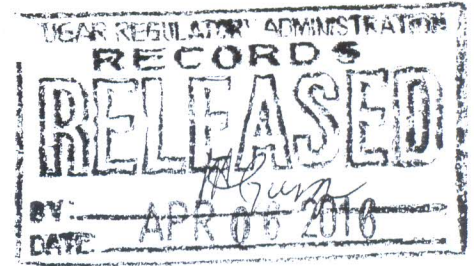




Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman, Quezon City
Philippines 1101
TIN 000-784-336



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



