




MEMORANDUM No. 09 - 2013

TO : **ALL CONCERNED EMPLOYEES**

FROM : 
SERAFIN L. NGOHAYON, Ph.D.
President

SUBJECT : **Reconstitution of the Non-Teaching Staff Promotion and Selection Board (NSPSB)**

DATE : February 6, 2013

1. In line with the 5th Development Goal of the University which is to “pursue excellence in administration and governance”, and with the sabbatical leave of Dr. Camilo A. Pimentel, VP for Administration and Finance, there is an urgent need to reconstitute the Non-Teaching Staff Promotion and Selection Board (NSPSB);
2. Effective immediately, the new NSPSB shall be as follows:

Non-Teaching Staff Promotion and Selection Board (NSPSB)

Chairperson: Chief Administrative Officer (Atty. Candice G. Buyucan)
Vice Chairperson: Director, Human Resources and Development (Mrs. Sandra Irish C. Marquez)
Members: Campus Director of campus where employee is assigned/ to be assigned
Head of concerned Department/ Unit (2nd Level)
Representative of the Rank & File (1st Level) to be identified by the Committee Chairperson
President, Non-Teaching Staff Association of the campus or IFSU
Employees Union President
Committee Secretariat: Mrs. Fedelym Pugong

3. The committee is to evaluate and screen employees for promotion and qualified applicants for hiring;
4. Before sitting down *en banc* to assess and screen applicants for hiring, the committee shall require a copy of the list of qualified applicants from the Department of Human Resource and Development Office, which should have undertaken an assessment on the BASIC qualification requirements of the applicants and certifies a list of those who met the minimum qualification requirements for the position;
5. While the NSPSB, sits *en banc* to undertake evaluation and assessment of applicants, they are to practice a “blind rating” system where their individual assessments are to be kept secret to be submitted to the Chairperson for consolidation. It is only when the ranking is done, that the summary comparative assessment form (CAF) is passed to the committee members for signing.
6. The committee (Chairperson and Members) are earnestly enjoined not to divulge nor discuss the result of the committee evaluation to anyone much more to any of the applicants as a matter of courtesy to the appointing officer’s discretion to appoint anybody from the ranked qualified applicants and for the action not to be preempted.
7. The Committee Chairperson or the Director of the Department of Human Resource and Development are the only ones authorized to release the official result of the assessment **only after it has been acted upon by the appointing officer/ university president.**
8. For the commitment, implementation and guidance of all concerned.