



MC No. 1, s. 2021

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM): Revised Guidelines on the Conferment of HR Recognition and Award

CSC Resolution No. 1600730 dated June 30, 2016 provides the guidelines on the conferment of HR recognition and awards. Agencies which achieved Maturity Level 2 in any HRM system are given certificate of recognition while agencies which have achieved Maturity Level 2 in all the four (4) core HRM systems are conferred with Bronze, Silver or Gold award and entitlements to certain privileges and incentives.

The Commission deems it necessary to revisit the recognition and awards structure provided in CSC Resolution No. 1600730 since full compliance to the Maturity Indicators from Level 2 to Level 4 of all the four (4) core HRM systems needs substantial time. With the intention to put premium to the efforts made by the agencies to comply with PRIME-HRM Maturity Level 2 requirements in at least two (2) HRM systems, specifically on Recruitment, Selection and Placement (RSP) and Performance Management (PM), the Commission through CSC Resolution No. 2000359 promulgated on February 17, 2020 approved the following revised guidelines to provide incentives to agencies which have met the Maturity Level 2 in RSP and PM, specifically the CSC accreditation or the authority to take final action on appointments, among others.

REVISED GUIDELINES ON THE CONFERMENT OF HR RECOGNITION AND AWARD

I. Background

Pursuant to CSC Resolution No. 1600730 dated June 30, 2016, the Commission approved the PRIME-HRM guidelines on the conferment of HR recognition and award establishing the Award Structure with the following categories: a) Recognition per HRM System; and b) Award for All Four Core HRM Systems from Bawat Kawani, Lingkod Bayani

Maturity Level 2 up to Maturity Level 4. In addition, the Commission granted the awardees certain privileges and incentives, one of which is the grant of accreditation status or the authority to take final action on appointments.

The said guidelines also provides the recognition per HRM system to agencies which are found to have met at least the Maturity Level 2, 3 or 4 standards/indicators in at least one (1) HRM System or a combination of HRM systems based on the validation and recommendation of the CSC Assistors/Assessors.

The Commission intends to give premium to the efforts of the agencies to meet the Maturity Level 2 indicators in all the four (4) core HRM systems under the enhanced PRIME-HRM. However, to target full assistance in all the four (4) core HRM systems pose a challenge to the CSC Regional Offices. There are actionable items or areas that need to be addressed from three (3)/six (6) to twelve (12) months from the period of initial assessment, hence, full compliance to the Maturity Indicators from Level 2 to Level 4 of the four (4) core HRM systems needs substantial time. Thus, it also intends to provide incentives to agencies which have met the Maturity Level 2 in RSP and PM, specifically the CSC accreditation or the authority to take final action on appointments.

In this light, there is a need to revise the guidelines on the PRIME-HRM Award Structure to provide certain incentives under the Recognition per HRM System. These revised guidelines shall provide direction to the CSC Regional Offices and Field Offices in the prioritization of HRM system where technical assistance and assessment will be most required as well as to ensure that agencies which meet at least the Maturity Level 2 indicators shall be given recognition and/or award.

II. Objectives

The revised guidelines aims to:

1. Provide opportunity to the government agencies to take final action on appointments;
2. Motivate government agencies to adopt the PRIME-HRM; and
3. Contribute to the attainment of the objectives of the Ease of Doing Business and Efficient Government Service Delivery Act (EODBEGSDA).

III. Revised PRIME-HRM Awards Structure

The Revised PRIME-HRM Awards Structure shall have the following categories:1) Recognition per HRM system; 2) Award for all four (4) core HRM systems; and 3) Incentives, as components for Recognition and Award.

1. Recognition

Under this category, agencies found to have met the standards/indicators for Maturity Level 2, 3 or 4 in at least one (1) HRM system, based on the validated self-assessment/CSCRO onsite assessment results for Systems and Competencies shall be conferred the recognition, indicated in Table 1 below:

Table 1. Recognition per Core HRM System (Systems and Competencies)			
HRM System	Maturity Level 2	Maturity Level 3	Maturity Level 4
Recruitment, Selection and Placement (RSP)	Certificate of Recognition in RSP	Certificate of Recognition in RSP	Certificate of Recognition in RSP
Learning and Development (L & D)	Certificate of Recognition in L&D	Certificate of Recognition in L&D	Certificate of Recognition in L&D
Performance Management (PM)	Certificate of Recognition in PM	Certificate of Recognition in PM	Certificate of Recognition in PM
Rewards and Recognition (R & R)	Certificate of Recognition in R&R	Certificate of Recognition in R&R	Certificate of Recognition in R&R

Recognition for Level 3 and 4 in any of the HRM system requires meeting the Maturity Level 2 and 3, respectively in all the four (4) core HRM system based on the principle that an integrated HR presupposes a process-defined HR and to be strategic in HR, an agency should have first integrated its HRM systems.

