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|  | DEPARTMENT OF SCIENCE AND TECHNOLOGY<br>DOST Regional Office No. IX | DOCUMENT CODE    | PM-FASS-HR 04-06 |
|   | <b>PROCEDURES MANUAL</b>  | REVISION NUMBER  | 0                |
|   |   | PAGE NUMBER      | 1 of 4           |
| SECTION   | RESOURCE MANAGEMENT   | EFFECTIVITY DATE | 1 July 2023      |
| SUBJECT   | <b>PLACEMENT</b>  |                  |                  |

## 1.0 OBJECTIVE

To ensure the smooth and successful transition of selected applicants into their respective areas of assignment within the DOST IX.

## 2.0 SCOPE

For Permanent Positions:

The scope of the placement process for permanent positions begins from the preparation of appointment papers to be submitted to the Civil Service Commission Field Office to the conducting of orientation for newly hired personnel.

For Non-Permanent Positions:

The scope of the placement process for non-permanent positions begins from the preparation of all the required documents such as contract of agreement and other relevant documents specific to non-permanent employment to conducting of orientation for newly hired personnel.

## 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.

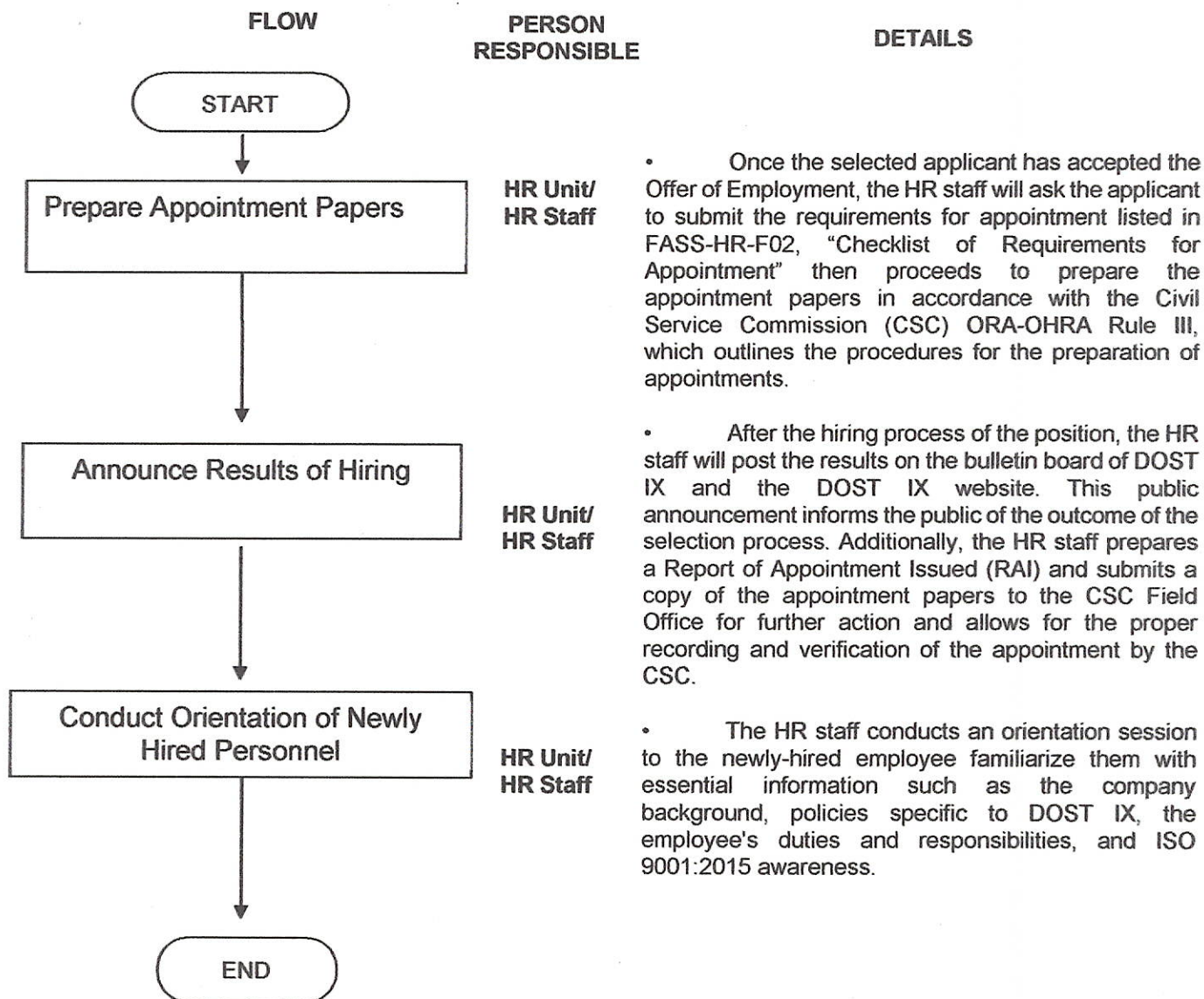
**Placement** - refers to the process of assigning selected candidates to their designated positions within an organization.

