



Gov. Alfonso D. Tan College
Maloro, Tangub City

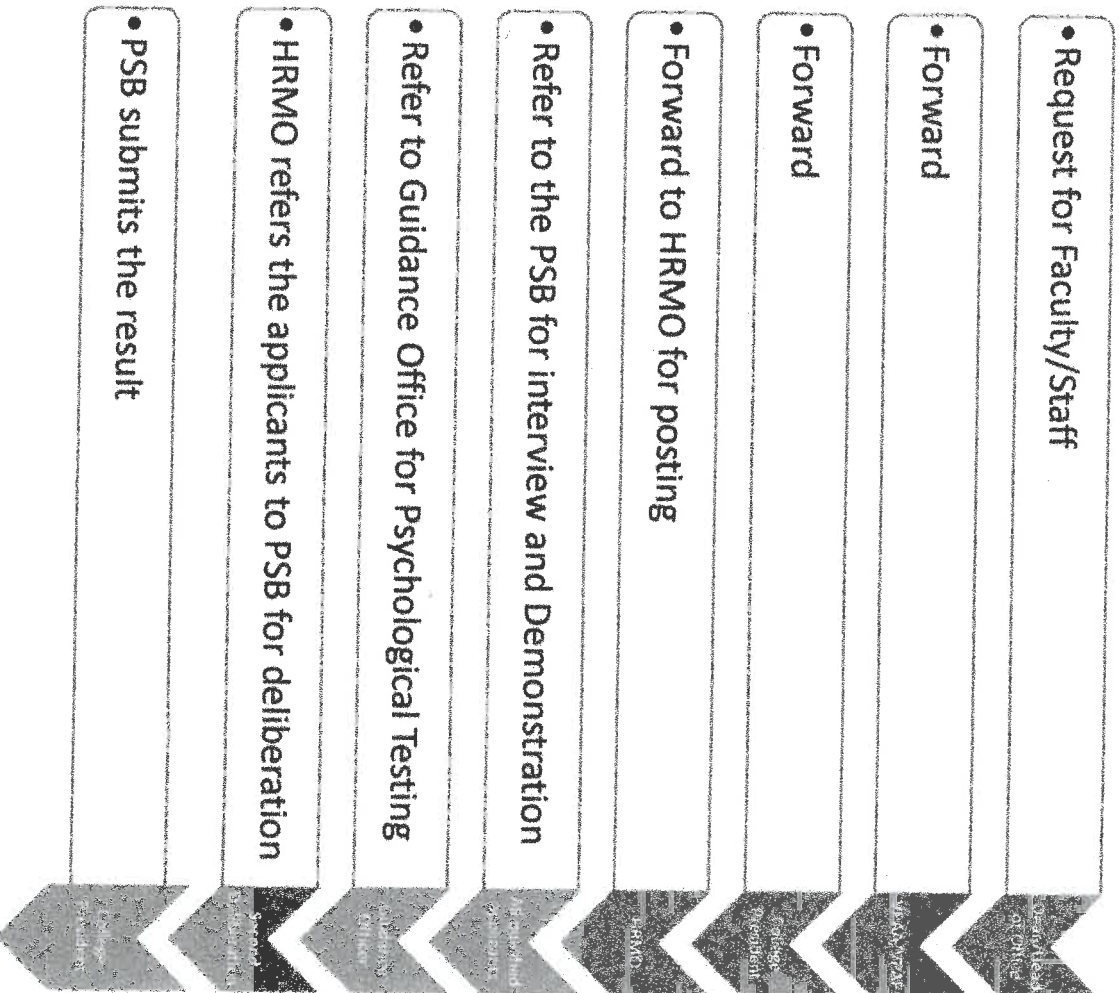
B – RECRUITMENT AND SELECTION

- **Recruitment and Hiring Flow**
Chart with Notice of Vacancies

Section 4. Composition of the Personnel Selection Board

- 4.1. The Vice President for Academic Affairs (VPAA) and the Vice President for Administration and Finance (VPAF) shall serve as chairman for academic and administration search respectively.
- 4.2. The members of the Personnel Selection Board are the following, Dean/Head of office (or its equivalent) of the institute/office where the vacancy exists, and the Human Resources Management Officer.

Section 5. Recruitment and Hiring Flowchart



Section 6. Responsibilities of the HRMO

- 6.1. The HRMO identifies all the unfilled positions in the College
- 6.1.1. Posts in three (3) conspicuous places in the College for the period of ten (10) days, a complete list of all vacant positions which are authorized to be filled in.
- 6.1.2. Submits a copy of the list of the said vacant positions and their corresponding qualification standards to the Civil Service Commission not later than the 10th day of every month (Sec. 5, MC No. 27, s. 1991.)
- 6.2. The HRMO, through adequate publication of vacancies, shall look for prospective applicants making use of diverse sources such as walk-in applicants registry, Civil Service Commission registry of eligible, and others.
- 6.2.1. Receives applications and other requirements for available

6.2.2. Conduct the preliminary screening process which is the evaluation of qualification.

6.3. Upon submission of the Personal Data sheet of the applicants, the HRMO shall conduct an initial assessment to determine whether the applicant possesses the required qualifications of the positions.

6.4. In the initial evaluation of the qualification of candidates, the following shall be looked into: education, experience, training, and eligibility.

6.5. After the preliminary screening, the HRMO will call the qualified applicants for the demo and interview schedule.

Chapter 2. Faculty and Staff Appointment

Section 1. Types of Faculty Appointment

A newly-hired faculty member may either be full-time or part-time.

