

**MEMORANDUM ORDER**

No. 03  
Series of 2025

**SUBJECT : GUIDELINES FOR HIRING AND PROMOTION OF CONTRACT OF SERVICE PERSONNEL FOR THE NATIONAL VETERINARY QUARANTINE SERVICES DIVISION**

To provide transparency and facilitate impartiality in the conduct of hiring process and promotion of Contract of Service (COS) personnel, the following procedures shall apply:

1. The applicant is required to submit the following documentary requirements:
  - 1.1. For New Employee
    - a. Application Letter
    - b. Personal Data Sheet (PDS)
    - c. Diploma Certificate
    - d. Transcript of Records (TOR)
    - e. Certificate of Eligibility
    - f. Certificate of Employment issued by the previous employer (if applicable)
  - 1.2. For Promotion
    - a. Application Letter
    - b. Personal Data Sheet (PDS)
    - c. Diploma Certificate
    - d. Transcript of Records (TOR)
    - e. Certificate of Eligibility
    - f. Updated Individual Performance and Commitment Review (IPCR)
2. The applicant shall submit the necessary documentary requirements either hand carried or sent via courier to the hiring office, whichever is applicable;
3. Incomplete documents submitted will not be processed;
4. Applicants that do not meet the qualification standards will not proceed with the hiring/promotion process;
5. The hiring process shall include taking of a written examination and undergoing a panel interview composed of Division Chief, Veterinary Quarantine Station (VQS) Head, VQS Next-In-Rank, and Lead Administrative Coordinator or other authorized personnel;
6. The applicant shall be notified through email or text message of the written examination and interview schedule including other related updates and particulars;
7. The following criteria shall be adopted for the assessment and rating of applicants:



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7.1. Overall Criteria

Point of Reference	Description	Rating
A. Educational Background	The applicability of the educational attainment to the position being applied for	1- Not Applicable 2- Applicable
B. Work Experience	Previous work assignments relevance to the position being applied for	1- Slightly Relevant 2- Moderately Relevant 3- Strongly Relevant
C. Written Examination	The applicant should attain an overall rating of at least 75%	1- Attained 75-79% of overall rating 2- Attained 80-89% of overall rating 3- Attained 90-100% of overall rating
D. Interview	The applicant should at least attain an overall rating of 2 to be considered for the position	1- Minimal manifestation of the traits 2- Moderate manifestation of the traits 3- Strongly exhibits the traits

7.2. Rubric for Essay Type of Questions (20 points)

Points	10	15	20
Spelling	2 -3 errors per paragraph	One error per paragraph	No error
Punctuation	2 -3 errors per paragraph	One error per paragraph	No error
Clarity of words used	Occasional awkward sentences	Easy to understand the words and its meaning	Adequate flow of sentences
Paragraph development	Writing is presented in paragraphs with few sentences that does not help to communicate	Paragraphs are logical and complete	Excellent organization





Original ideas	Communicates information well	Paragraphs are logical and complete	Interesting content with a fresh perspective
Purpose of the essay	Shows some understanding of the skill	Demonstrated skill	Mastered the skill completely


7.3. Rubric for the Interview

Indicators	Description	Rating
Appearance and Poise	The interviewee is punctual, dressed professionally and appropriately, appear confident and poised, maintain good posture, and submitted a professional and neat resume and supporting documents	1- Minimal manifestation of the traits 2- Moderate manifestation of the traits 3- Strongly exhibits the traits
Skills and Presentation	The interviewee answer each of the question clearly, is prepared and knowledgeable for the position being applied for, and provide honest and straightforward answers	1- Minimal manifestation of the traits 2- Moderate manifestation of the traits 3- Strongly exhibits the traits
Delivery and Language	The interviewee uses proper language, enunciate their responses, answers questions with appropriate waiting time, and avoid distracting mannerisms	1- Minimal manifestation of the traits 2- Moderate manifestation of the traits 3- Strongly exhibits the traits

8. The members of the interview panel shall be provided with forms to be used and is accessible through this link, [https://bit.ly/ScoreSheet\\_COSHiring](https://bit.ly/ScoreSheet_COSHiring); and
9. The results of the hiring process and related matters shall be treated with utmost confidentiality.

This **ORDER** shall take effect immediately and shall remain valid unless otherwise revoked.

Done this 23<sup>rd</sup> day of January 2025.

  
**DIOSAMIA M. SEVILLA, MSc**  
Officer-in-Charge, Director

