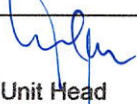

	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-FASS-HR 04-03
	<b>WORK INSTRUCTION</b>	REVISION NUMBER	0
SECTION	RESOURCE MANAGEMENT	PAGE NUMBER	1 of 1
SUBJECT	<b>PROCESSING OF APPLICATIONS</b>		

**PERSON RESPONSIBLE:**

Records Officer  
HR Unit/Staff

**STEPS:**

- 1.0 The records officer receives and logs application documents into the Tracking, Retrieval, Archiving of Communications for Efficiency (TRACE) and will ensure that the documents are routed to the HR Unit for further action.
- 2.0 The HR unit is responsible for processing the applications received through TRACE and taking the necessary steps to the following:
  - 2.1 If vacancy does not exist, application documents will be filed and acknowledgement letter will also be sent informing the applicant of the non-vacancy and stating that the documents shall be kept in file for consideration in future vacancies.
  - 2.2 If vacancy exists, the permanent vacant position will be posted and published on the CSC Job Portal (<https://csc.gov.ph/career>), official DOST Regional Office No. IX Website and Facebook Page; while the non-permanent vacant position will be posted and published on the official DOST Regional Office No. IX Website and Facebook Page.
- 3.0 The HR staff will assess the application documents based on the Qualification Standards (QS) set by the Civil Service Commission and other position-specific competency requirements. This evaluation will consider factors such as education, training, experience, and eligibility (if applicable to non-permanent positions).
- 4.0 Applicants will be notified by the HR staff to submit additional requirements if needed during the application process.
- 5.0 A shortlist of qualified applicants is prepared for the Pre-Qualifying Examination.

Prepared by:  Unit Head	Approved by:  Quality Management Representative
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