1.1. Full-time Faculty

These are faculty members who are hired on a full-time basis and whose main functions include instruction, research, extension services, and production in pursuance of the vision-mission of the College.

Teaching is the major activity of full-time faculty members who shall teach their major/specialized disciplines. Teaching assignment shall be made by the Dean and shall be endorsed by the VPAA to the College President for approval.

1.2. Part-time Faculty

These are faculty members employed to teach on a term basis (semester or summer). They teach a maximum of fifteen (15) unit academic load. They receive remuneration on an hourly rate. Though their presence is required during class hours only, they are also expected to undertake assigned tasks and spend time to conduct research, improve and augment productivity, and promote and develop extension services in pursuance of the vision-mission of the College.

1.3. Academic Staff

These are faculty members who are also given administrative designations. They are appointed to teach an assigned number of teaching loads based on the needs of the institute. They are also expected to conduct special instructions and/or research services to the College.

Section 2. Types of Administrative Staff Appointment

Administrative staff appointment can be categorized into two:

2.1. Regular Appointment

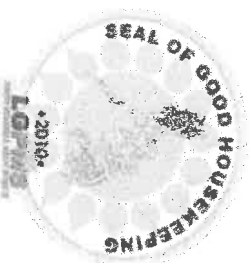
These are the employees who work full-time and render 40 hours a week on regular basis. Their working hours is from 8 A.M to 5 P.M. with one (1) hour lunch break. Further, their monthly compensation is pre-determined.

2.2. Non-Regular

These are the employees who are appointed on a term basis. They receive compensation on a daily rate and are required to render 40 hours of service in a week and may or may not be renewed upon the expiration of the 6-month contract.



Republic of the Philippines
CITY OF TANGUB
OFFICE OF THE CITY MAYOR
www.tangubcity.gov.ph



PHILIP T. TAN
City Mayor

PUBLICATION OF VACANT POSITIONS

1. Gov. Alfonso D. Tan College

A. Position Title		: Administrative Aide I (Laborer I)
Item No.		: 123
Salary Grade		: 1
Salary Rate		: ₱ 91,800.00 per annum
QS Requirements		: Education – Must be able to read and write
		: Experience – None Required
		: Training – None Required
		: Eligibility – None Required

2. City Engineering Office

A. Position Title		: Administrative Aide I (Utility Worker I)
Item Nos.		: 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116 & 117
Salary Grade		: 1
Salary Rate		: ₱ 91,800.00 per annum
QS Requirements		: Education - Must be able to read and write
		: Experience – None required
		: Training – None required
		: Eligibility – None Required
B. Position Title		: Administrative Aide I (Laborer I)
Item Nos.		: 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128
Salary Grade		: 1
Salary Rate		: ₱ 91,800.00 per annum

QS Requirements

: Education - Must be able to read and write
: Experience – None required
: Training – None required
: Eligibility – None Required

C. Position Title

: Engineering Assistant

Item No.

: 93

Salary Grade

: 8

Salary Rate

: ₱ 152,292.00 per annum

QS Requirements

: Education – Completion of 2 years studies in college
: Experience – 1 year of relevant experience
: Training – 4 hours of relevant training

: Eligibility – Career Service (Subprofessional)/First Level Eligibility

3. City Mayor's Office**A. Position Title**

: Administrative Aide I (Utility Worker I)

Item No.

: 106, 107, 108, 109, 110, 111 & 112

Salary Grade

: 1

Salary Rate

: ₱ 91,800.00 per annum

QS Requirements

: Education – Must be able to read and write
: Experience – None Required
: Training – None Required
: Eligibility – None Required

B. Position Title

: Cook I

Item No.

: 62

Salary Grade

: 3

Salary Rate

: ₱ 106,092.00 per annum

QS Requirements

: Education – Elementary School Graduate
: Experience – None Required
: Training – None Required

: Eligibility – None Required (MC No. 10, s. 2013 – Category III)

4. Market Treasury

A. Position Title : Administrative Aide I (Laborer I)

Item Nos. : 6, 8, 21, 22, 23, 24, 25

Salary Grade : 1

Salary Rate : ₱ 91,800.00 per annum

QS Requirements : Education – Must be able to read and write

: Experience – None Required

: Training – None Required

: Eligibility – None Required

5. City Treasurer's Office

A. Position Title : Administrative Aide I (Utility Worker I)

Item Nos. : 62 & 63

Salary Grade : 1

Salary Rate : ₱ 91,800.00 per annum

QS Requirements : Education – Must be able to read and write

: Experience – None Required

: Training – None Required

: Eligibility – None Required

B. Position Title : Revenue Collection Clerk I

Item No. : 27

Salary Grade : 5

Salary Rate : ₱ 122,592.00 per annum

QS Requirements : Education – Completion of 2 years studies in college

: Experience – None Required

: Training – None Required

: Eligibility – Career Service (Subprofessional)/First Level Eligibility

6. City Council's Office

A. Position Title : Administrative Assistant I

Item No. : 17

Salary Grade : 7

Salary Rate : ₱ 141,684.00 per annum

QS Requirements


- Education – Completion of two-year studies in college or HS graduate with vocational/trade course
- Experience – None required
- Training – None required
- Eligibility – Career Service (Sub-Professional)/First Level Eligibility

Interested applicants who meet the above stated QS Requirements may submit their letters of application to the Office of the City Mayor through the Human Resource Management Division, City Mayor's Office, Tangub City.

Prepared by:


WILMAR O. CUAMBOT
Administrative Officer V

Approved by:


PHILIP T. TAN
City Mayor

Date Posted: OCT 21 2015