

Merit System for the Scientific Career System CY 2011

SECTION 1. *Title* – Merit System for the Scientific Career System CY 2011

SECTION 2. *Declaration of Policy* – The State shall give priority to research and development, invention and innovation, and their utilization; and to science and technology education, training and services and shall support indigenous, appropriate, and self-reliant scientific and technological capabilities and their application to the country's productive systems and national life.

SECTION 3. *The Scientific Career System* – The Scientific Career System (SCS) was established within the Civil Service pursuant to Executive Order No. 784 dated 17 March 1982. It was formally organized on 19 July 1983 with the issuance of Executive Order No. 901. The establishment of the SCS was further reinforced by Section 4 of R.A. 8439 entitled “Magna Carta for Scientists, Engineers, Researchers and Other Science and Technology Personnel in Government”.

The Scientific Career System is a system of recruitment, career progression, recognition and reward of scientists in the public service, as a means of developing a pool of highly qualified and

productive scientific personnel. The System shall be characterized by:

1. Entrance to and career progression or advancement based on qualifications, merit and scientific productivity;
2. Career paths that shall allow scientists to develop within their respective areas of expertise without leaving their status as scientists; and
3. Incentives and rewards to ensure attraction and retention of highly qualified persons in the science and technology sector.

SECTION 4. *The Merit System* – The objectives of the Merit System are:

1. To establish guidelines for entrance to and/or conferment of rank in the Scientific Career System;
2. To provide equal opportunities for career advancement of scientists;
3. To encourage the development of highly qualified and productive scientists in the public service;

4. To provide a system of rewards and recognition for outstanding career scientists to ensure their continued service in scientific R&D in government; and
5. To provide a guide for expeditious and facilitative resolution of complaints and grievances of scientists.

SECTION 5. *Definition of Terms* – As used in this System, the following terms are defined:

Agency – Refers to the mother institution or unit where the plantilla item of the scientist–applicant is, at the time of application. In cases of secondment, detail, and such other similar personnel assignment, agency refers to the mother agency and not to the receiving agency.

Career Advancement – Refers to the promotion in scientific rank accompanied by an increase in salary and other benefits/privileges.

Conferment – Refers to the award of a rank of scientist after an assessment of the qualifications of the scientific personnel.

Merit System – Refers to a personnel system in which comparative competence,

qualifications, integrity and achievement govern the selection, utilization, training, recognition, retention and discipline of personnel in an organization.

Research and Development (R&D) –

Refers to the aggregate of basic and applied research and development with applied research directed towards practical application of knowledge, and basic/fundamental research directed primarily towards developing new or fuller scientific knowledge or understanding of the subject rather than the practical application. The term may also refer to creative work undertaken on a systematic basis in order to increase the stock of knowledge in science and technology.

Scientific Career Performance Evaluation System (SCPES) – Refers to the mechanism for rating the performance of conferred scientists.

Scientific Personnel – Refers to the public service personnel who, being qualified in accordance with the Civil Service law and rules, are engaged directly in R&D activities.

Scientist – Refers to an individual who has been conferred the scientist rank based on criteria prescribed by the SCS.

Nominee – Refers to scientific personnel endorsed by the respective agency head for conferment/upgrading of rank in the Scientific Career System.

Scientific Accomplishments – Refers to the scientist's total scientific productivity (discoveries/ inventions, utility models and scientific publications) and scientific and professional standing (prestigious professional/ scientific awards received, paper presentations in scientific fora/seminars/symposia/conventions, consultancy/technical assistance rendered, editorship of scientific and technological books/scientific refereed journals, technical review of scientific articles for publication, membership in technical committees/scientific organizations/ specialty colleges, thesis/dissertation advisorship/ co-advisorship, and works cited by other authors).

Active Period – Refers to the period which shall cover scientific accomplishments every four (4) consecutive calendar years immediately preceding the date of application for upgrading of rank of a scientist (Example: if a scientist files application for upgrading in 2006, only the scientist's publications or

scientific accomplishments from 2002–2005 shall be considered).

SECTION 6. *Ranks in the Scientific Career*

System – There shall be five ranks in the SCS. Scientific personnel shall be conferred a rank in the System to the extent that they meet the minimum qualification standards as follows:

Scientist I to IV – Should have at least completed a master's degree in the appropriate field of science and ten (10) years of productive scholarship and professional research and development (R&D) work beyond the master's degree or a doctoral degree and ten (10) consecutive years of productive scholarship and professional R&D work preceding the date of application for Admission.

