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

## 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.

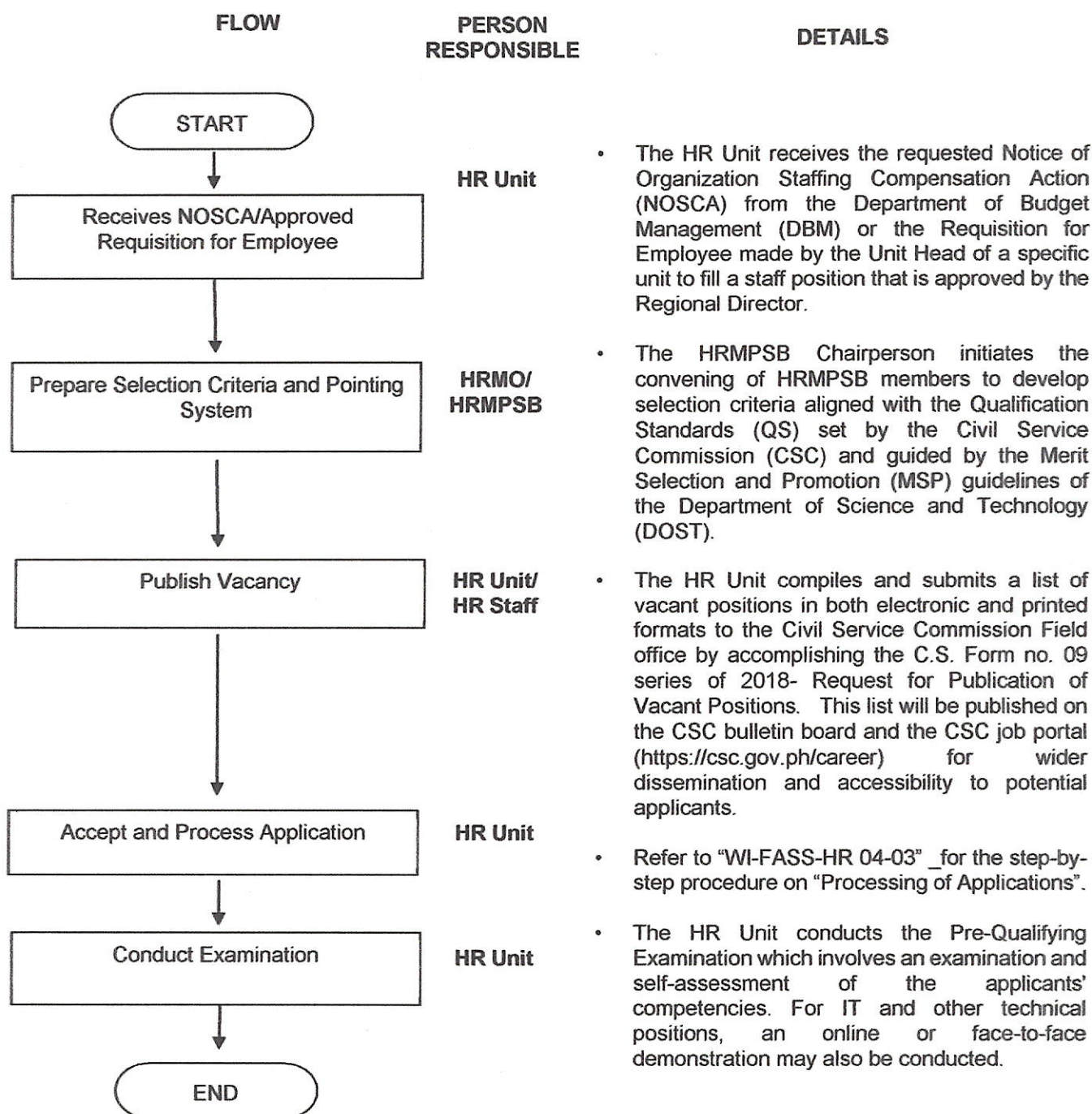
**Recruitment** - refers to the process of actively searching, attracting, and selecting qualified individuals to fill job vacancies at DOST IX. It involves various stages aimed at identifying potential candidates, evaluating their qualifications, skills, and experience to meet the DOST IX's staffing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

Prepared by:  Unit Head	Approved by:  Quality Management Representative
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## 5.0 PROCEDURE FOR THE RECRUITMENT FOR PERMANENT POSITION.

