

# FLOW CHART – RECRUITMENT, SELECTION AND PROMOTION PROCESS

<b>PROCEDURE TITLE</b>	<b>Recruitment, Selection and Promotion (RSP) for 1<sup>st</sup> and 2<sup>nd</sup> Level Personnel</b>
<b>SCOPE</b>	This process starts from the receipt and evaluation of personnel Requisition Form (PRF) to posting of the list of newly hired/ promoted employees.
<b>PURPOSE</b>	To define the process of Recruitment, Selection and Promotion (RSP) for 1 <sup>st</sup> and 2 <sup>nd</sup> Level Personnel except for confidential positions (co-terminus) and to hire and/or promote the most qualified and competent candidate for the position; and To establish a customized Recruitment, Selection and Placement procedures.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	LANI A. APOSTOL	Receive request for posting and communicate the vacancy	<ul style="list-style-type: none"> <li>Prepare and post notice of vacancy thru:                             <ol style="list-style-type: none"> <li>Web posting on DILG website for a period of ten (10) days thru Letter-request to the Information Systems and Technology Management Service (ISTMS) to be signed by the AS-PD Head;</li> <li>Paper posting in three (3) conspicuous places in the office for a period of ten(10) days; and</li> <li>Memorandum to Regional Offices (ROs) <i>if requested by concerned SSB/office.</i></li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Notice of Vacancy</li> <li>Letter-Request for Web-Posting of the Notice of</li> <li>Memorandum to ROs</li> </ul>
2	REY L. BARRIENTOS PD RECEIVING CLERK	Receive job applications	<ul style="list-style-type: none"> <li>Receive applications.</li> <li>Check completeness of job application requirements.</li> <li>Forward job application requirements to PD Action Officer for initial review.</li> <li>If there are no received applications, recommunicate the vacancy (Step 2).</li> </ul>	
3	HAZEL E. BELAMIDE CSPB SSECRETARIAT	Initial review of job applications	<ul style="list-style-type: none"> <li>Perform initial review on job application requirements ensuring that the QS is met, and that the position applied for is still vacant.</li> <li>If QS is met, prepare Indorsement Letter signed by AS-PD Head and forward to concerned Sub-Selection</li> </ul>	<ul style="list-style-type: none"> <li>Job Application</li> <li>Position Description Qualification (PDQ) Form [PDQ-AS-PD-01]; and/or CSC-approved QS Manual</li> </ul>

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			<ul style="list-style-type: none"> <li>Board (SSB) together with the Application Documents.</li> <li>If QS is not met, send regret letter to the applicant/s.</li> </ul>	<ul style="list-style-type: none"> <li>Indorsement Letter and Application Documents</li> <li>Regret Letter to applicant, if QS is not met</li> </ul>
4	SSB SECRETARIAT OF CONCERNED OFFICE/UNIT	Receive and evaluate job applications	<ul style="list-style-type: none"> <li>Validate the following Information:                             <ol style="list-style-type: none"> <li>Educational records;</li> <li>Employment records;</li> <li>Proof of Eligibility (eg. Certificates/Licenses, etc.);</li> <li>Relevant trainings</li> </ol> </li> <li>Evaluate applicants against the QS and Functional Requirements using the Position Description and Qualification (PDQ) and/or Civil Service Commission (CSC)-approved QS Manual.</li> <li>If QS and Functional Requirements are met <u>and</u> information are validated "correct," indorse qualified applicants to take PQE (for applicants who did not take PQE yet).</li> <li>Else, inform applicants that they did not meet minimum requirements of the position by letter, copy furnished the AS-PD Head; or by email, copy furnished <a href="mailto:rsp.dilgco@yahoo.com">rsp.dilgco@yahoo.com</a>.</li> <li>If applicant, already took and passed the Pre-Qualifying Examination (PQE) within the validity period, proceed to Step 7.</li> </ul>	<ul style="list-style-type: none"> <li>Sub-Selection Board Validation and Evaluation Form [FM-QP-AS-PD-01-06]</li> <li>Position Description Qualification (PDQ) Form [PDQ-AS-PD-01] and/or Civil Service Commission (CSC)-approved QS Manual.</li> <li>PQE Request Form [FM-QP-AS-PD-01-07]</li> <li>Regret letter or email to applicant</li> </ul>
5	KRISTINA B. LABORTE Designated Department's Psychometrician/ Examiner	Conduct Pre Qualifying Examination(PQE)	<ul style="list-style-type: none"> <li>PD Action Officer: Receive indorsement of qualified applicants to take PQE.</li> </ul>	<ul style="list-style-type: none"> <li>PQE Request from office/region concerned</li> <li>PQE Notification</li> <li>PQE Result Letter</li> </ul>