A nominee's scientific accomplishments will be considered and evaluated for conferment if the nominee has met the requisite number of discoveries/utility models or ISI publications, and has accumulated the following points, with not less than 80% coming from Part A: Scientific Productivity (discoveries, inventions, major research papers, book articles, technologies, other scientific findings, etc.) and not more than 20% from Part B: Scientific and Professional Standing (prestigious

professional/ scientific awards received, paper presentations in scientific fora/seminars/symposia/conventions, consultancy/technical assistance rendered, editorship of scientific and technological books/scientific refereed journals, etc.):

1. For Admission

Rank	Part A	Part B	Total Points (A + B)	No. of ISI publications or equivalent*
Scientist 1	40	10	50	1
Scientist 2	88	22	110	3
Scientist 3	144	36	180	6
Scientist 4	208	52	260	10
Scientist 5	280	70	350	15

**Minimum number of ISI publication/discovery/utility model (registered and adopted) to be considered for each rank; and must accumulate the minimum points, or not less than 80% coming from Part A and maximum points or not more than 20% coming from Part B.*

2. For Upgrading

A nominee from the date of last conferment may be upgraded to one rank higher or any of higher rank, if **within** the ACTIVE PERIOD the nominee meets the requisite number of ISI publications/discoveries/utility models (registered and adopted), and accumulated the following minimum points, with not less

than 80% coming from Part A: Scientific Productivity and not more than 20% from Part B: Scientific and Professional Standing:

- a) **Scientist I to II** – Should have at least two (2) ISI publications/discoveries/utility models as Scientist I and must garner at least 60* points in scientific accomplishments.
- b) **Scientist II to III** – Should have at least three (3) ISI publications/discoveries/utility models as Scientist II and must garner at least 70* points in scientific accomplishments.
- c) **Scientist III to IV** – Should have at least four (4) ISI publications/discoveries/utility models as Scientist III and must garner at least 80* points in scientific accomplishments.
- d) **Scientist IV to V** – Completion of doctoral degree in appropriate fields of science and ten (10) years of productive scholarship and professional R&D work beyond the doctoral degree.

* new scientific accomplishments within the active period

- Should have at least five (5) ISI publications/discoveries/utility models as Scientist IV and must garner at least 90* points in Scientific Accomplishments.

For those applying for more than one rank higher, the required incremental cumulative points for each rank based on the admission table must be met (i.e. if Scientist I is applying for promotion to Scientist III, the total points needed is 130 points** with minimum of 80% from Part A).

Moreover, if the STC believes that certain non-ISI refereed publications of a candidate deserve points, justification should be submitted to the Council for consideration.

Conferred scientists who do not apply for upgrading will be automatically evaluated after four (4) calendar years from the date of last conferment.

Conferment requires that the scientist-applicant is given the minimum point-score for the rank by each member of the Special Technical Committee.

Under exceptional circumstances such as awards to Filipino scientists by internationally

*new scientific accomplishments within the active period.

** [60 points (S1 to S2) + 70 points (S2 to S3)]

recognized award giving bodies, the SCC by unanimous decision may confer a rank to the scientific personnel.

SECTION 7. Coverage – The Scientific Career System shall apply to scientific personnel with master’s degree and/or doctorate in the natural sciences, engineering and technology, medical sciences; agricultural sciences, selected fields of social sciences, and other related disciplines as may be determined by SCC and listed in Annex A as of 1 February 2002.

Academic Equivalency of Doctor of Medicine.
For the purposes of Admission and Upgrading of scientific ranks in the System, Doctor of Medicine (MD) is equivalent to Master of Science (MS) degree and that a medical doctor with scientific paper published in an ISI-peer reviewed journal and has residency and/or fellowship training is comparable to those with Doctor of Philosophy (PhD) degree.

The Scientific Career Council, upon the recommendation of the Department of Science and Technology (DOST), shall include other fields of discipline in its coverage as necessary for the purpose of meeting the requirements of the scientific community.

SECTION 8. The Scientific Career Council
The Civil Service Commission (CSC) shall be

responsible for administering the System and has final authority to decide on all matters pertaining to the System. A Scientific Career Council (SCC) shall be established jointly by the CSC and the Department of Science and Technology (DOST) to evaluate candidates for appointment to the Scientific Career System. The SCC is empowered to formulate its own rules and procedures to effectively implement the System, subject to established policies. It shall be composed of the following:

CSC Chairman	- Ex-Officio Chairman
DOST Secretary	- Ex-Officio Co-Chairman
President, National Research Council of the Philippines	- Ex-Officio Member
President, National Academy of Science and Technology	- Ex-Officio Member
President, University of the Philippines System	- Ex-Officio Member

The SCC shall convene as often as necessary or upon the recommendation of the majority of the members.

