	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-HR 04-05
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1.0 OBJECTIVE

To identify the most qualified candidates for a job role, ensuring a fair and unbiased evaluation that considers their skills, qualifications, and experience. The process aims to minimize hiring risks by thoroughly assessing candidates and making informed decisions to enhance organizational performance of DOST IX.

2.0 SCOPE

The scope of the selection process comprises from the conducting of panel interviews to the final assessment for specific positions. This stage involves comprehensive evaluations, including interviews, assessments, and any additional assessments or tests deemed necessary, to assess the qualifications, competencies, and suitability of candidates

3.0 ACCESS

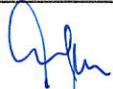

This procedures manual is uploaded to the DOST IX Document Management System (DMS) and is accessible to all DOST IX personnel. The original copy of this document is managed by the Document Custodian.


4.0 DEFINITION OF TERMS

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

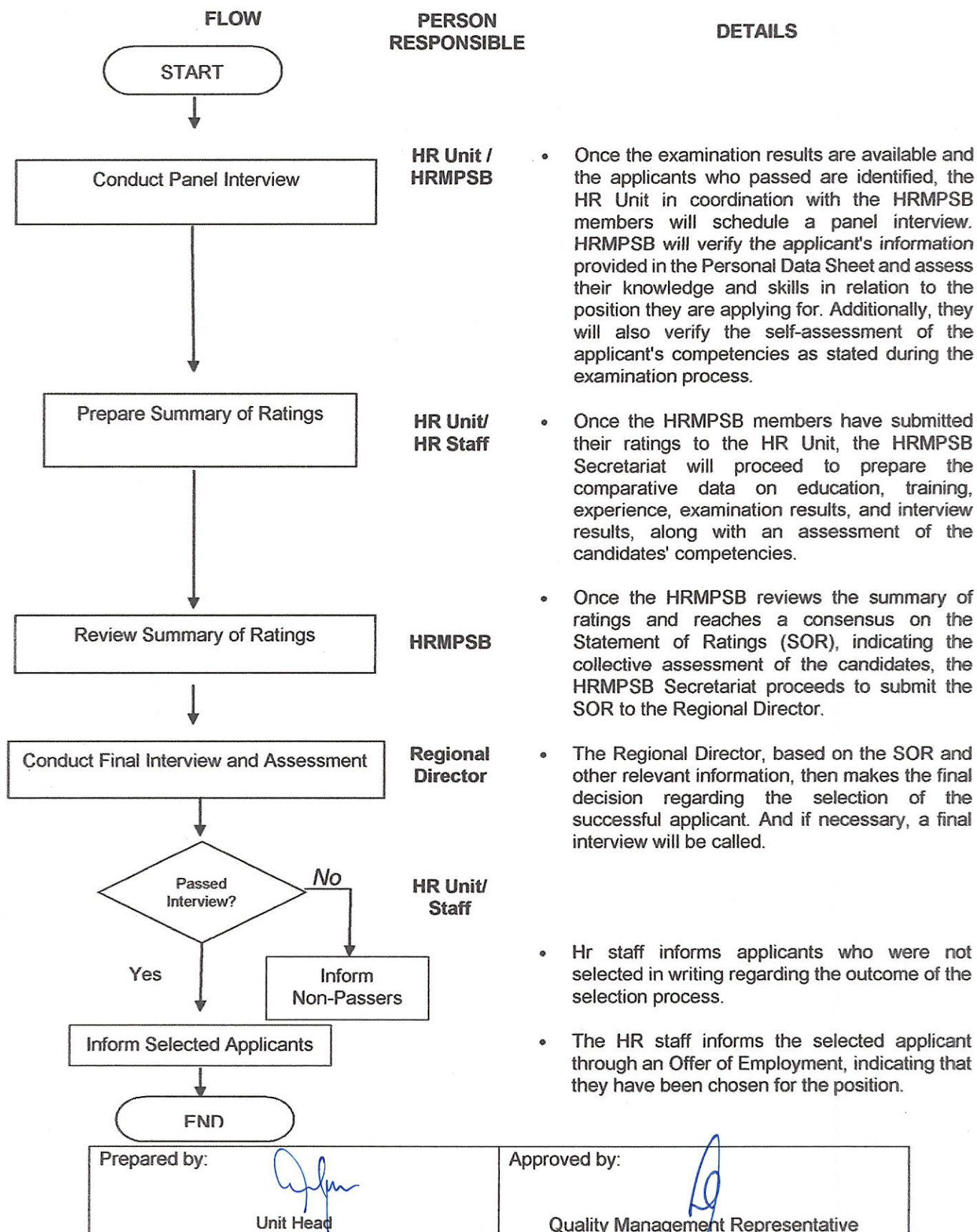
Selection - refers to the process of evaluating and choosing the most suitable candidates from a pool of applicants for a specific job or position.


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 SELECTION FOR PERMANENT AND NON-PERMANENT POSITIONS.



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6.0 REFERENCES

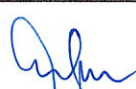

- CSC Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA)
- CSC Qualification Standards Manual
- DOST Merit Selection and Promotion Guide
- Notice of Organization Staffing Compensation Action
- PM-FASS-HR 04-01 on Processing of Applications

7.0 RECORDS

- Summary of Ratings and Assessment Forms
- 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

Prepared by:  Unit Head	Approved by:  Quality Management Representative
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