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	SSB SECRETARIAT OF CONCERNED OFFICE/ REGION/UNIT		<ul style="list-style-type: none"> <li>Accomplish PQE Request/Confirmation Slip providing information on the testing date, time, and venue to be noted by the PD Examiner and to be approved by AS-PD Head; and return the form to the requesting Office.</li> <li>SSB secretariat: Notify applicants of the testing date, time, and venue and record accordingly.</li> <li>PD Examiner: Conduct PQE pursuant to DILG Circular No 2011-17.</li> <li>PD Examiner: Communicate the PQE results to concerned office through a letter.</li> </ul>	
6	SSB SECRETARIAT OF CONCERNED OFFICE/UNIT	Notify applicants and qualified next-in-rank personnel regarding SSB interview; and summarize applicants' QS	<ul style="list-style-type: none"> <li>Inform applicants who passed the PQE regarding the date, time, and venue of SSB interview and record accordingly.</li> <li>Let all qualified next-in-rank personnel or applicants for promotion submit application documents; inform them of the date, time, and venue of the SSB interview through a notice of interview; and request the immediate supervisor of the applicant to accomplish the Potential Assessment Form.</li> <li>Summarize qualified applicants' qualifications as follows:               <ol style="list-style-type: none"> <li>Performance based on PPES/IPCR (for promotion);</li> <li>Education;</li> <li>Experience;</li> <li>Training;</li> <li>Potential (for promotion); and</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>SSB Interview Notification</li> <li>Notice of Interview to All Qualified Next-In-Rank Personnel</li> <li>Potential Assessment Form</li> <li>Comparative Assessment Matrix</li> </ul>



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			f. Outstanding Accomplishments (if any).	
7	SSB OF CONCERNED OFFICE/REGION/UNIT	Conduct interview and deliberation	<ul style="list-style-type: none"> <li>Conduct panel interview and deliberation.</li> </ul>	<ul style="list-style-type: none"> <li>Interview Assessment Form together with Application Documents</li> <li>Comparative Assessment Matrix</li> </ul>
8	SSB SECRETARIAT OF CONCERNED OFFICE/UNIT	Consolidate interview results, <i>conduct background information check</i>	<ul style="list-style-type: none"> <li>Include the interview results to the Comparative Assessment Matrix.</li> <li>Prepare and indorse minutes of the meeting, along with short listed applicants (maximum of three (3) per position) to the CSPB.</li> <li><i>Conduct background information (BI) check for the recommended applicants.</i></li> <li><i>Submit SSB minutes of the meeting and resolution together with the results of the BI check to the secretariat of the CSPB.</i></li> <li>Confirm interview schedule with CSPB, and notify applicants.</li> </ul>	<ul style="list-style-type: none"> <li>Interview Assessment Form;</li> <li>Comparative Assessment Matrix [FM-QP-AS-PD-01-12]</li> <li>SSB Minutes of the Meeting and/or Resolution</li> <li><i>Background Information Form</i></li> <li>CSPB Interview Notification Sheet;</li> </ul>
9	CSPB	Assess the overall competence of the applicants for selection	<ul style="list-style-type: none"> <li>Conduct panel interview.</li> <li>Review assessment submitted by the concerned Regional/Bureau/Service SSPB.</li> <li>Select applicant for the position</li> </ul>	<ul style="list-style-type: none"> <li>Interview Assessment Form together with Application Documents</li> <li>SSB Minutes of the Meeting and/or Resolution</li> <li>Comparative Assessment Matrix</li> </ul>
10	HAZEL E. BELAMIDE CSPB SECRETARIAT	Consolidate interview results	<ul style="list-style-type: none"> <li>Consolidate interview results.</li> </ul>	<ul style="list-style-type: none"> <li>Interview Assessment Form;</li> </ul>

