



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

MEMORANDUM ORDER

NO. 70
SERIES OF 2021

TO : ALL OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE (DA-CO)

SUBJECT : AMENDMENT TO MEMORANDUM ORDER NO. 44, SERIES OF 2021

To ensure the efficiency of the process, Memorandum Order No. 44, Series of 2021 Re: Interim Guidelines on Recruitment, Selection, and Placement for FY 2021 is hereby amended to reflect the following:

A. RECRUITMENT PROCESS

4. Conduct of Entrance Examination

- a. As there is potential COVID-19 transmission through paper, an online entrance examination shall be administered to job applicants instead of the usual pen-and-paper test.

The online 100-item entrance examination shall be comprised of **Mathematics, Clerical Ability and General Information, Vocabulary, Analogy and Logic Test, Idiomatic Expression and Correct Grammar/Spelling, and Reading Comprehension**. The said examination shall be administered for a maximum of **one (1) hour** and shall still be applicable to non-DA Central Office personnel who are interested to apply to first and second level and executive/managerial positions. Said personnel are required to undergo the online entrance examination within two (2) days (Mondays to Fridays) reckoned from the date of registration in the Online Recruitment Tool. Failure to take the entrance examination within the given timeline would result to their application being cancelled.

Illustrative Example:

*An applicant applied on a Friday. They must take the examination the following **working** day (Monday) or on Tuesday.*

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Applicant X applied on a Tuesday, they are required to take the examination immediately on Wednesday or Thursday, otherwise, their application is considered cancelled due to failure to subject themselves to screening.

b. The online entrance examination shall be conducted remotely via a videoconferencing platform and the DA-CO Online Entrance Examination Tool.


c. Applicants are required to keep their cameras on and microphones unmuted. The applicants are also required to use a laptop or a desktop computer. As the examination is done remotely, it is the responsibility of the applicant to have a secure internet connection.

Towards this end, concerned Personnel Division staff shall act as proctors in the conduct of the examinations and shall be given authority to employ additional requirements to ensure the integrity of the examination (e.g. requiring applicants to have a mirror behind them to see what is on their respective screens or table).

d. To ensure the integrity of the examination results, applicants shall be subjected to identity verification before the examination and close monitoring during the examination. Applicants determined to have committed acts compromising the integrity of the examination result shall be blacklisted from re-applying to DA-CO job vacancies.

e. As entrance examination passers are those comprising the top ten (10) tier of the list of passers per position applied for, per HRMPSB guidelines, applicants who passed the entrance examination shall be informed of the result of their respective online entrance examination through the e-mail address they registered in the Online Recruitment Tool after all the applicants have taken the examination.

Done this 18th day of November 2021.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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