
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-HR-0011
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Issue Date:
Policy Title: POLICY ON HIRING/SELECTION PROCESS		Section / Department HUMAN RESOURCE SECTION
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Prepared By: Kerry Anne Requero, RPm Head- Human Resource	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH,PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

OBJECTIVES: This policy aims to develop a clean understanding on the hiring, selection process and other matters.

COVERAGE: This policy covers all personnel of Ospital ng Parañaque.
(Omnibus Rules on Appointments and Other Personnel Actions)



Sec. 2 Employment Status in General.

- Permanent – issued to a person who meets all the minimum qualification requirements of the position to which he is being appointed, including the appropriate eligibility prescribed, in accordance with the provision of law, rules and standards promulgated in pursuance thereof.
- Temporary – issued to a person who meets the education, experience and training requirements for the position to which he is being appointed except for the appropriate eligibility but only in the absence of a qualified eligible actually available as certified by the Civil Service Regional Director or Field Officer.
- Substitute – issued when the regular incumbent of a position is temporarily unavailable to perform the duties of his position. This is effective only until the return of the former incumbent.
- Co-terminus – issued to a person whose entrance and continuity in the service is based on the trust and confidence of the appointing authority or the head of the organizational unit where assigned, or co-existent with the incumbent.
- Contractual – issued to a person who shall undertake a specific work or job for a limited period.
- Casual – issued only for essential and necessary services where there is not enough regular staff to meet the demands of the service.



Sec 4. Nature of Appointment

All appointments in the career service shall be made according to merit and fitness and shall be guided by the Civil Service Law and Rules.

1. Original - refers to initial entry into the career service of qualified persons who meet all the requirements of the position.

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2. Initial – refers to all other appointments of persons entering the government service for the first time (whether career or non-career) which are not covered by the definition of original appointment.
3. Promotion - the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary. It may be from one apartment to another within the same department agency.
4. Transfer - movement of employee from one place to another which is of equivalent rank, level or salary.
5. An employee who seeks transfer to another office shall first secure permission from the head of the department or agency where he is employed stating the effective date of the transfer. If the request to transfer of an employee is not granted by the head of the agency where he is employed, it shall be deemed approved after the lapse of **30 days** from the date of notice to the agency head.
6. If, for whatever reason, the employee fails to transfer on the specified date, he shall be considered resigned and his reemployment in his former office shall be at the discretion of its head.
7. Re-employment – reappointment of a person who has been previously appointed to a position in the career service under permanent but was separated there from as a result of reduction in force.
8. Appointment through certification – an appointment issued to a person who has been selected from a list.
9. Re-instatement – appointment of a person who has been previously appointed with no misconduct/delinquency or has been exonerated from administrative charges.
10. Detail – movement of an employee from one department or agency to another, temporary in nature, does not involve a reduction in rank, status or salary and does not require issuance of another appointment
11. Secondment – is a movement of an employee from one department or agency to another which is temporary in nature and which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation. This action shall be governed by general guidelines.

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12. Upgrading/Reclassification – refers to the change in position title with the corresponding increase in salary grade. Positions are upgraded in order to attain effectively the functions and duties attached to the position and for the employee to perform an all-around adaptability in meeting diverse work assignments.
13. Demotion – is the movement from one position to another involving the issuance of an appointment with diminution in duties, responsibilities, status or rank which may or may not involved reduction in salary.
14. Job rotation – the sequential or reciprocal movement of an employee from one office to another or from one division to another within the same agency as a means for developing and enhancing the potentials of people in an organization by exposing them to the other work functions of the agency.
15. Separation - a voluntary or involuntary termination of employment.

Date of Implementation:

This policy was implemented since 1978

Date of Review:

Every three (3) years or as deemed necessary

Date of Last Review:

2011, 2018, 2021,2022