**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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| Prepared by:<br><br>Unit Head | Approved by:<br><br>Quality Management Representative |
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## 5.0 PROCEDURE FOR THE PLACEMENT FOR PERMANENT POSITION.




Prepared by:

Unit Head

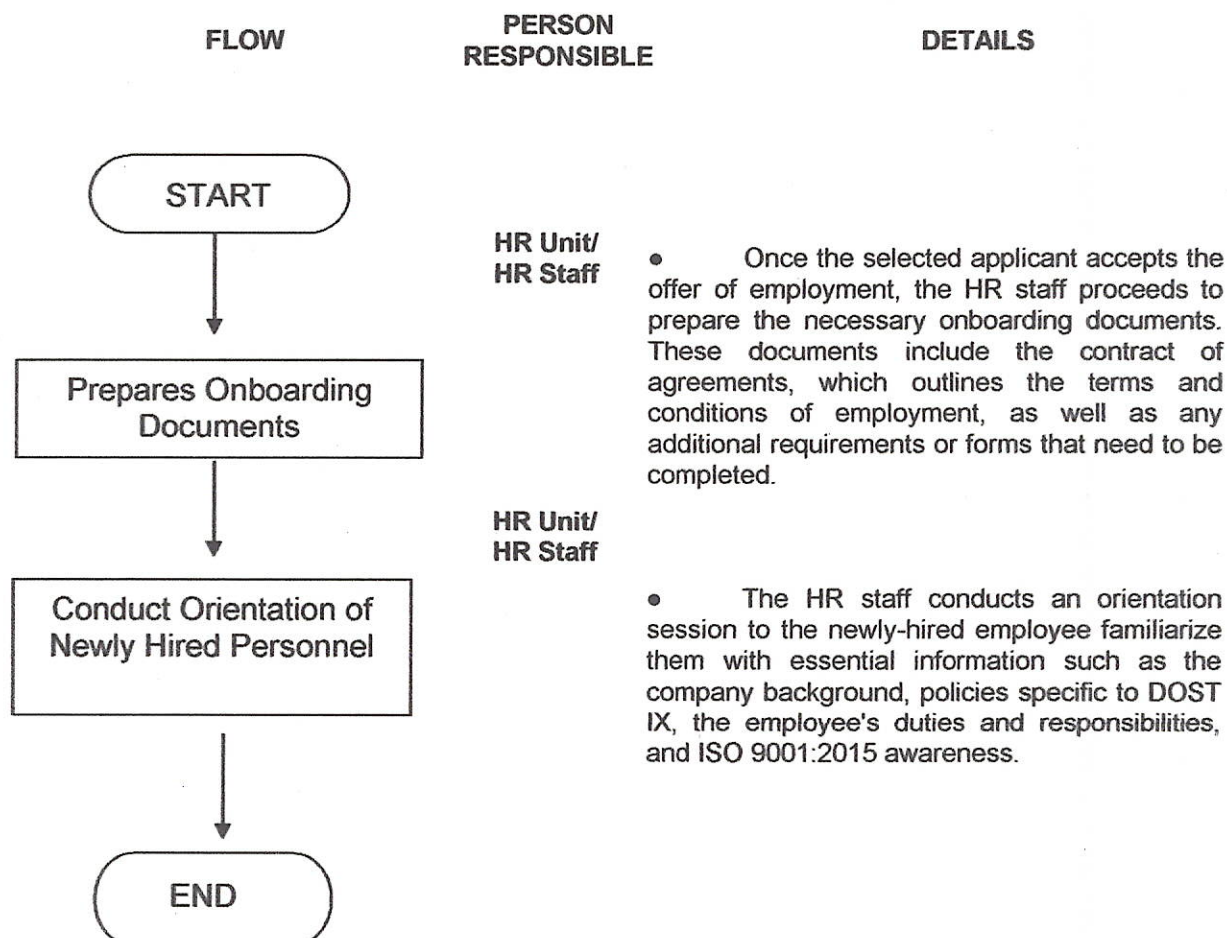
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## 5.0 PROCEDURE FOR THE PLACEMENT FOR NON-PERMANENT POSITIONS



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| Prepared by: <br><div style="text-align: center;">Unit Head</div> | Approved by: <br><div style="text-align: center;">Quality Management Representative</div> |
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## 6.0 ATTACHMENTS

- FASS-HR-F02 Checklist of Requirements for Appointment

## 7.0 RECORDS

- Accomplished Checklist of Requirements for Appointment
- Appointment Papers and attachments
- Report on Appointment Issued
- Offer of Employment Letter

Collection and Filing

Access

Storage



Maintenance and Disposal

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

HRM Personnel

Office Environment

Permanent Documents

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