The SCC Secretariat – The SCC shall have a Secretariat based at the DOST and headed by an Executive Secretary to be designated by the Council and assisted by staff designated by both DOST and CSC. The Secretariat shall have the following specific functions:

1. Prepare the necessary documentation of all items included in the agenda of Council meetings;
2. Record the presence and absence of any member of the Council during any of its regular or special meetings;
3. Assist the Council in the presentation and discussion of items in the agenda;
4. Prepare the minutes of the meetings including resolutions, decisions and/or actions of the Council;
5. Authenticate by the Executive Secretary's signature all the acts, orders, and proceedings of the Council;
6. Advise the Special Technical Committees and other working or study committees of their appointment and of the business referred to them;
7. Undertake, among others, special studies for the Council in connection with the consideration of matters before it, the legal implications of decisions or actions taken by the Council, and the revision of its rules or procedures; and

8. Prepare SCS annual report for submission to the Council.

SECTION 9. *The Special Technical Committees (STCs)* - The SCC shall establish Special Technical Committees to assist the SCC in the performance of its tasks. Members of the Special Technical Committees shall be appointed by the SCC. The STCs may request the assistance of consultants and other resource persons as needed.

Each of the Special Technical Committee shall be composed of at least five (5) members who are recognized authorities in their respective fields and who shall serve for a term of two (2) years unless the Council shall, for justifiable reason, shorten the term. At least two (2) members are regular members of the National Academy of Science and Technology, and at least three (3) are regular members of the National Research Council of the Philippines. To provide continuity, at least half of the current members of the STCs shall be renewed to serve for another year. Representatives from other concerned agencies may also be nominated as members of the STC.

The STCs shall: a) evaluate candidates for conferment/upgrading of rank in the SCS; and b) prepare recommendations of nominees for SCC consideration.

In the evaluation of nominees in the SCS, each STC Chair shall choose one (1) member each from two (2) other STCs whose expertise will be useful in the evaluation process.

SECTION 10. *Scientific Career Evaluation Committee (SCEC)* – A Scientific Career Evaluation Committee (SCEC) shall be established in each agency or department which has personnel substantially involved in R&D. The SCEC shall be composed of at least five members who shall be appointed by the department/agency head.

Members of the Committee shall possess the appropriate expertise needed to assess the application of nominees and monitor/evaluate the performance of the scientists in the department/agency. The SCEC shall formulate its own rules and procedures based on the rules set by the SCC.

The SCEC shall have two primary functions:

1. It shall assist in the preliminary screening of candidates for possible appointment to the SCS by reviewing the papers and endorsing to the head of the department/agency who then submits the same to the SCC for consideration.
2. It shall monitor and evaluate the performance of the scientists by reviewing the scientists'

performance targets and standards; and prepare the final department/agency rating of each scientist in the agency.

SECTION 11. Conferment – The following conferment policies and procedures shall be observed in the System:

A. Conferment Policies

1. Conferment to rank shall be issued to a person actively engaged in research and development work who meets the qualification standards established for the scientist rank as contained in Section 6 hereof.
2. No person shall be considered for conferment unless the person possesses eligibility under Republic Act No. 1080 as amended or Presidential Decree No. 907, or PD 997, or other appropriate civil service eligibilities.
3. The following shall not be qualified for conferment/adjustment of rank:
 - a. those who have retired from government service;

- b. those who applied for conferment/ adjustment in rank six months before retirement;
- c. nominees who are serving the government on an extension period beyond compulsory retirement.
- d. faculty members of state colleges and universities.

B. Conferment Procedures

1. Institution/agency head nominates to the SCC through the DOST as Secretariat of the SCC. Nomination should be in the appropriate SCS forms together with requirements mentioned in Annex B.
2. The SCC Secretariat based at DOST checks if documents submitted by the nominee are complete. If documents are not complete, the Secretariat requests nominating agency for the completion of documents.
3. SCC-STC evaluates and recommends action to the SCC.

4. SCC approves/confers the rank of Scientist I-IV and recommends to Office of the President (OP) conferment of the rank of Scientist V.
5. OP approves/confers the rank of Scientist V.

C. Grievance Procedures

A candidate for the rank of scientist or for adjustment of rank as scientist who feels aggrieved at any point in the process of evaluation can file his/her complaint/ grievance as follows:

1. Against department/agency SCEC - complaint must be filed with the department/agency head.
2. Against department/agency head - complaint must be filed with the SCC.

