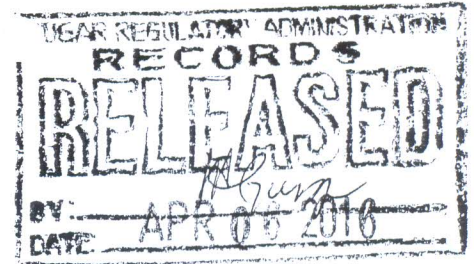




Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
TIN 000-784-336



**MEMORANDUM ORDER NO. \_\_\_\_\_**  
Series of 2016

**SUBJECT: GUIDELINES ON THE ORGANIZATION OF PLACEMENT COMMITTEE IN THE IMPLEMENTATION OF THE APPROVED RATIONALIZATION PLAN OF THE SUGAR REGULATORY ADMINISTRATION**

In the implementation of the approved rationalization plan of the Sugar Regulatory Administration (SRA), the following guidelines shall be observed in the organization of the Placement Committee pursuant to Republic Act 6656 otherwise known as "*An Act to Protect the Security of Tenure of Civil Service Officers and Employees in the Implementation of Government Reorganization*", to wit;

**Section 1.** Pursuant to the vested authority of SRA and with the approval of its Board of Directors, a Placement Committee is hereby created in the judicious selection and placement of personnel in order that the best qualified and most deserving persons shall be appointed, in compliance with Republic Act No. 6656

**Section 2.** The Placement Committee shall be responsible for the following;

- a) Formulate / adopt selection criteria or procedures to identify the best qualified and most deserving SRA personnel to be placed to reclassified and/or comparable positions;
- b) Ensure fairness and transparency in the assessment of placement of personnel;
- c) Endorse to Administrator any complaints or appeals on placement issues;
- d) Conduct briefing on placement guidelines and procedures;
- e) Perform other related task

**Section 3.** The Placement Committee shall be composed of the following;

- a) A representative of the Administrator (appointing authority);
- b) Two (2) members duly appointed by the Administrator;
- c) One (1) member duly elected by employees holding positions in the first level of the career service;
- d) One (1) member duly elected by employees holding positions in the second level of the career service;
- e) A representative of the Sugar Regulatory Administration Employees' Association of the Philippines, Inc. (**SUGAREAP**) which is duly registered in accordance with Executive Order No. 180 and its



implementing rules and with majority of the employees as members therein.

“First Level of the Career Service” shall include clerical, trades, 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. It covers those who belong to Salary Grade No. 1 to 10.

“Second Level of the Career Service” shall include professional, technical and scientific positions which involve professional, technical and scientific work in a non-supervisory or supervisory capacity requiring at least four years of college work up to Division Chief Level. It covers those who belong to Salary Grade 11 to 28 based on Civil Service Commission Resolution No. 1100472 dated 08 April 2011 entitled “Policies on Executive/Managerial Positions in the Second Level”.

**Section 4.** Within three (3) days from issuance of this Memorandum Order, the Human Resource Section shall notify all employees those who belong in the first level and second level of the career service by posting in the Bulletin Board both in Quezon City and Bacolod City Offices, the list of names of those who belong to either group.

SRA Quezon City shall cover all employees from Luzon and Mindanao while SRA Bacolod shall cover all employees from the Visayas.

**Section 5. NOMINATION PROCESS.** After five (5) days from the requisite posting, the Human Resource Section shall prepare and distribute the nomination forms of candidates for the two seats in the Placement Committee from among its employees all over the country.

Employees belonging to the same level shall nominate for their representative.

For regular employees who are assigned to either in Quezon City and Bacolod City, nomination of representatives shall be done by ballot.

In this process, each regular employee is given a nomination ballot and writes the name of his / her nominee.

For those who are working in the field or outside the offices of Quezon City or Bacolod City, nominations shall be by mail/email wherein the Human Resources Section shall be responsible for sending the ballot to the regular employee thereat with the instructions on how to fill it up.

The employees shall be given five (5) working days from receipt of the nomination ballot within which to submit or mail back the nominations to the Human Resource Section. No other nomination shall be accepted after the lapse of the said period.



After three (3) days from the expiration of the nomination period, the Human Resource Section shall open the ballots and tabulate the total number of nominations all nominees receive.

The list of nominees from SRA Quezon City and Bacolod City shall be shortlisted. The two nominees who garnered the highest number of nominations from SRA Quezon City and SRA Bacolod for the First Level and Second Level, shall be the final two nominees from which the employees vote or elect their representatives.

