

GUEVARRA, RONALD S.

Re: Appointment; Qualification Standards

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RESOLUTION NO. 992296

Manuel Crisostomo, Senior Vice-President and Officer-In-Charge, Home Development Mutual Fund (HDMF), appeals the disapproval of the Civil Service Commission-National Capital Region (CSC-NCR) of the promotional appointment of Ronald S. Guevarra as Planning Specialist for failure of the appointee to meet the experience requirement of the position.

The appellant represents as follows:

We appeal for reconsideration of his case, considering his work performance for the past year and his qualification, to wit:

"Mr. Guevarra is a college graduate with a B.S. Math degree major in Actuarial Science. He is currently undergoing his masteral studies and has to date, earned 36 MBA units to his credit.

"He has been with Pag-ibig Fund since June 1996 starting out as a contractual employee in the Intramuros Branch. With his college course, however, his Manager felt that it would be a pity to confine him to operations work. Since the Corporate Planning Department at head office needed to beef up its manpower complements with highly technical staff, Mr. Guevarra's education background of Actuarial Science was a perfect fit and he was therefore prevailed upon to apply for a position in Corplan. Considering the scarcity of technical people within the organization with said background, he definitely became an asset to the department.

"As the CSC is well-aware of, the Corporate Planning Staff of most government financial institutions are supposed to be very well-versed in analytical and technical skills. These are the people who monitor the performance of the entire organization, provide the macro or corporate-wide plans, prepare financial projections and perform sensitivity analyses to ensure corporate performance and viability.

"Pag-ibig Fund's Corporate Planning Department falls under the Management Services Group. From the attached table of organization, it may be noted that the lowest plantilla position is that of Planning Analyst II (SG 15). At present, the highest positions occupied are those of Chief Planning Specialists (SG 22). The position of Department Manager III has been unoccupied since March 1997; it was recently bid but none of the applicants were acceptable to Management. As of yet, no one has qualified for the Assistant Manager positions. All existing personnel perform technical analysis-financial, statistical etc.

"Mr. Guevarra joined the Corporate Planning Department in July 1997 and since January 22, 1998, he has been performing the duties and responsibilities equivalent to a Planning Specialist as supported by the attached Special Order. The Data Encoder position to which he was appointed in January 1998 was simply his entry point to become a regular employee of the Fund. Needless to say, his qualifications far exceed those of a Data Encoder. In the absence of an Actuary, which is critical considering that Pag-ibig Fund is a provident fund, Mr. Guevarra's educational training has come in very handy in the preparation of the Fund's actuarial projections and other financial spreadsheets; not to mention his writing and analytical abilities which have become very much evident in preparation of materials for regular Board meetings of the Fund.

"Admittedly, failure to comply with CSC Memorandum Circular No. 42, s. 1998 regarding the issuance of the Office Memorandum Order for purposes of meeting the required experience was an oversight on our part. An internal memo circular was disseminated only last June 1, 1999. We feel, however, that a qualified, competent and highly performing employee deserves due recognition."

Records show that in January 1998, Guevarra was appointed as Data Encoder in HDMF. On May 19, 1999, he was promoted as Planning Specialist under permanent status. CSC-NCR, however, disapproved the promotional appointment on the ground that the experience gained by the appointee as Data Encoder is not relevant to the position of a Planning Specialist. A request for reconsideration was seasonably filed with CSC-NCR by the appellant in his capacity as Officer-In-Charge of the Operations Group of HDMF on July 15, 1999. In said request, the appellant represented that the appointee has actually met the one year experience requirement in view of the fact "that Mr. Guevarra was actually performing the duties and responsibilities equivalent to Planning Specialist since January 22, 1998." Said request for reconsideration, however, was similarly denied by CSC-NCR for failure of the appellant to present the necessary office or Memorandum Order required under CSC MC 42, s. 1998. Hence, the instant appeal.

It may be mentioned that CSC-NCR found out that the appointee meets the education, training and eligibility requirements except for the experience. Hence, the discussion in this resolution will center on the issue of whether or not the appointee has met the experience requirement of the position for purposes of approval of his permanent appointment as Planning Specialist. With the submission of the required documents under **CSC MC 42**, s. 1998 by the HDMF, the Commission is inclined to rule in the affirmative.

It is provided under **CSC MC 42, s. 1998** that *"(E)xperience may be gained in the same level of positions from either the government or private employment. (E)xperience gained from first level positions shall not be considered relevant to any positions in the second level." Moreover, "(F) or experienced acquired on the basis of the designation shall not be considered for purposes of meeting the required experience unless said designation is covered by an Office or Memorandum Order."* (Underscoring Supplied)

In this present appeal, Senior Vice-President Crisostomo represents that Guevarra meets the one year relevant experience requirement because the latter has actually been performing the duties and responsibilities equivalent to a Planning Specialist position since January 22, 1998 up to his

appointment as Planning Specialist. He submitted to the Commission the following pertinent documents to bolster his appeal:

1. A copy of Special Order No. 99-313, series of 1999 issued by Lillian Y. Reyes, Vice-President, Management Services Group, HDMF confirming the assignment of Guevarra as Planning Specialist; and
2. A copy of certification dated may 27, 1997 issued by Elvira Villamor, Officer-In-Charge, Corporate Planning Department, HDMF, certifying that Guevarra "has been performing the following duties and responsibilities since January 22, 1998:

- ☐ "monitor the implementation and generate the status report of development loan programs
- ☐ "monitor and prepare the Fund's project listings
- ☐ "monitor and tabulate the volume of various housing loan applications
- ☐ "assist in the analysis of planning inputs of the different operating units
- ☐ "gather data within and outside the origination
- ☐ "maintain and take the assigned micro computers
- ☐ "perform other related functions that may be assigned from time to time."

The two pertinent documents submitted establish the fact that Guevarra, though a Data Encoder, has actually been designated/ordered to perform the duties and responsibilities of a Planning Specialist for the period from January 22, 1998 to May 18, 1999. Thus, with these documents, there is now substantial compliance with said requirement under CSC MC 42, s. 1998. Consequently, the actual relevant experience gained by Guevarra from said designation is sufficient for purposes of meeting the required

experience of a Planning Specialist.

WHEREFORE, the Commission hereby grants the instant appeal of Senior Vice-President Manuel Crisostomo. Accordingly, the promotional appointment of Ronald S. Guevarra as Planning Specialist is approved. CSC-NCR is hereby directed to reflect this Resolution in the service record of the appointee.

Quezon City, OCT 06 1999

CORAZON ALMA G. DE LEON
Chairman

THELMA P. GAMINDE
Commissioner

JOSE F. ERESTAIN, JR
Commissioner

Attested by:

ARIEL G. RONQUILLO
Director III

