**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

**\_\_\_\_\_\_\_\_\_(Date & Time)\_\_\_\_\_\_\_\_\_**

Minutes of the Meeting and Deliberation for the

Position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Division

**ATTENDANCE**

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| **Agenda 1: Open Ranking and Assessment for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division** | |
| **AssessmentProper** | 1. Preliminary meeting was conducted by HRMPSB last \_\_\_(date) at around (time) in preparation to the finalassessment and open ranking for \_\_\_\_\_\_\_\_\_\_\_\_ positionofthe Administrative Division.Also, documents submitted last \_\_\_(date)\_\_\_\_ (deadline of submission)bythe applicants were initially evaluated by HRMPSB members. 2. The secretariat initially welcomed the applicants. Chairperson/Co-Chairperson delivered the opening statement.The secretariat introduced the HRMPSB members and the qualified applicants for the \_\_\_\_\_\_\_\_\_\_\_\_position were as follows:   a.  b.  c.  d.  e.  In line with the data privacy act, the HRMPSB prepared a notice for all the applicants. The data privacy notice stated that:  *“Please be informed that this virtual open ranking will be recorded, and the information gathered will be used for purposes of documentation. Rest assured that the recording will not be shared to persons outside the Department of Education (DepEd).”*  The statement of purpose of the engagement, legal bases to be used and online protocol as well as the rules and procedures was discussed by (any member of the HRMPSB). It was reiterated that the purpose of the engagement was to appreciate the submitted documents; conduct an interview to gauge the applicant’s potential, psychosocial attribute and personality traits; and to come up with the rank list that will be presented to the appointing officer. The legal bases used by the HRMPSB as reference were DepEd Order No. 66, s. 2007 and 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), revised 2018. Online Protocols to be observed during the ranking process were the following:   1. Put your speaker on mute mode when you are not speaking   b. Unmute the speaker if you decide to speak and may call the attention of the facilitator by saying “permission to speak”.  c. During the time of your assessment please turn on your speaker as well as the camera.  The Rules and Procedures enumerated by \_\_(any member of the HRMPSB) were the following:   1. Two parts of assessment are: appreciation of documents and interview 2. Each one of you will be on board in alphabetical order during the first part of assessment 3. Since the verification the authenticity of the documents submitted, you have to recite the Self-Attestation regarding the veracity of the photocopy of the documents you have submitted to this office, before the start of the assessment. The self-attestation shall be:   **SELF-ATTESTATION**  I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, applicant for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_position of DepEd Region IV-A \_\_\_\_\_\_\_\_\_\_\_Division, attest to the veracity of the photocopy of documents I submitted for ranking purposes.  In the event that I will be selected for the position, any fraud regarding those documents can be taken against me.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature over printed name)   1. The ratings for each criterion will be presented; you may pose queries to clarify things about those: performance rating (\_\_\_\_\_\_ pts.), experience (\_\_\_\_\_\_ pts.), outstanding accomplishment (\_\_\_ pts.), education (\_\_\_\_ pts) and training (\_\_\_\_ pts). 2. Utmost courtesy is to be observed during the proceedings 3. Upon evaluation and assessment of the documents presented, you have to conform verbally to the initial results. The conforme as to the partial result of the assessment shall be:   ***CONFORME***  *I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, applicant for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position, conform to the partial results of the ranking with a rating of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*  *Done this \_\_\_\_\_\_\_ day of \_\_(month) , 20\_\_\_\_\_.*   1. After all of you finished the on boarding for the appreciation of documents, part II of the ranking procedure, which is the interview will commence, to be facilitated by \_\_\_\_\_\_(any member of the HRMPSB) . 2. The applicants will be signing another document, the Background Investigation Form sent also thru email. Kindly sign the document scan and email to the HRMPSB Secretariat.   (Chair/Co-Chair) clarified that the documents submitted were already evaluated bythe panel. The position of Administrative Aide III has the following basic requirements:   1. Completion of Two-year studies in college 2. Training: None required 3. Experience: None required 4. Eligibility: Career Service Sub-Professional/ First level eligibility   \_\_\_(Chair/Co-Chair) explained that all the documents were handed over tothe HRMO for verification while the other members have their comparative data summary as a reference.  Appreciation of documents submitted by the applicants:   1. **(name of Applicant 1)**   **Education:*(\_\_\_\_\_\_\_ point/s)***  **Eligibility:**  **Performance Ratings:*(\_\_\_\_\_\_ point/s)***  **Experience:*(\_\_\_\_\_ point/s)***  **Outstanding Accomplishments: (\_\_\_\_\_ *point/s)***   1. Outstanding Employee Award 2. Innovation 3. Research and Development 4. Publication/Authorship 5. Consultant/Speakership   **Training:*(\_\_\_\_\_ point/s)***  *(Name of Applicant 1)*  *Performance Rating: \_\_\_\_\_\_\_point/s*  *Experience: \_\_\_\_\_\_\_point/s*  *Outstanding Accomp.: \_\_\_\_\_\_point/s*  *Education: \_\_\_\_\_\_point/s*  *Training: \_\_\_\_\_\_point/s*  ***Partial results =\_\_\_\_\_\_\_\_point/s***   1. **(Name of Applicant 2)** |
| **Interview Proper** | 1. The interview proper was facilitated by(Chief of the Division where the vacancy exists) using the Behavioral EventInterviewing (BEI) composed of:    1. potential - communication skills, ability to present ideas, alertness, judgement and leadership ability    2. psychosocial attributes and personality traits – using the Behavioral Events Interviewing (BEI) the panel can get the attributes on human relations, decisiveness, and stress tolerance.   **Q & A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Written or On-the-Job Examination or Skills Test;**  **Initial Evaluation of documents** | 1. Written or On-the-Job examination and/or skills testwas conducted by HRMPSB/Chief of the Division or Head of Section/Unit where the vacancy existslast \_\_(date & time) . The applicants took the examination were as follows: 2. **(Name of Applicant)** 3. **(Name of Applicant)** 4. The initial evaluation of documents started\_\_\_\_\_(date)\_\_\_\_\_. |
| **Results of the Interview/Deliberation** | 1. The HRMPSB discussed matters immediately after the interview of the candidates. The HRMPSB strictly followed the criteria in DepEd Order No. 66, s. 2007. Each member of the panel provided their comments/suggestions/opinions on the interview proper by the candidates. The Chairperson with the full support of the Co-Chairperson examined carefullythe answers/responses given by the candidates to the various questions. A cross-validation on the data during the open ranking was also done both in excel and manual computation for the purpose of accuracy. 2. **The applicant/s passed through a deep selection process**.   The result of the final evaluation of the HRMPSB was shown on the attached Determinants/Factors of Performance Evaluation Form II with ranking, for submission to the Regional Director/Appointing Authority for his/her information and/or appropriate action.  OR  After careful evaluation and validation of documents by the HRMPSB, below is the result for submission to the Regional Director/Appointing Authority for his/her information and/or appropriate action:  Rank 1 – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rank 2 – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rank 3 – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rank 4 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rank 5 - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Adjournment** | 1. Having no more business to take, the meeting/deliberationadjourned at \_\_\_\_\_(time) . |

**Prepared By:**

*Secretariat*

***Adopted:***

**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD**

**(HRMPSB)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Member Member

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Representative, 1stLevel Positions Member

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Co-Chairperson

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Assistant Regional Director

Chairperson

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| **DATA PRIVACY NOTICE: Data and information in this form are intended exclusively for the purpose of this activity. This will be kept by the process owner for the purpose of verifying and authenticating identity of the participants. Serving other purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information explicitly consenting the process owner to serve its purpose.** |