SECTION 12. Compensation – The rate of compensation, fringe benefits and allowances in the Scientific Career System shall be in accordance with existing laws. The agency concerned shall pay the salary, allowances and fringe benefits of the scientist. The SCC shall establish a system for providing additional incentives to scientists subject to the availability

of funds and existing accounting and auditing rules and regulations.

Having been conferred with a SCS rank, the scientist is entitled to receive the salary grade corresponding to the rank as follows:

Scientist I	- SG 26
Scientist II	- SG 27
Scientist III	- SG 28
Scientist IV	- SG 29
Scientist V	- SG 30

SECTION 13. *Roster of Scientists* - A master list or roster of scientists conferred under the SCS shall be maintained by the SCC Secretariat. Conferred scientists shall be classified as follows:

- a. active in R&D work;
- b. temporarily out of R&D work;
- c. transferred to a CES position;
- d. resigned from government;
- e. retired from government service; and
- f. deceased.

SECTION 14. *Designation to a CES Position* – In line with the policy of providing scientific personnel with broad experience in leadership and research management which directly affect their effectiveness in R&D work and their professional advancement, or whenever demanded by the exigencies of the service as determined by

the SCC, a conferred scientist can be temporarily designated to an executive/managerial position above Division Chief level for a maximum number of four (4) years. After this period, the scientist should resume activities as a scientist. During the designation period, a scientist shall continue to receive the compensation and/or allowances pertaining to his/her scientific rank or the temporary position whichever is higher and submit an account of activities and accomplishments in relation to the scientist's rank.

Resumption to Scientist-Rank – A scientist who chooses to retain an executive/managerial position beyond four (4) years will lose the rank of scientist except under very meritorious cases.

A case is considered meritorious if and when a scientist has rendered exceptional performance as a designated agency head. As such, the scientist can be allowed to be permanently appointed as agency head and still maintain the scientist rank.

Upgrading/promotion in rank shall be considered only after the scientist receives at least a highly meritorious rating for two (2) years after resuming R&D work.

SECTION 15. *Re-entry to the System* – A scientist who transfers to a non-government agency is dropped from the list of scientists in the SCS. However, should the scientist decide to return to

research and development work to pursue productive R&D work, the scientist should notify the Scientific Career Council (SCC) and request to be re-listed in the SCS roster of scientists upon submission of all required documents including but not limited to performance rating, performance contract and updated curriculum vitae. The scientist's rank, however, can only be upgraded after two years as provided for in Section 17 (on the Scientific Career Performance Evaluation System) to complete one rating period.

SECTION 16. *Assignment, Training and Career Development* – All conferred scientists shall constitute a pool of scientists who may be assigned to special scientific projects within the department/agency or on an interagency basis. However, upon completion of the project, the scientist/s shall return to the original posts in their respective departments/agencies.

Training and career development are important aspects of the Scientific Career System. To carry out this major responsibility, the Civil Service Commission and the Department of Science and Technology in consultation with concerned agencies may, depending on available resources develop and administer a continuing Human Resources Development Program for all scientific personnel and scientists in the government service.

SECTION 17. *Scientific Career Performance Evaluation System (SCPES)* – The Scientific Career Performance Evaluation System (SCPES) shall be guided by the following policies:

1. The SCPES shall apply only to scientists conferred with a scientist rank.
2. The SCPES adheres to the principle of performance-based conferment of rank, retention and promotion in rank. It shall serve as an instrument to identify performance indicators as a gauge for measuring qualitative and quantitative work output.
3. The SCPES shall serve as basis for the grant of incentives, rewards, and other benefits as may be determined by the members of the Scientific Career Council (SCC).
4. The SCPES shall utilize the cross-rating system. For this purpose, the scientists will be rated by their respective supervisors, peers, and clients vis-à-vis their self ratings.
5. The scientist and the department/agency head shall enter into a Performance Contract which shall be submitted to the agency SCEC for evaluation and

monitoring. This shall contain the performance targets and standards consistent with the minimum requirements set by the SCC which shall be the basis for performance evaluation.

6. Conferred scientists shall submit to the SCC Secretariat duly accomplished yearly Performance Contract (SCS Form 02) and yearly Performance Rating for Conferred Scientists (SCS Form 03) for appropriate action/referral to the concerned STC. The cut-off date for submission of yearly Performance Rating to the SCC Secretariat shall be every 31st day of March of the succeeding year. The SCC Secretariat shall turn over to the concerned STC by the end of June each year the submitted SCS Form 03 and the corresponding SCS Form 02 for the specific calendar year for validation.

Should a scientist fail to submit the duly accomplished yearly Performance Rating (SCS Form 03) to the SCC Secretariat before March 31 of the succeeding year, all the accomplishments for the year will not be credited in the evaluation of the scientist's application for upgrading of rank.