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			<ul style="list-style-type: none"> <li>Prepare and indorse minutes of the meeting and list of recommended applicants to AS-PD.</li> </ul>	<ul style="list-style-type: none"> <li>ComparativeAssessmentMatrix</li> <li>CSPB Minutes of the Meeting and/or Resolution</li> </ul>
11	LANI A. APOSTOL PD ACTION OFFICER	Prepare appointments	<ul style="list-style-type: none"> <li>Prepare appointments based on CSPB recommendations.</li> <li>Transmit appointment papers for approval by the appointing authority.</li> </ul>	<ul style="list-style-type: none"> <li>CSPB Minutes of the Meeting and/or Resolution</li> <li>CSC Appointment Form[CSC Form No. 33 (Revised 1998)]</li> </ul>
12	APPOINTING AUTHORITY	Approve appointments	<ul style="list-style-type: none"> <li>Sign and return appointments back to AS-PD for notification of appointee.</li> <li>If appointment is not approved, return to AS-PD with instructions/comments for appropriate action.</li> <li><b>NOTE:</b> Pursuant to CSC Resolution No. 051057, if no appointment is issued within nine(9) months from the date of publication, the AS-PD shall re-communicate the Notice of Vacancy.</li> </ul>	<ul style="list-style-type: none"> <li>CSPB Minutes of the Meeting/ Resolution; together with ComparativeAssessmentMatrix</li> <li>CSC Appointment Form [CSC Form No. 33 (Revised 1998)]</li> <li>CSC Resolution No. 051057</li> </ul>
13	LANI A. APOSTOL PD ACTION OFFICER  SSB SECRETARIAT OF CONCERNED OFFICE/UNIT	Receive approved appointments and notify appointee	<ul style="list-style-type: none"> <li>Prepare IndorsementLetter signed by AS-PD Head and forward approved appointments to concerned office/s.</li> <li>Informappointeeto report to head of concerned office to receive appointment and checklist of requirements for newly hired/ promoted/ transferred employees.</li> <li>If appointee declines appointment, the concerned unit will submit a request for cancellation of appointment to AS-PD for appropriate action.</li> </ul>	<ul style="list-style-type: none"> <li>Indorsement Letter; Approved CSC Appointment Form [CSC Form No. 33 (Revised 1998)]; Checklist of Requirements for Newly Hired/ Promoted/ Transferred Employees [FM-QP-AS-PD-01-15]</li> <li>PRF Logsheet[FM-QP-AS-PD-01-02]</li> </ul>

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14	APPOINTEE	Assumption to duty	<ul style="list-style-type: none"> <li>Assume duty/report to office within thirty (30) days upon issuance of appointment.</li> <li>Take oath before appropriate administering authority.</li> <li>Submit requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Oath of Office [CSC Form No. 32]</li> <li>Certificate of Assumption to Duty</li> <li>Checklist of Requirements for Newly Hired/ Promoted/ Transferred Employees</li> </ul>
15	LANI A. APOSTOL PD ACTION OFFICER	Submit list of appointees to CSC for attestation	<ul style="list-style-type: none"> <li>Submit Report of Appointments Issued (RAI) to CSC on or before the 15th day of the succeeding month with the following attachments:                             <ol style="list-style-type: none"> <li>Appointment Processing Checklist Form;</li> <li>CSC Appointment Form;</li> <li>CSC Form No. 212(PDS);</li> <li>Original authenticated Certificate /s of Eligibility, or other proof of Eligibility (e.g., certificates, licenses, etc.)</li> </ol> </li> <li>If appointment is invalidated, take appropriate action. Else, proceed to the next step.</li> </ul>	<ul style="list-style-type: none"> <li>CSC Resolution No. 973681</li> <li>CSC Appointment Processing Checklist Form; with attachments</li> </ul>
16	VERONICA B. MACABATE/KRISTINA B. LABORTE PD ACTION OFFICER	For new employee, conduct initial orientation on Personnel matters	<ul style="list-style-type: none"> <li>Orient new employee on relevant personnel transactions and services</li> </ul>	<ul style="list-style-type: none"> <li>Checklist of Requirements for Newly Hired/ Promoted/ Transferred Employees</li> </ul>
17	EDMUND H. MAGALLANES OR REY L. BARRIENTOS PD ACTION STAFF	Post List of Newly Hired/ Promoted Employees	<ul style="list-style-type: none"> <li>Post list of newly hired/ promoted employees in three (3) conspicuous places in the office for at least fifteen (15) days, within thirty (30) days from issuance of appointment.</li> </ul>	<ul style="list-style-type: none"> <li>List of Newly Hired/ Promoted</li> </ul>
18	EDMUND H. MAGALLANES	Maintain Records	<ul style="list-style-type: none"> <li>Update the data base of the 201 files</li> </ul>	

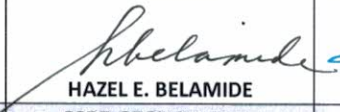
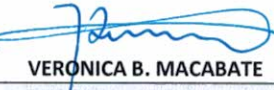


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			<ul style="list-style-type: none"> <li>Maintain records in accordance with the Control of Records procedure and the Master List of Records.</li> </ul>	<ul style="list-style-type: none"> <li>SP 02 Control of Records</li> <li>Master List of Records</li> </ul>

## Legal References:

- DILG Circular No. 2014-01 dated 4 February 2014, titled "Enhanced Merit Selection and Promotion Plan(MSPP)"
- DILG Circular No. 2011-17(Policy in the Conduct of PQE)
- CSC Resolution No. 051057
- CSC Resolution No. 973681

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