
 OSPITAL NG PARANAQUE 		Document Code: OSPAR-ADS-NDS-006
ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX		Implementation Date: 2019
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		Section / Department: NUTRITION AND DIETETICS SERVICE
Policy Title: NUTRITION AND DIETETICS SERVICE POLICY ON PROMOTION / HIRING / REPLACEMENT / UPGRADE OF PERSONNEL	Prepared By: Kara Angelica L. Benavente, RND, MPA Chief Dietitian, Nutrition and Dietetics Service	Reviewed By: Redentor P. Alquiros, MD Chief of Clinics Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Paranaque
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OBJECTIVES:

This policy ensures the delegation of a job item to an employee worthy of the position.

COVERAGE:

This policy covers this section and Admin Section.

POLICY:

1. Opportunities for government employment shall be open to all qualified individuals.
2. Positive efforts shall be exerted to encourage the most qualified applicant to enter the service.
3. Employees shall be selected on the basis of fitness, determined by the appointing authority, to perform the duties and responsibilities of the position on the basis of merit as provided for Civil Service Commission (CSC) rules and regulations.
4. Qualification and appropriate examinations shall be required from the applicant for appointment to positions in the competitive service in accordance with the Civil Service Rules and as embodied in PD 1286.
5. Some points to consider in the recruitment include age, experience, basis education and knowledge, aptitude, capacity, skills, physical fitness and potential for growth and development.
6. Letter of request shall be prepared for personnel who will apply for any vacant position.
7. Recommendation letter from the Chief Dietitian shall be prepared to submit to Chief of Clinics for personnel who will apply for upgrade and promotion.
8. Vacant position shall be announced to Nutrition and Dietetics Service.
9. In case of any vacancy, selection shall be made from among the dietary personnel provided they possess the qualifications.

SCHEDULE FOR POLICY REVIEW: This policy shall be reviewed when deemed necessary.