



Republic of the Philippines
Province of Zamboanga del Sur
MUNICIPALITY OF BAYOG
OFFICE OF THE MUNICIPAL MAYOR

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Office of the Municipal Mayor
Municipality of Bayog
RELEASED

Date: 5-19-16

EXECUTIVE ORDER NO. 16-098

STANDARDIZING THE HIRING PROCESS FOR LABORER AND JOB-ORDER PERSONNEL IN THE MUNICIPAL GOVERNMENT OF BAYOG, ZAMBOANGA DEL SUR THROUGH RANKING SYSTEM

WHEREAS, It is a declared policy of the Municipal Government of Bayog to strictly adhere to the principles of merit, fitness and equality, whereby selection of employees shall be based on relative qualifications and competence to perform the duties and responsibilities of the position. That there shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation as are provided in the LGU's Merit Selection Plan.

WHEREAS, it is inherent to establish a system by which merit and fitness shall be complied thereby giving equal opportunity for men and women at all levels of position in the Municipal Government of Bayog, Zamboanga del Sur who meet the minimum requirements of the position to be filled.

NOW, THEREFORE, I LEONARDO L. BABASA, JR., Municipal Mayor, by virtue of the powers vested in me as Local Chief Executive of Bayog, Zamboanga del Sur, do hereby Order:

SECTION 1. There is hereby established Standardized Hiring Process of Employees in the Municipal Government of Bayog, Zamboanga del Sur, through Ranking System, in accordance with civil service laws, and rules and regulations.

SECTION 2. Hiring Process Laborer and Job-Order Personnel shall be in accordance with the following procedures:

- A. Registration at the Labor and Employment Division, Office of the Municipal Mayor. All applicants must register with the Labor and Employment Division, Office of the Municipal Mayor
- B. Ranking System. Applicants who have submitted their respective application papers (Application Letter, Biodata/Resume, shall be ranked with the following criteria:
 1. Educational Qualification (EQ) & Academic Rating (25%) – Based on personnel Transcript of Records (TOR), shall be rated as follows:

- Doctoral Degree	- 10 Points	-4/5yr Degree	- 4 Points
- Doctorate CAR	- 8 Points	- 3 Years College	- 3 Points
- Master of Arts	- 6 Points	- Two Years College	- 2 Points
- Master of Arts CAR	- 5 Points	- High Sch. Graduate	- 1 Point
 2. Civil Service Eligibility (25%) – Board, Career Professional, Career Sub-Professional, TESDA National Certificate
 3. Oral Examination (Interview) (25%) – an interview shall individually be conducted by Department Heads and shall be rated on One (1) to Five (5) Scale with 1 as highest and 5 as lowest on each of the following criteria:
 - a. Appearance (25%) – use of proper attire in accordance with government dress code, to include neatness and smartness.

- b. Articulateness (25%)– shall mean or synonymous to well-spoken, fluent, clear, expressive & smooth, eloquence..etc ...
 - c. Deportment (25%) – shall mean or synonymous to self-confidence the appeal, the impact, manner, posture, behavior, attitude.
 - d. Novelty (25%) - shall mean or synonymous to new ideas, creativeness, originality, innovation, etc...
4. Written Examination (25%) – a 100 item-Multiple Choice Examination with five (5) alternative answers shall be prepared from on the subjects, such as but not limited to: English, Mathematics, Abstract Reasoning, Current Events, Government Laws and Issuances, and others.

C. Appointment Process

1. Employment of job-order personnel. Department Heads shall notify the Municipal Mayor through the Municipal Administrator, needed positions to be filled out, or such number of personnel needed to work in a given project duration and the tasks to be performed by said personnel.
2. Request is referred to the Labor and Employment Division, Office of the Mayor, for evaluation and recommendation of qualified personnel for possible accommodation.
3. The Head of the Human Resource Management Section under the Administrative Division, Office of the Municipal Administrator shall, based from the List of Qualified Personnel (see Ranking), issue the necessary Service Contract or Job-Order Contract.

SECTION 3. EFFECTIVITY. This Order shall effect immediately.

SECTION 4. Let copies of this Order be furnished the Provincial Governor, the Municipal Vice Mayor, all LGU Department Heads, and others concerned.

ISSUED this 16th day of May 2016, in the Municipality of Bayog, Province of Zamboanga del Sur, Philippines.


LEONARDO L. BABASA, JR., MBA, CPA
Municipal Mayor

BY THE MUNICIPAL MAYOR:


VIRGILIO Q. ZAMORA, MPA, JESO
Mun. Administrator/Exec. Asst-Designate