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SECTION	RESOURCE MANAGEMENT	EFFECTIVITY DATE	1 July 2023
SUBJECT	RECRUITMENT		

1.0 OBJECTIVE

To identify and select qualified applicants who possess the skills, qualifications, and potential to meet the requirements of a specific job or position in DOST Regional Office IX.

2.0 SCOPE

The scope of recruitment encompasses procedures ranging from receiving Notice of Organization Staffing Compensation Action (NOSCA) and/or Requisition of Employees to conducting examinations, all with the goal of attracting and hiring qualified individuals who align with the set of qualification standards and requirements of DOST IX.

3.0 ACCESS

This procedures manual is uploaded to the DOST IX Document Management System (DMS) and is accessible to all DOST IX personnel. The original copy of this document is managed by the Document Custodian

4.0 DEFINITION OF TERMS

Applicant - an individual who expresses interest in a specific job or position and submits an application for consideration.

Recruitment - refers to the process of actively searching, attracting, and selecting qualified individuals to fill job vacancies at DOST IX. It involves various stages aimed at identifying potential candidates, evaluating their qualifications, skills, and experience to meet the DOST IX's staffing needs.

Human Resource Merit Promotion and Selection Board (HRMPSB) – refers to the committee in charge of recruitment, selection and placement of human resources, chaired by the Assistant Regional Director (ARD) for Finance and Administrative Support Services if the vacancy is for administrative position, and ARD for Technical Services if the vacancy is for a technical position.

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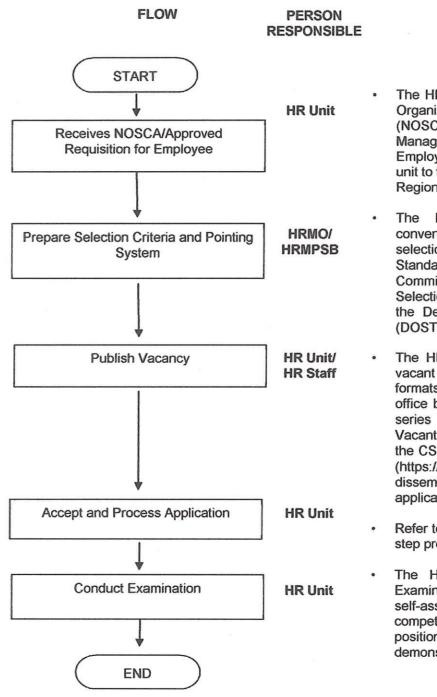
Unit Head

Approved by:

Quality Management Representative

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5.0 PROCEDURE FOR THE RECRUITMENT FOR PERMANENT POSITION.



The HR Unit receives the requested Notice of Organization Staffing Compensation Action (NOSCA) from the Department of Budget Management (DBM) or the Requisition for Employee made by the Unit Head of a specific unit to fill a staff position that is approved by the Regional Director.

DETAILS

- The HRMPSB Chairperson initiates the convening of HRMPSB members to develop selection criteria aligned with the Qualification Standards (QS) set by the Civil Service Commission (CSC) and guided by the Merit Selection and Promotion (MSP) guidelines of the Department of Science and Technology (DOST).
- The HR Unit compiles and submits a list of vacant positions in both electronic and printed formats to the Civil Service Commission Field office by accomplishing the C.S. Form no. 09 series of 2018- Request for Publication of Vacant Positions. This list will be published on the CSC bulletin board and the CSC job portal (https://csc.gov.ph/career) for wider dissemination and accessibility to potential applicants.
- Refer to "WI-FASS-HR 04-03" _for the step-bystep procedure on "Processing of Applications".
- The HR Unit conducts the Pre-Qualifying Examination which involves an examination and self-assessment of the applicants' competencies. For IT and other technical positions, an online or face-to-face demonstration may also be conducted.

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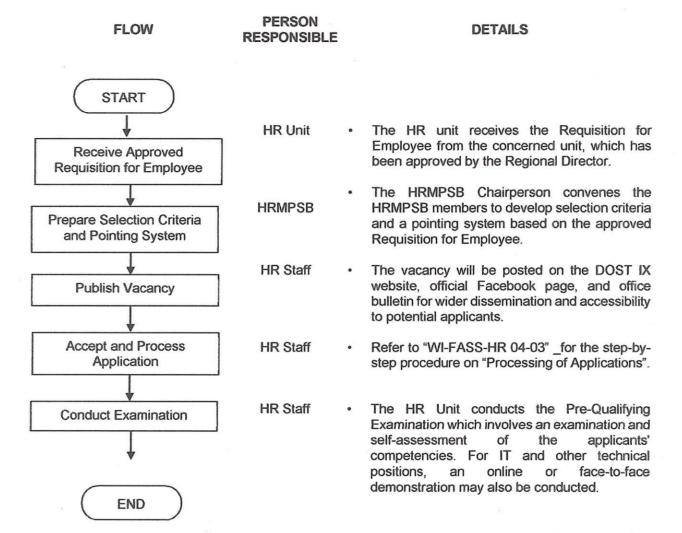
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5.0 PROCEDURE FOR THE RECRUITMENT FOR NON-PERMANENT POSITIONS



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6.0 REFERENCES

- CSC Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA)
- CSC Qualification Standards Manual
- DOST Merit Selection and Promotion Guide
- Notice of Organization Staffing Compensation Action
- PM-FASS-HR 04-01 on Processing of Applications

7.0 ATTACHMENTS

- FASS-HR-F02 Checklist of Requirements for Appointment
- FASS-HR-F01 Requisition for Employee

8.0 RECORDS

- Application Documents
- Accomplished Requisition for Employee Form

Collection and Filing

Filed by HR staff at the HR Cabinet No. ____ (201 Files)

Access Storage

ess HRM Personnel age Office Environment

Maintenance and Disposal

Permanent Documents

Prepared by:

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