2. Award

Under this category, agencies found to have met all the Maturity Level 2 indicators in RSP and PM shall be granted the CSC accreditation or authority to take final action on appointments. Likewise, agencies found to have met the standards/indicators for Maturity Level 2, 3 or 4 in all the four (4) core HRM systems shall be conferred the award indicated in Table 2 below:

Table 2. Award (Systems, Competencies and Practices)			
Level 2 CSC Accreditation (RSP and PM)	Maturity Level 2 (All Four (4) HRM Systems)	Maturity Level 3 (All Four (4) HRM Systems)	Maturity Level 4 (All Four (4) HRM Systems)
Accreditation Award CSC Resolution	PRIME-HRM Bronze Award Plaque of Recognition	PRIME-HRM Silver Award Plaque of Recognition	PRIME-HRM Gold Award

granting accreditation			Seal of HR Excellence Trophy
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3. Incentives

Under this category, agencies conferred with award illustrated in Table 2 shall be entitled to the following incentives and privileges as a component of the Recognition or Award granted to compliant agencies:

Incentives	Maturity Level 2 (RSP and PM)	Maturity Level 2 (Process-Defined)	Maturity Level 3 (Integrated)	Maturity Level 4 (Strategic)
Award	CSC Resolution on Accreditation	Bronze (Plaque)	Silver (Plaque)	Gold Seal of HR Excellence (Trophy)
Authority to take final actions on appointments	√	√	√	√
Exemption from Section 96 of the 2017 ORAOHRA, as amended ¹		√	√	√
Percentage of the number of appointments subject to review by the CSC FOs	75% of appointments issued	50% of appointments issued	25% of appointments issued	15% of appointments issued
Cash Award				Cash Award (TBD) for sustainable HR projects

¹ Sec. 96. Agencies shall not fill up vacancies resulting from promotion until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission.

<p>Nomination to the Honor Awards Program (HAP) PAGASA Award</p> <p>and/or</p> <p>Nomination by the CSC of the Agency and Agency Head/HRMO to the People Management Association of the Philippines (PMAP) for People Program of the Year and/or as Employer of the Year, and/or People Manager of the Year</p>				<p>(Automatic Nomination)</p>
<p>Establishment and Implementation of their own HR mechanisms without prior approval of the Commission</p>			<p>√</p>	<p>√</p>
<p>HRMO or Agency Head may be tapped as a member of a body to be involved in policy formulation of the Commission</p>				<p>√</p>
<p>HRMO or Agency Head may be invited as delegate to the ASEAN Cooperation on Civil Service Matters (ACCSM)</p>				<p>√</p>

or Eastern Regional Organization for Public Administration (EROPA)				
Announcement of bureaucracy-wide agency programs/projects may be undertaken by the Commission through the Commission's website		√	√	√
The Agency shall be recognized as a learning center for benchmarking by other agencies				√
HRMO or Agency Head may be tapped as resource person/subject matter expert in Civil Service Institute programs			√	√
Available computerized HR systems developed/owned by the Commission shall be installed free of charge with orientation on how to operate and maintain the systems		√ (Installation)	√ (Installation)	√ (Upgrade)
Discounted rate for the HRMO head or one Agency Representative for Civil Service Institute trainings/conferences		20% discount	25% discount	30% discount

Discounted rate for the HRMO head or one agency representative in CSC ROs' trainings/ conferences	10% discount	20% discount	30% discount	40% discount
Exclusive membership to a Community of Learners who shall have access to digital learning resources and other developmental opportunities *		√	√	√
Agency shall be featured in the Commission-sponsored tri-media programs and the Commission's website and publication			√	√
HRMO shall be nominated/ recommended for scholarship grant or Civil Service Commission's Certification Program		√	√	√

**subject to the guidelines to be issued by the Commission*

IV. The PRIME-HRM Awards Committee

The PRIME-HRM Awards Committee is composed of the following:

1. PRIME-HRM Certifying Board (Level 4-Strategic HR)

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|---|------------|
| a. CSC Assistant Commissioner | - Chairman |
| b. CSI Executive Director | - Member |
| c. OSM Director | - Member |
| d. Official of the Council of HRM Practitioners | - Member |
| e. PMAP Representative | - Member |

The members of the CB shall be designated by the Commission for a term of three (3) years to validate and recommend agencies for the award.

The CB shall have the following duties and responsibilities:

1. Determine validation parameters and plan;
2. Provide validation criteria;
3. Conduct revalida to agencies recommended for Gold Award; and
4. Submit revalida results and recommend appropriate action to the Commission.

