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| **FLOWCHART** | **DESCRIPTION OF ACTIVITY/**  **RESPONSIBLE PERSON** |
| **PHASE 1**  (Internal applicant within the dept.)  **PHASE 2**  (Internal applicant  within the Institute)  or w/In the Institute)  **YES**  SCREENED BY DEPARTMENT  SUBMISSION OF APPLICANT TO HUMAN RESOURCE DEPARTMENT  A  SCREENED BY SPB CHAIRMAN  **YES**  **YES**  **NO**  **PHASE 3**  (External Applicant)  Qualified  **NO**  Qualified | 1. Placement of position -   HRD   1. Application submission to the Personnel Department - HRD 2. Application forwarded to Department Head for screening   HRD   1. Phase 1 of screening   (internal applicant within the department only)  If qualified proceed to SPB chair if not phase 2 screening) -  Dept. Head   1. Phase 2 screening (internal applicant within the Institute)   If qualified proceed to SPB chair if not proceed to phase 3 screening) – Dept. Head   1. For SPB panel interview and evaluation – SPBoard 2. Posting of chosen applicant - HRD |

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| A  FOR SPB PANEL INTERVIEW/EVALUATE |  |