

## **CHAPTER XIII PERSONNEL UNIT**

### **1. Recruitment and Selection for Academic Position**

#### **1.1. Basic Policies**

1.1.1. All applicants for any academic position shall undergo interview, screening and demonstration teaching. However, applicants for administrative position will no longer undergo teaching demonstration.

1.1.2. In filling up the teaching position, a master's degree/doctorate degree shall preferably be considered. However, in case there are no master/doctorate degree applicants, a Baccalaureate degree holder with high scholastic records preferably at least cum laude or have earned at least 18 masteral units can be appointed by the College President.

1.1.3. An applicant with a pending administrative, criminal case shall be disqualified.

### **1.2. Hiring Procedure**

1.2. Hiring of faculty and administrative staff is based on the need of the institute and/or office.

1.3. The need is determined by the Institute Dean and reported to the Office of the Vice President for Academic Affairs (VPAA). The VPAA communicates the need to the President of the College. The President will then ask the Human Resource and Management Office (HRMO) to publish a list of positions needed to be filled.

1.4. The need for administrative staff is determined by the Head of the concerning office and reported to the Office of the Vice President for Administration and Finance (VPAF). The VPAF communicates the need to the College President. The President will then ask the Human Resource Management Office (HRMO) to publish a list of positions needed to be filled.

### **1.3. Screening Procedures**

3.1. Pursuant to the merit system for faculty members the minimum educational qualification for recruitment shall preferably be a master's degree or its equivalent in the appropriate specific area

of specialization. However, in case there are no master/doctorate degree applicants, a Baccalaureate degree holder with high scholastic records preferably at least cum laude or have earned at least 18 masteral units can be appointed by the President.

Section 8. For non-faculty applicant, the minimum requirement for recruitment is baccalaureate degree holder in the appropriate specific area of specialization.

## **2. Criteria for Selection of Applicants**

2.1. To determine the comparative competence of the applicant, the following shall be the criteria (please refer to Annex A for the points system):

### **2.1.1. Educational Attainment**

2.1.2. For every 3 units earned towards a higher degree of specialization shall have equivalent points.

2.1.3. Applicant's teaching experience either public or private shall be given points depending on his/her length of service.

2.1.4. For every training the applicant attended shall have the following points:  
International level – 3 points; Regional Level – 2 points; City/Municipal Level – 1 point; In Campus trainings – 1 point (maximum of 5 points).

2.1.5. The interview will have the following components: Appearance, Voice and Speech, Poise, Alertness, Self-confidence, Ability to present ideas, Judgement, Emotional Stability, Decisiveness, and Stress Tolerance.

2.1.6. For the demonstration, the following are the components: Academic Content, Quality Management, and Quality of Communication.

2.1.7. Applicants with eligibility will be given additional points which will cover 15% of the overall score for faculty applicants, whereas for non-faculty applicants it will cover 20%.

2.1.8. For the Psychological tests to be conducted by the School Psychometrician, maximum of 5 points shall be assigned for Intelligence quotient, and another maximum of 5 points for the Personality test

2.1.9. The applicant's General weighted average shall be given equivalent points.

2.1.10. For non-academic applicants, other competencies will cover 10% of the total score which will be determined by the office head where the applicant will be designated.

2.1.11. The Personnel Selection Board may prescribe other devices to effectively determine the most competent and qualified applicant

2.1.12. The board after determining the rank of the qualified applicants shall forward the list to the College President who is the appointing authority for final selection and acceptance.

### **3. Composition of the Personnel Selection Board**

Section 10. 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.

3.1. The members of the Personnel Selection Board are the following, VPAA, Dean or its equivalent of the institute where the vacancy exists, faculty representative (e.g. program head) in the institute where the vacancy exists, and the Human Resource Management Officer.

3.2. he members of the Personnel Selection Board for non-academic applicants are the following, VPAF, Head of office or its equivalent where the vacancy exists, Human Resource Management Officer.