

**Section 3. Procedures for Promotion**

- 3.1. The Office Head shall submit a list of their vacant positions to the HRMO.
- 3.2. Upon the approval of the College President, the HRMO shall publish and post in three (3) conspicuous places the complete list of positions to be filled at least fifteen (15) calendar days.
- 3.3. Interested applicants will submit the required documents to the HRMO which shall serve as an application for a particular vacancy.
- 3.4. The PSB will evaluate the applicants' credentials if they have reached the minimum requirement for the position. *(Refer to Annex E for the Non-Faculty Ranking Instrument)*
- 3.5. PSB shall submit the evaluation results to the College President which will serve as a guide in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled.
- 3.6. Once the appointment is approved, it is the responsibility of the HRMO to announce the conclusion of the evaluation.
- 3.7. A qualified next-in-rank official or employee may file a protest against an appointment made in favor of another who does not possess the minimum qualification requirements within fifteen (15) days from the announcement of appointments subject of protest.

**Chapter 3. Employee Termination Procedure**

**Section 1. Notice of Termination**

A notice of termination on the form prescribed by the HRMO Head from the appointing officer to the employee detailing the specific reason(s) for the termination, shall serve as official notice of such termination. The notice of termination shall be sent by certified mail or personally delivered. Copies of the termination form must be filed in the HRMO.

**Section 2. Content of the Termination Notice**

The notice of termination must include the following:

- 2.1. The employee has the right to a hearing before the CSC, provided that a request for hearing is made in writing and is received by the appointing officer within fifteen (15) calendar days from the date of termination of appointment or from the date of mailing of the notice of Termination whichever is later.
- 2.2. The decision of the CSC may affect any future employment within the City or any government agencies across the country.

**Section 3. Enumeration of Reason(s) for Termination**

The reason(s) for the termination must be enumerated. Records of warnings, reprimands and previous suspensions, if applicable to the reasons for termination, must be attached to the termination form.

**Section 4. Hearing**

To the extent practicable, the departmental representative who has the most complete personal knowledge of the facts which contribute the basis for the termination shall appear when the matter is to be considered by the commission. The matter will be heard in accordance with the procedures of CSC.

**Section 5. Motion for Reconsideration**

The school shall not entertain motion for reconsideration from the order of separation through dropping from the rolls. The annulment shall annul the order of separation.