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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.

Prepared by:

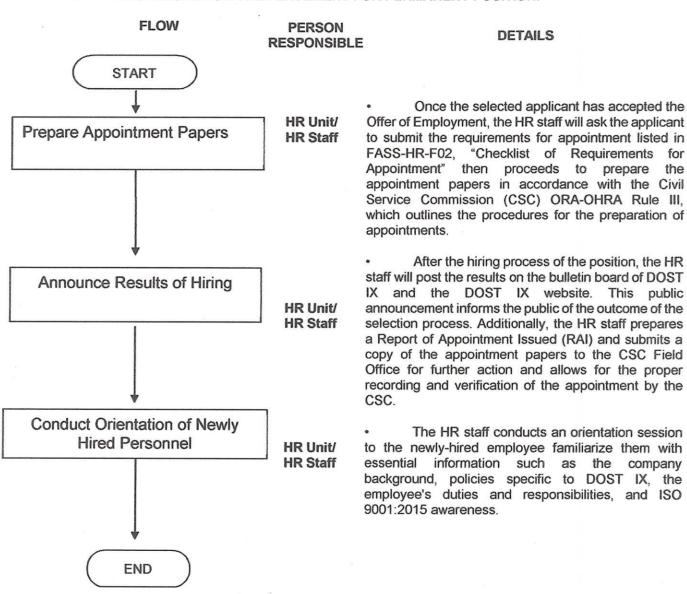
Unit Head

Approved by:

Quality Management Representative

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5.0 PROCEDURE FOR THE PLACEMENT FOR PERMANENT POSITION.



Prepared by:

Unit Head

Approved by:

Quality Management Representative

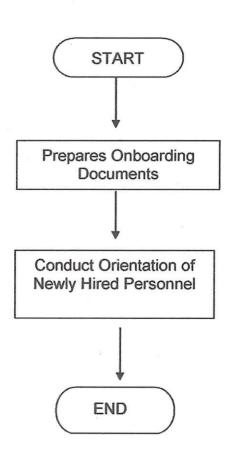
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5.0 PROCEDURE FOR THE PLACEMENT FOR NON-PERMANENT POSITIONS

FLOW

PERSON RESPONSIBLE

DETAILS



HR Unit/ HR Staff

 Once the selected applicant accepts the offer of employment, the HR staff proceeds to prepare the necessary onboarding documents.
 These documents include the contract of agreements, which outlines the terms and conditions of employment, as well as any additional requirements or forms that need to be completed.

HR Unit/ HR Staff

> The HR staff conducts an orientation session to the newly-hired employee familiarize them with essential information such as the company background, policies specific to DOST IX, the employee's duties and responsibilities, and ISO 9001:2015 awareness.

Prepared by:

Unit Head

Approved by:

Quality Management Representative

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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

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

Access

HRM Personnel
Office Environment

Storage Maintenance and Disposal

Permanent Documents

Prepared by:

Unit Head

Approved by:

Quality Management Representative