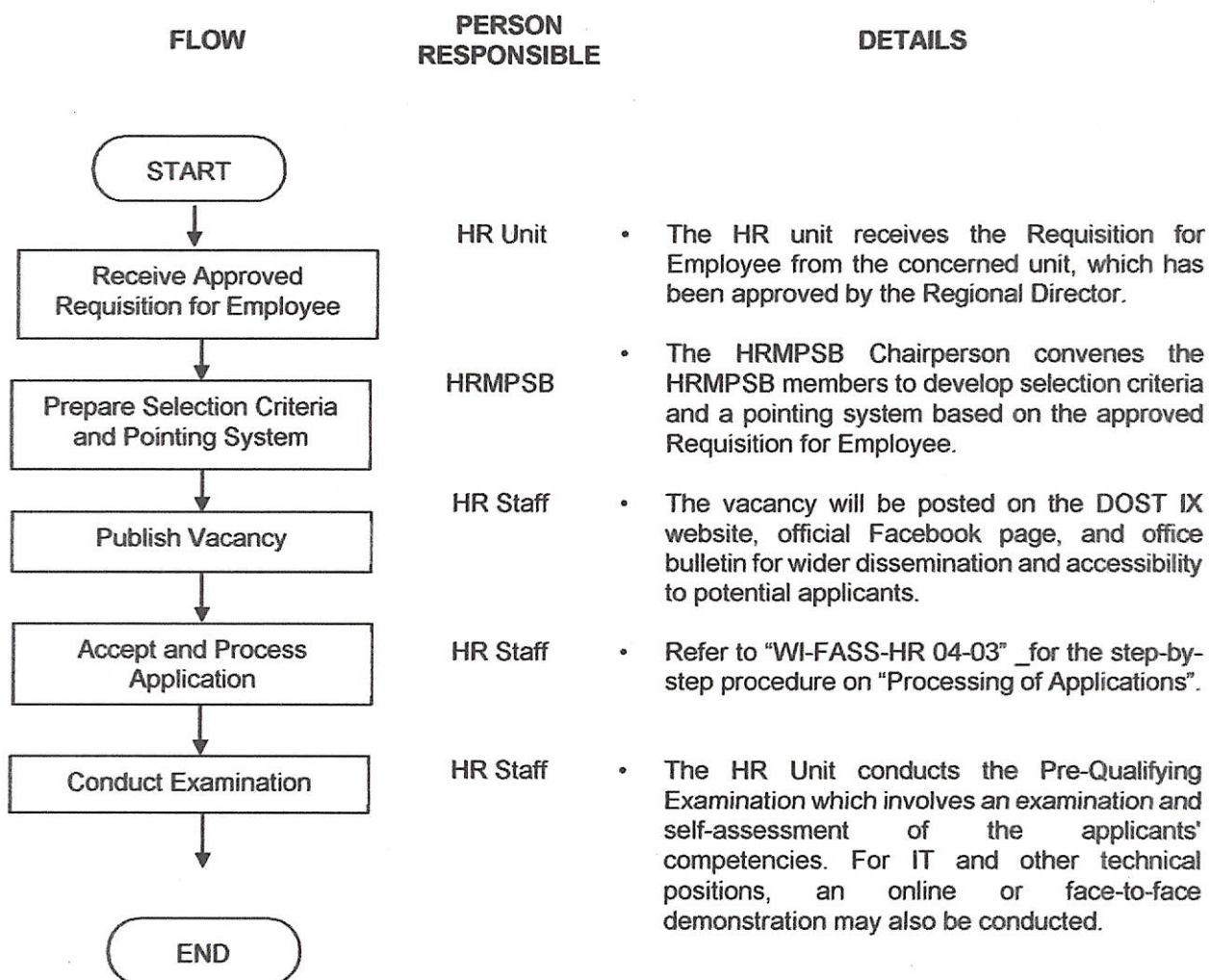




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## 5.0 PROCEDURE FOR THE RECRUITMENT FOR NON-PERMANENT POSITIONS



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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	HRM Personnel
Storage	Office Environment
Maintenance and Disposal	Permanent Documents

Prepared by:  Unit Head	Approved by:  Quality Management Representative
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