

APPENDIX A

GLOSSARY OF TERMS

Accredited Agency (Level II) refers to the accreditation status of an agency whose core HR systems, practices and HRMO competencies are confirmed by the Commission to be at the Maturity Level 2 (Process-Defined HRM). The agency demonstrated readiness in exercising delegated HR functions. It can be given Level II accreditation status and enjoy certain privileges, e.g. the authority to take final action on appointments. This shall include revalidated and accredited agencies under the PRIME version 1.

Closed Career Positions refer to positions that are scientific, or highly technical in nature; these include the faculty and academic staff of state colleges and universities, and scientific and technical positions in scientific or research institutions which shall establish and maintain their own merit systems.

Deep Selection refers to the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualification and competence.

Deregulated Agency (Level III) refers to the accreditation status of an agency who has initiated innovations/enhancements and whose HR systems, practices and HRMO competencies are confirmed by the Commission to be at Maturity Level 3 (Integrated HRM). The agency has distinguished itself as “excellent” in all or some areas of human resource management. On top of the authority to take final action on appointments, other incentives for deregulated agency would be to establish and implement its own HR mechanisms without the need for prior approval from the Commission.

Developmental interventions refers to HRD interventions such as coaching, mentoring, cross posting program, job rotation, temporary assignment, secondment, team building, knowledge sharing and learning session, shadowing and counseling.

Downgrading is a form of reclassification involving a downward change in salary grade allocation with or without change in position title.

Executive/Managerial refers to the professional, technical and scientific positions, the functions of which are managerial in character, exercising management over people, resource, and/or policy and exercising functions such as planning, organizing, directing, coordinating, controlling and overseeing the activities of an organization, a unit thereof or of a group, requiring some degree of professional, technical or scientific knowledge and experience, application of managerial skills required to carry out basic duties and responsibilities involving leadership, functional guidance and control.

First Level Positions refer to positions involved in structured work in support of office operations or those engaged in clerical, trades, crafts, or custodial service which involve sub-professional work in a non-supervisory and supervisory capacity.

Gender Identity refers to the personal sense of identity as characterized, among others, by manners of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with the physiological characteristics of the opposite sex. (*Senate Bill 1022 – An Act Prohibiting Discrimination on the Basis of Sexual Orientation and Gender Identity and Providing Penalties Therefor*)

Geographical Location refers to the area within the jurisdiction of an agency, in the case of NGAs/SUCs/GOCCs, where an employee may be reassigned from the Central Office/Main Campus to Regional/Field Office/Campus provided that the office of the reassignment is existing in the organizational structure of the agency.

In the case of LGUs, geographical location refers to the area within the locality of an LGU where an employee may be reassigned from the Provincial/City/Municipal Hall to other areas within the locality provided the office of the reassignment is existing in the organizational structure of the LGU.

Hard to Fill Vacancies refer to vacancies for which agencies found difficulties in recruitment for reasons such as, lack of skills of applicants, inadequate experience, applicants' expectation of high salary, lack of professional license, competition with private sectors and overseas jobs. (*Occupational Shortages and Surpluses, 2013-2014 Integrated Survey on Labor and Employment, Philippine Statistics Authority, LABSTAT Updates, March 2016*)

Highly Specialized Positions refer to positions with highly specialized and unique duties requiring specialized education, training or skills which may not be acquired through formal education, training programs, or experience gained from service-wide positions.

Illegally separated employee refers to a person who has been previously appointed to a position in the career service and who has, through no delinquency or misconduct, been separated therefrom.

Next-in-Rank Position refers to a position which by reason of the hierarchical arrangement of positions in the agency or in the government is determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking Positions (SRP).

Officer-in-Charge is considered merely as a caretaker of the office while the regular incumbent is on leave of absence. An OIC does not possess the power to appoint, and if he does, such act is null and void ab initio. An Officer-in-Charge does not exercise powers involving discretion of the regular incumbent. The rights and privileges of the latter do not normally descend upon the former unless specifically indicated or stated in the designation.¹

Partisan political activity refers to an act designed to promote the election or defeat of a particular candidate or candidates to a public office which shall include:

¹ CSC Resolution No. 000778, VITRIOLO, Julito D Re: Query; Position Title; Nomenclature Distinction between Acting and OIC

- a. Forming organizations, associations, clubs, committees or other groups of person for the purpose of soliciting votes and/or undertaking any campaign for or against a candidate;
- b. Holding political caucuses, conferences, meetings, rallies, parades, or other similar assemblies, for the purpose of soliciting votes and/or undertaking any campaign or propaganda for or against a candidate;
- c. Making speeches, announcements or commentaries or holding interviews for or against the election of any candidate for public office;
- d. Publishing or distributing campaign literature or materials designed to support or oppose the election of any candidate; or
- e. Directly or indirectly soliciting votes, pledges or support for or against a candidate.

In addition, the following specific acts are likewise considered partisan political activities and are grounds for disciplinary action:

- i. Being a delegate to any political convention or member of any political committee or directorate or an officer of any political club or other similar political organizations.
- ii. Making speeches or publications to draw political support in behalf of any particular party or candidate for public office.
- iii. Soliciting or receiving contribution for political purposes, either directly or indirectly.
- iv. Becoming publicly identified with the success or failure of any candidate or candidates.

Policy-Determining Positions refer to positions which vests in the occupant the power to formulate policies for the government or any of its agencies, subdivisions, or instrumentalities, like that of a member of the cabinet as may be determined by the Commission.

Recategorization is a form of reclassification involving a change in the level/category of the government entity which will bear on the level of key positions, e.g., President and Vice-President positions in state universities and colleges (SUCs) and General Manager, Assistant General Manager, and other Managerial positions in Local Water Districts.

Regular appointments refer to appointments issued in government agencies based on the authorized positions found in the Plantilla of Personnel or Lump Sum appropriation under Personnel Services, or those occupying the positions in the DBM-approved contractual staffing pattern of the agencies concerned, all of which are submitted to the CSCFO for attestation.

Regulated Agency (Level I) refers to the status of an agency whose core HR systems are assessed at Maturity Level 1 (Transactional HRM) or below. The agency has not fully demonstrated readiness in exercising delegated HR functions and needs to be subjected to regular monitoring/assistance by the Commission.

Second Level Position includes professional, technical and scientific positions which involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.

System of Ranking Positions refers to the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following: a) organizational structure b) salary grade allocation c) classification and functional relationship of positions, and d) geographic location.

Term refers to the time during which the officer may claim to hold office as of right, and fixes the interval after which the several incumbents shall succeed one another².

Tenure refers to the term during which the incumbent actually holds the office. The term of office is not affected by the hold-over. The tenure may be shorter than the term for reasons within or beyond the power of the incumbent³.

Upgrading is a form of reclassification involving an upward change in salary grade allocation with or without change in position title.

² Jose Topacio Nueno, *et al* vs. Gerardo Angeles, *et al*, G.R. No. L-89, February 1, 1946

³ *Ibid.*