item numbers, shall be published and posted in three conspicuous places for a period of at least 10 calendar days. This shall be sent through email to all Divisions by the Records Section and shall also be posted at BPI website.

3. There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

4. Applications shall be submitted primarily online through Google Form. Documentary requirements shall also be uploaded online. These could also be sent through other means of communication such as email.

5. Application letter must contain the specific position title, item number, salary grade, and place of assignment.

6. The policy on three salary grade limitations shall apply for application for promotion within BPI (Sec. 97-98, ORAOHRA 2017) except when it falls within the purview of any of the following:

    a. The position occupied by the person is in next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking Positions (SRP) of the agency.

b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.
c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions.
d. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions.
e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:

    i. Educational achievements
    ii. Highly specialized trainings
    iii. Relevant work experience
    iv. Consistent high performance rating/ranking

7. Applications with incomplete documentary requirements shall not be considered.

8. Applications for Salary Grade (SG) 18 up will be evaluated by BPI – Human Resource Merit Promotion and Selection Board (HRMPSB), while those for SG 17 and below shall be evaluated by Division's Local HRMPSB.

9. Applicants shall be shortlisted based on Qualification Standards (QS). QS are the minimum and basic requirements for positions in the government in terms of education, training, experience, and eligibility.

10. BPI Performance Evaluation Instrument for Promotion and Performance Evaluation Instrument for Recruitment shall be used in evaluating and reviewing documents of candidates for promotion and for appointment, respectively.

11. A qualifying examination score of 70% is required for non–BPI employees including Contract of Service (COS) Personnel to be included among applicants for evaluation.

12. The overall percentage points considered as "passed" must be at least 40% for recruitment and 50% for promotion.

13. Positions with only one applicant shall be reposted for another 10 calendar days.

14. In the event that no additional applicants applied for the reposted position, the lone applicant shall be considered and justified upon the approval of the Director.

15. BPI - HRMPSB shall endorse the qualified applicants to the Director for recommendation to the appointing authority.

This order shall take effect immediately and shall supersede all other Orders inconsistent herewith.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director