7. The SCPES shall have five adjectival ratings:

- 7.1. **Outstanding** – given to a scientist who has achieved exemplary or extraordinary levels of performance and recognition, exceeding by 30% the planned targets on scientific productivity.
- 7.2. **Highly Meritorious** – given to a scientist who has clearly and substantially exceeded acceptable levels of performance but falls short of what may be considered as Outstanding, exceeding by 15-29% of the planned targets on scientific productivity.
- 7.3. **Meritorious** – given to a scientist who meets acceptable levels of performance, achieving or accomplishing 85-114% of the planned targets.
- 7.4. **Fair** – given to a scientist who falls short of the standard or ordinary levels of performance achieving or accomplishing only 51-84% of the planned targets but shows potential for improvement.
- 7.5. **Poor** – given to a scientist who fails to meet the standard or ordinary levels of performance, achieving or

accomplishing 50% or below of the planned targets.

8. A rating of at least “Highly Meritorious” to a scientific rank for two rating periods shall be considered for promotion in rank, grant of incentives, rewards or other benefits as may be determined by the SCC; provided, all standards and qualifications have been met. For this purpose, the rating period shall be 1 year.

9. A scientist receiving a rating of “Fair” for two consecutive years or “Poor” for one year shall not be qualified for upgrading until after two years of at least Highly Meritorious performance rating is achieved. The SCC Executive Secretary shall request the agency head to conduct a more holistic assessment of the performance of the scientist in view of a “Fair” or “Poor” rating received.

SECTION 18. *Performance Contract* – The Performance Contract is a requirement for all conferred scientists. It is entered into between the scientists and their supervisors and noted by their agency heads. It contains a listing of specific tasks to be performed and/or accomplished by the scientists during the rating period.

The cut-off date for submission of their yearly Performance Contract to the SCC Secretariat shall be every 15th day of January of each calendar year. If adjustments arise due to unexpected circumstances resulting from the nature of research, limitations in resources available or changes in research priorities of agencies, a supplemental contract using SCS Form 02a should be submitted for any change in performance targets of the scientist, within two weeks upon the approval by the agency head.

SECTION 19. *Recognition and Rewards*

System - To encourage scientific productivity among scientific personnel and scientists, the Scientific Career Council shall establish and strengthen a system of rewards and recognition for outstanding performance or achievement in the fields covered by the Scientific Career System.

SECTION 20. *Harnessing the Expertise of Qualified Retired Scientists* – In the interest of both continuing the implementation of projects being handled by retiring scientists and of maximizing the use of the expertise and potential of qualified retired scientists, concerned mother agencies of the retired scientists can continue availing their services through projects. Retired scientists may be allowed to use the facilities and other resources of the agency for R&D projects subject to the submission of a plan of work and an agreement to be executed between the agency head and the retired scientist.

SECTION 21. *Security of Tenure* – No member of the Scientific Career System may be removed from the service except for disciplinary causes as to poor performance. For disciplinary causes, the provisions of the Civil Service Law, Rules on Administrative Discipline and R.A. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) shall apply in proceeding against members of the Scientific Career System. For poor performance, the provision of the Scientific Career Performance Evaluation System (SCPES) shall be applied.

SECTION 22. *Rule Making Powers* – The Scientific Career Council is hereby empowered to formulate and adopt its own rules and procedures to effectively implement the System, subject to established policies.

SECTION 23. *Transitory Provisions* – Except as otherwise provided in these rules and regulations, rights vested or acquired under established systems prior to the effectivity of this System shall be respected.

SECTION 24. *Amendment* – Any amendment to the provisions of this System shall be approved by the SCC and shall be reviewed by the Civil Service Commission.

SECTION 25. *Effectivity* – The Rules and Regulations Implementing *the Merit System for the Scientific Career System CY 2011* shall take when corresponding resolutions were approved/agreed upon for implementation by the Council.

Signed in Quezon City, this _____:

The Scientific Career Council:



FRANCISCO T. DUQUE III
CSC Chairman and
SCC Ex-Officio Chairman

MARIO G. MONTEJO
DOST Secretary and
SCC Ex-Officio Co-Chairman

ALVIN B. CULABA
NRCP President and
SCC Ex-Officio Member

EMIL Q. JAVIER
NAST President and
SCC Ex-Officio Member

ALFREDO E. PASCUAL
UP President and
SCC Ex-Officio Member

Attested by:

MA. LOURDES P. ORIJOLA
DOST Assistant Secretary and
SCC Executive Secretary