The Human Resource Section shall now prepare the list of nominees from which the employees vote or elect their representatives. The nominees list will be posted in the SRA's website and various conspicuous places of SRA premises both in Quezon City and Bacolod City for five (5) working days.

**Section 6. ELECTION PROCESS.** After the nomination process is finished, the Human Resource Section shall schedule the day when the election shall be conducted both in Quezon City and Bacolod City. Simultaneous elections shall be conducted in both offices. An Election Committee composed of five (5) Members from either Quezon City and/or SRA Bacolod City shall be formed by the Sugar Board.

On election date, all regular employees shall vote on the nominated candidates by ballots. All field employees shall be required to report to either Quezon City or Bacolod City Office on the said date.

From 9 in the morning until 12 noon on election date, the election committee shall distribute the election ballots to all regular employees in the designated place where election shall be conducted. Immediately after filling up the ballots, it shall be returned in a sealed form to the Election Committee.

At 1 o'clock in the afternoon on election date, the Election Committee shall count all votes casted during election period. All Sections Chiefs shall assist in the counting of votes.

The candidates who got the highest number of votes shall be given seats for the said Committee. In case of tie, the candidate who has longest years of service in SRA shall be considered for the said seats.

A tally sheet or report sheet for the ballot votes taken shall be posted in the SRA's bulletin boards immediately thereafter.

**Section 7.** After all the slots in the Placement Committee are filled up, the members shall thereafter elect their Chairperson. A representative of the Civil Service Commission may also be requested by the SRA to render assistance to the Committee.

**Section 8. Functions of the Placement Committee.** The said Committee shall have the following functions.

- a. Within five (5) days from receipt by SRA of its approved Rationalization Plan, the Committee shall ensure that copies thereof are posted in the bulletin boards and other conspicuous places in its Central and Regional Offices.
- b. Officers and employees shall be invited to apply for any of the authorized position. Said application shall be considered by the Placement Committee in the Placement and selection of personnel.
- c. The Committee shall evaluate / assess the qualifications and competence of the applicants and other employees based on the criteria and preference as hereunder stated and in line with the CSC Guidelines on the Placement of Personnel Relative to the Implementation of Approved Rationalization Plan (CSC Memorandum Circular No. 3, Series of 2014), Republic Act 6656 and other pertinent laws or CSC rules:
  - i. Officers and employees holding permanent appointments to positions comparable to their former positions or in case there are not enough comparable positions to positions next lower in rank.
  - ii. Temporary employees who possess the necessary qualification requirements and appropriate civil service eligibility for permanent appointment.
  - iii. Casual employees who possess the necessary qualification requirements and appropriate civil service eligibility for permanent appointment.
  - iv. Officers and employees holding permanent appointments in other agencies who meet the qualification requirements of the positions;
  - v. No new employee shall be taken in until all permanent officers and employees shall have been appointed, including temporary and casual employees who possess the necessary qualification requirements, among which is the appropriate civil service eligibility for permanent appointment to positions in the approved staffing pattern in case there are still positions in the approved staffing pattern to be filled, unless such positions are policy-determining, primarily confidential, or highly technical in nature.

- d. The Committee shall prepare the Personnel Placement List and submit the same to SRA Administrator for approval.

**Section 9.** The Human Resource Section of Quezon City and Bacolod City shall act as the Secretariat of the Placement Committee and provide the necessary personnel assistance and in addition, shall have the following functions:

- a. Prepare the individual appointments on the prescribed C.S. Form together with the supporting papers and issued them to those reappointed, and thereafter submit the same to the Civil Service Commission Field / Regional Offices within thirty (30) days from their issuance thereof.
- b. Posting of the appointments in the bulletin boards and other conspicuous places in the Central and Regional Offices, the lists of personnel appointed to the positions in the approved staffing pattern, within five (5) days from the effectivity or issuance of the appointments, whichever is earlier. The posting should not be less than fifteen (15) days.
- c. The Human Resource Management Officer of Quezon City and Bacolod City or the duly authorized officer performing the duties of Human Resource Management Officer shall certify as to the date of the first date of posting and the duration thereof.

**Section 10.** Lists of officers and employees in the First (1<sup>st</sup>) and Second (2<sup>nd</sup>) Levels in the career service are hereto attached, as **Annexes A and B**, for your ready references in sourcing names in the submission of your nomination.

**Section 11.** All orders and / or memoranda inconsistent herewith are hereby revoked.

**Section 12.** This Order shall take effect immediately and shall remain in force until revoked in writing.

  
**MA. REGINA BAUTISTA-MARTIN**  
Administrator