

# GENERAL MECHANICS

## QUALIFICATIONS FOR NOMINATIONS

1. Incumbent lawyers (prosecutors, state counsels, lawyers from other DOJ offices), division chiefs, section chiefs and rank-and-file employees from all offices of the Department of Justice may be nominated.
2. The nominated prosecutor, state counsel, lawyer, division chief, section chief and rank-and-file employee should not have any pending administrative or criminal case/s. A certification from the office concerned shall be submitted as proof of such.

## MECHANICS OF THE SEARCH

1. The search will recognize twelve(12) DOJ employees in the following categories, viz.:

lawyers	-	three(3)
division chiefs	-	three(3)
section chiefs	-	three(3)
rank-and-file	-	three(3)
2. Any individual or head of office, division or section may nominate an incumbent DOJ employee in the respective category. Nominations should be submitted at the office of ASEC Geronimo L. Sy or SSP Purita Mercado-Deynata on or before 31 August 2009.
3. Nominations should include a duly accomplished nomination form (copies of which are available at the DOJ website or from the respective offices ) and must be supported by the required documents. Nominations for lawyers must be accompanied by three (3) copies of resolutions/legal opinions/legal issuances/ write-up issued in 2008.
4. The **nomination period** is from **01 August 2009 to 31 August 2009**  
This will be followed by a **screening period** on **01 September 2009 to 05 September 2009**.
5. Nominations received after the prescribed period and those with incomplete requirements shall not be considered for evaluation by the Search Committee.
6. Accomplishments/achievements for the period January 01, 2008 to December 31, 2008 shall be considered in the evaluation of nominations. Nominators are reminded to put emphasis on superior accomplishments/performance and innovations of employees which are over and above their regular functions as well as their exemplary ethical behavior.

## THE SEARCH COMMITTEE

1. The Search Committee shall be composed of the following:

a. ASEC Geronimo L. Sy	-	Chairperson
b. SSP Purita Mercado-Deynata	-	Member
c. OSEC Representative	-	Member

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- d. FMS Representative - Member
- e. Technical Staff Representative - Member
- f. Legal Staff Representative - Member
- g. Administrative Staff Representative - Member

2. Functions of the Search Committee

- a. Develop the criteria and categories of the Search
- b. Develop the nomination forms and finalize the requirements for nominations.
- c. Dissemination of information on the Search.
- d. Accept and conduct initial processing of nominations
- e. Conduct screening and shortlisting of candidates
- f. Select the three (3) WINNERS from each category.
- g. Determine the value of the prizes

**GRADING SHEET**  
**(FOR FIRST LEVEL, SECOND LEVEL AND THIRD LEVEL EMPLOYEES )**

**A. Efficiency and Effectiveness** 40%

Has been rated at least Very Satisfactory (VS) for June 2008 and December 2008.

**B. Competence** 40%

1. Job Knowledge (20%)
2. Quality of Work (10%)
3. Work performance exceeded the target for 2008 (5%)
4. Initiative (5%)

**C. Contribution to the efficient administration of their particular Office** 10%

1. Innovations (3.0%)
2. Significance of the said innovations to the over-all effectiveness of the DOJ (3.0%)
3. Awards (2.0%)
4. Other Contributions (2.0%)

**D. Training, Eligibility and Social Consciousness** 10%

1. No. of years with the DOJ in the present position (2.5%)
2. Post graduate education (2.5%)
3. Social and civic affiliations (2.5%)
4. Other activities (2.5%)

**TOTAL** **100%**

**GRADING SHEET**  
**(FOR PROSECUTORS, STATE COUNSELS AND LAWYERS )**

**A. Efficiency and Effectiveness** 45%

Formula:

$$\text{Rating (\%)} = \frac{\text{Total Number of Cases/Legal Opinions/Legal Actions Disposed in 2008}}{\text{Total No. of Cases for 2008}} \times 45\%$$