2. CSC Human Resource Policies and Standards Office (HRPSO)

The HRPSO shall validate the recommendations of the CSCROs and provide technical and secretariat services to the Certifying Board. The staff of the HRPSO provide technical support in the validation process of the CB.

3. Commission

The Commission shall decide en banc on the recommendation of the HRPSO and Certifying Board and promulgate resolution conferring appropriate PRIME-HRM Maturity Level and the corresponding award to recommended agency.

V. PRIME-HRM Award Process

A. Recognition - based on the recommendation of the Assistor (CSC Field Director):

1. For agencies that are found to have met the standards/indicators for Maturity Level 2 in at least one (1) core HRM system
2. For agencies with the Bronze award that are found to have met the standards/indicators for Maturity Level 3 in at least one (1) HRM system

Process	Responsible Office
Validation of the recommendation through documents review or onsite assessment	CSC RO Policies and Systems Evaluation Division (PSED)
Recommendation for recognition	CSC RO Policies and Systems Evaluation Division (PSED)
Review and approval of the recommendation for Conferment of Certificate of Recognition	CSC Regional Director

B. Award – based on the recommendation of the Assistor (CSC Field Director):

1. For agencies that are found to have met the indicators for Maturity Level 2 in RSP and PM, and without invalidated/disapproved appointments during the last two (2) years:
2. For Agencies meeting the Maturity Level 2 and 3 indicators in all four (4) core HRM systems:

Process	Responsible Office
Onsite Assessment	CSC RO Policies and Systems Evaluation Division (PSED)
Submission of Recommendation for Award <ul style="list-style-type: none"> - Narrative Report - Evidence Requirements 	
Review and approval of the recommendation	CSC Regional Director
Submission of recommendation to the Commission through the HRPSO <ul style="list-style-type: none"> - Narrative Report - Evidence Requirements 	
Validation of the evidence requirements for Level 2 and Onsite Validation for Level 3	HRPSO
Submission of recommendation to the Commission <ul style="list-style-type: none"> - Resolution - Guidepost 	
Review and promulgation of Resolution	The Commission

3. For agencies meeting the Maturity Level 4 indicators in all core HRM systems:

Process	Responsible Office
Onsite Assessment	CSC RO Policies and Systems Evaluation Division (PSED)
Submission of Recommendation for Gold Award <ul style="list-style-type: none"> - Narrative Report - Evidence Requirements 	
Review and approval of the recommendation	CSC Regional Director
Submission of recommendation for Gold Award to the Commission through the HRPSO	

- Narrative Report - Evidence Requirements	
Onsite validation	HRPSO
Submission of initial findings to the Certifying Board	
Onsite revalida	Certifying Board
Submits results and recommends appropriate action to the Commission through the HRPSO	
Preparation of Resolution	HRPSO
Decision on the recommendation of the Certifying Board	The Commission

VI. Awards Ceremony

The awarding ceremony for the conferment of the recognition and awards to agencies shall be conducted, as follows:

CSC Regional Offices

1. Certificate of Recognition in at least the Maturity Level 2 per HRM system

The Award Ceremony for this level may be conducted during the agency regular flag raising ceremony or a special occasion such as the agency anniversary, Civil Service month, HR day and any similar event as may be determined by the CSC RO Director. The CSC FO Director shall award the Certificate of Recognition to his/her client agencies.

2. CSC Accreditation Award

This award in a Resolution form shall be conferred by the CSC RO Director in a special ceremony like the agency anniversary, Civil Service month, or in the Conference of Human Resource Practitioners held in cluster regions.

3. Bronze Award and Certificate of Recognition for Levels 3 and 4

This award and certificate shall be conferred by the Commission in a special ceremony, like the Conference of Human Resource Practitioners held in cluster regions.

HRPSO

4. Silver and Gold Award

These awards shall be conferred in a special ceremony or a major gathering similar to the Honor Awards Program or during the nationwide HR Symposium/Conference.

VII. Review and Evaluation Guidelines

The CSC ROs shall monitor and evaluate the extent of compliance of the agency awardees every three (3) years. A mid-term review, however, shall be conducted by the CSC FOs to ensure continuous compliance with the duties and responsibilities and may recommend the revocation of the agency' accreditation if found to have reneged its duties and responsibilities as stated in the CSC resolution granting them the accreditation and/or award (Bronze/Silver/Gold).

The HRPSO shall evaluate these guidelines in consultation with the CSC ROs and FOs and selected HRMOs for its enhancement and/or revision. Said evaluation shall be undertaken every three years.

CSC Resolution No. 2000359 took effect on January 5, 2021 or after fifteen (15) days from its publication in the Manila Standard on December 19, 2020.


ALICIA dela ROSA-BALA
Chairperson

26 January 2021