



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
*Manila*

**DEPARTMENT CIRCULAR NO. 005**

**TO :** All Undersecretaries/Assistant Secretaries  
Prosecutor General/Chief State Counsel  
All Heads of Services and All Concerned

**SUBJECT :** Interim Guidelines on Recruitment, Selection and Hiring  
Processes for the Period of State of Calamity Due to COVID-  
19 Pandemic

**DATE :** FEB 24 2021

---

### **1.0 RATIONALE**

This Circular is issued to prescribe interim internal guidelines on the appointment process and other human resource actions during the state of calamity on account of the COVID-19 pandemic, pursuant to Memorandum Circular (MC) No. 14, s. 2020, of the Civil Service Commission (CSC) entitled "Interim Guidelines on Appointments and Other Human Resource Actions for the Period of State Calamity Due to COVID-19 Pandemic".

### **2.0 SCOPE AND COVERAGE**

These interim guidelines shall apply only to appointments to first-level and second-level positions, including second-level executive/managerial positions in the career service, and those appointed to the non-career service who are non-presidential appointees.

### **3.0 GUIDELINES**

To ensure equal work opportunities regardless of sex, race or creed and regulate the online selection of applicants during the covered period, the following guidelines shall be observed:

#### **Updating and Publication of Vacant Positions**

- 3.1 Before the pre-selection process, the Appointment Section, Personnel Division, in cooperation with the concerned offices, shall update and review the approved plantilla of positions nationwide to identify the existence of vacant positions for each service/office/program/unit. Such updating shall be made monthly or quarterly, as the need arises;
- 3.2 Upon the recommendation of the head of the concerned office, the identified vacant positions shall be published upon the approval of the Director of the Administrative Service or his/her authorized representative;

3.3 The following procedure shall be observed in the publication of vacant positions:

3.3.1 The list of vacant positions to be filled up shall be submitted in advance to the Civil Service Commission – Manila Field Office (CSC-MFO) via email. The original copy of the said list shall be submitted to CSC-MFO per prescribed schedule of the Department in going to the CSC-MFO, which shall then forward the same to the CSC National Capital Regional Office (NCRO);

3.3.2 Upon acknowledgment by the CSC-MFO, the list of vacant positions shall be published on the DOJ website. The required posting of such list in three (3) conspicuous places within DOJ premises may be relaxed during the covered period.

### **Acceptance and Pre-screening of Applications**

3.4 All applications shall be coursed through the Appointment Section (AS) of the Personnel Division. It may be submitted personally or online through the specified email address provided by the AS. All applications must be submitted within the allotted period; otherwise, late applications shall not be considered;

3.5 Upon receipt, the AS shall review the applications and their supporting documents, and assess the qualifications of the applicants based on the qualifications standard set for the concerned position. The AS shall ensure the completeness of pertinent application documents before recording the applicant's profile in the Applicants Database System (ApDb);

3.6 Upon pre-screening, qualified applicants shall be scheduled for an online pre-employment exam and/or video conferencing interview, as the case may be. Applicants who failed to meet the qualification requirements (QS) shall be immediately informed to appraise them on the status of their application;

3.7 The score of each applicant in the pre-employment exam/interview shall be entered in a separate score sheet, which shall thereafter be emailed to the members of the Human Resource Merit Promotion and Selection Board (HRMPSB);

### **Deliberation and Shortlisting of Applications**

3.8 The members of the HRMPSB shall convene via any of the available online platforms to further vet the qualifications of the applicants and grade them accordingly based on the prescribed criteria;

3.9 Based on the applicants' score sheets, the secretariat of the HRMPSB shall tabulate the scores of all applicants for each vacant position and rank them accordingly;

- 3.10 Once the scores are tabulated, the HRMPSB shall issue a corresponding Board Resolution recommending to the Secretary of Justice the appointment of any of the qualified applicants included in the shortlist. The members of the HRMPSB are allowed to affix their electronic signatures on the Board Resolution, provided that a certification by the Secretary of Justice on the use of electronic signatures, together with the specimen signatures, is submitted to the CSC.

#### **Issuance of Appointment**

- 3.11 Upon such recommendation of the HRMPSB, the Secretary of Justice may appoint any of the applicants shortlisted in the Board Resolution; and
- 3.12 Upon the issuance of the appointment and acceptance by the successful applicant, and after taking his/her oath of office, the pertinent appointment documents shall be submitted to the CSC within the period prescribed in MC No. 14, s. 2020.

#### **4.0 EFFECTIVITY**

This Circular takes effect immediately and shall remain in force until the state of calamity due to the COVID-19 pandemic is lifted by the President of the Philippines.

For strict compliance.



**MENARDO I. GUEVARRA**  
*Secretary*

Department of Justice  
CN: O202102187



Copy furnished:  
All concerned.