



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO 2012-03-0003

**RECONSTITUTING THE COMPOSITION OF THE THIRD LEVEL PERSONNEL
SELECTION BOARD IN THE DEPARTMENT OF ENERGY**

To the facilitate the filling up of vacant third level position in the Department of Energy and with reference to Section 7, Chapter 2, Book V of Executive Order No. 292 or the Administrative Code of 1987, the positions in the Civil Service shall be 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, the Department of Energy – Personnel Selection Board (PSB) for the Third Level is hereby reconstituted to be composed of the following:

- Chairperson : **Undersecretary of Administration** - LGA
- Members : **Two (2) Assistant Secretaries** - MMM -
- Head Executive Assistant, Office of the Secretary** -
- Director for Administrative Service** -
(Member and Secretariat)

Functions of the Third Level PSB

1. Authorize the publication of vacancy/ies for the third level positions;
2. Follow strictly the process on the selection of candidates for appointment in government service;
3. Submit a comprehensive evaluation report of candidates screened for appointment so that the appointing authority will be guided in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled. The evaluation report should not only specify whether or not the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidates' preference of assignment should be mentioned in the report. The evaluation report shall be in accordance with the format prescribed in the Memorandum of the Office of the President dated 02 February 2012; and

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4. Ensure that the minutes of meeting of all deliberations are recorded, properly filed and maintained to provide guidance to interested parties, upon written request.

The members of the PSB shall serve for a period of one (1) year reckoned from the date of appointment, subject to the renewal at the discretion of the Secretary. In case of resignation, retirement, separation, re-assignment or removal from service, the replacement shall serve only the unexpired term: Provided, that in case of leave of absence or suspension, the replacement shall serve only for the duration of such leave of absence or suspension.

Any complaints or grievance pertaining to the selection and evaluation of third level candidates for third level positions shall be submitted to the undersigned. Likewise, all department orders and issuances inconsistent with this Department Order are hereby modified or superseded accordingly.

This order shall take effect immediately and shall be applied in the screening of candidates/applicants/recommendations for FY 2011 onwards.

For implementation.



JOSE RENE D. ALMENDRAS
Secretary



10/11/12