**B. Competence** 45%

1. Legal Knowledge (12%)
2. Logical Reasoning (12%)
3. Research (12%)
4. Style and Draftsmanship (9%)

**C. Contribution to Jurisprudence & the Administration of Justice** 5%

1. Importance of Cases (1.5%)
2. Legal significance (1.5%)
3. Lectures and Awards (1.0%)
4. Other Contributions (1.0%)

**D. Training** 5%

1. No. of years as a prosecutor (1.25%)
2. Post graduate education (1.25%)
3. Social and civic affiliations (1.25%)
4. Other activities (1.25%)

**TOTAL** **100%**

## TIMETABLE

- |   |   |  |
|---|---|--|
| 1. Deadline for Submission of Nominations and Requirements  | - | 31 August 2009                                   |
| 2. Screening of Nominations   | - | 01 September 2009                                |
| 3. Judging  | - | 10 September 2009                                |
| 4. Notification of Awardees<br>Final Preparations of Invitations and plaques<br>(in coordination with USEC Salazar) | - | 15 September 2009                                |
| 5. Distribution of Invitations (in coordination with USEC Salazar)  | - |  |
| 6. Press Releases (in coordination with USEC Blancaflor and USEC Salazar)   | - |  |
| 7. Awards Day<br>For first, second and third levels<br>For Prosecutors, State Counsels and Lawyers                  | - | 25 September 2009 (AM)<br>25 September 2009 (PM) |

# NOMINATION FORM

To: The Search Committee  
112<sup>th</sup> Anniversary of the DOJ

Messrs./Mesdames:

May I have the honor to nominate:

Name of Nominee: \_\_\_\_\_

Position: \_\_\_\_\_

Office: \_\_\_\_\_

Area nominated for: (please check one (1) box only)

- a. Prosecutor ( )
- b. State Counsel ( )
- c. Division Chief (third level) ( )
- d. Section Chief(second level) ( )
- e. Rank-and-file employee ( )

Nominated By: \_\_\_\_\_

Name and Signature

Office

NOTE: Please submit this nomination form not later than 31 August 2009 at the following address:

**For First to Third Level Officers and Employees:**

Assistant Secretary Geronimo L. Sy  
Office of the Assistant Secretary for Personnel and Development  
2<sup>nd</sup> Floor, Department of Justice  
Padre Faura, Manila

**For Prosecutors and Lawyers of the OCSC and Technical Division:**

Senior State Prosecutor Purita M. Deynata  
Rm. 129, Department of Justice  
Padre Faura, Manila

Nominee's ID picture  
taken within the last 6 months  
passport size  
computer generated or xerox copy  
is not acceptable

## NOMINEE'S INFORMATION

**Name of Nominee:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Office:** \_\_\_\_\_

**Address :** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### A. Educational Qualification/s

	Degree Earned	School	Year	Honors Received
Tertiary Education	_____	_____	_____	_____
Graduate Education	_____	_____	_____	_____
Post-Graduate	_____	_____	_____	_____

### B. Awards Achieved/Received:

#### 1. Civil Service Eligibility/Licensure Exam

Title: \_\_\_\_\_ Rating: \_\_\_\_\_ Year: \_\_\_\_\_

#### 2. Awards

	Sponsor/s	Date
a. Local	_____	_____
b. Regional	_____	_____
c. International	_____	_____

Position/s Held/Employment: \_\_\_\_\_

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**C. Distinguished Achievement in the Present Position:** \_\_\_\_\_

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**D. Exemplary Accomplishment (with or without any award given):** \_\_\_\_\_

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**Nominated By:** \_\_\_\_\_

**N A M E and SIGNATURE**

**Briefly state the reasons why the nominee is worthy to be a recipient of the** \_\_\_\_\_

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**CONFORME:**

\_\_\_\_\_  
Name of Nominee and Signature

Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

**Nominee's Personal Data Form**  
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**NOTE:**

1. All entries should be supported by certified true copies of the document/s.
2. All nominations should be submitted on or before 31 August 2009.
3. You may use other sheets of paper, provided the grouping and format are followed.  
All supporting documents will be due on or before 31 August 2009.