



23 August 2017

MEMORANDUM NO. 319

Series of 2017

T O: All Vice-Presidents, College Deans, Center Directors, Department/Unit Heads

R E: Quality Procedures in the Four (4) Areas of Human Resource Management

Please be informed that the Civil Service Commission (CSC) Regional Office has finally decided to conduct the three-day On-Site Assessment this coming 29-31 August 2017 from 9:00 AM to 5:00 PM.

One of the indicators that will be verified pertains to the “competencies of the Unit/Department Heads, personnel committees and other Officials involved in Human Resource Management of the University.

The University has existing “*Quality Procedures*” which were prepared in anticipation of possible ISO Certification as well as to comply with the requirements set by the Inter-Agency Task Force created under AO 25 by Malacañang.

This notwithstanding, all department/office/unit heads, members of department personnel committees, Deans, Directors and vice-Presidents are requested to review and be more familiar with the procedures involved in the implementation of the University’s Human Resource Management. These “*Quality Procedures*” have already been posted in the University’s web site.

The CSC Assessment Team will audit the documents at the Human Resource Accreditation Center located in the Lower Basement, Administration Building. The SCS Team will likewise randomly interview supervisors and office heads.

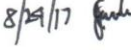



In view of these developments, this Office will be printing the Work-Flow Processes in the four areas: (1) Recruitment, Selection and Promotion; (2) Performance Management; (3) Learning and Development; (4) Rewards and Recognition


Please post these flow charts in conspicuous areas in your respective offices/departments.

For the information and guidance of all concerned.


EDGARDO E. TULIN

President

cc: Dr. Remberto A. Patindol - VP for Administration and Finance 8/24/17 
Dr. Beatriz S. Belonias - VP for Instruction 
Dr. Othello B. Capuno - VP for Research and Extension 
Prof. Daniel M. Tadtud, Jr. - VP for Planning, Resource Generation and External Affairs - 
ODA-HRD/PRPEO
College Deans, Center Directors, Department Heads, Unit Heads
Records
File

<p>Quality Procedure</p>  <p>Office of the Director for Administration & Human Resource Development Visayas State University Baybay City, Leyte</p>	Document Code: __ - __ - __		Revision No. 0
	Page No. 1 of 10		
	Document Title: Procedures for Recruitment, Selection & Promotion of Administrative Staff		
	Date Filed: November 28, 2016	Date Reviewed:	Date Effective:
Prepared By: Lourdes C. Managbanag & Lourdes B. Cano		Approved By:	

QUALITY PROCEDURE
Procedures for Recruitment, Selection and Promotion
For Administrative Staff
 (Level 2 to address the ISO 9001:2008 Clause 7.2 Customer Related Processes)

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
0	July 4, 2016	New
1	July 13, 2016	

DISTRIBUTION LIST

Copy No.	Location
0	Office of the Director for Administration & Human Resource Development (ODAHRD)
1	Office of the Vice President for Instruction (OVPI)
2	Office of the Vice President for Administration & Finance (OVPAF)
3	Office of the Vice President for Research and Extension
4	Office of the College Dean
5	Office of the Department Head
6	Personnel Records & Performance Evaluation Office
7	Records Office
8	HR Accreditation Center

1. OBJECTIVE

To establish a clear definition of responsibilities and procedures in the Recruitment, Selection and Promotion of Administrative Staff.

2. SCOPE

This instruction covers the processes involved in the Recruitment, Selection and Promotion of Administrative Staff.

3. RESPONSIBILITIES

3.1 Non-Academic Personnel Board

- 3.1.1 Finalizes the shortlisted candidates for the vacant position and schedules the interview of all candidates
- 3.1.2 Conducts the actual interview of all candidates and gives their ratings on the candidates personal characteristics and personality traits and also their potential to assume higher responsibilities
- 3.1.3. Reviews the comparative assessment prepared by the NAPB secretary using the approved criteria and points system and makes and submits its final recommendation to appoint the top ranking candidate to the University President.

3.2 ODAHRD

- 3.2.1 Prepares the vacancy announcements including the competency requirements and deadline for submission and acceptance of application letters and cause its posting in the bulletin boards on campus, the VSU website and social media account to widen the search for talents and forwards applications received to the NAPB Secretary for shortlisting & NAPB action.
 - 3.2.2 Upon receipt of the approved NAPB recommendation to hire/renew appointments and if proposed appointee needs to be background checked such as transferee or those for sensitive position, submits the names and supporting papers to the University Attorney for background investigation
 - 3.3.4 If the result of the background investigation is positive and the proposed position of the appointee is SG 17 or above, prepares and submit the list of appointee with supporting documents for BOR approval through the University Secretary. If in the negative, to submit the Investigation Report to the NAPB for review of its earlier recommendation
 - 3.3.5 Gives the checklist of requirements and e copy of blank forms of required documents to the appointee for compliance except if the salary Grade is 17 and above which should wait for the receipt of BOR resolution.
 - 3.3.6 Receives documents submitted by appointee and checks to ensure its completeness and accuracy. If with deficiency, informs the appointee through the department indicating the deficiency for compliance. If already complete and accurate, prepares the necessary appointment.
 - 3.3.6 In preparing the appointment, checks the vacancy and validates the position title and rank, annual salary and the plantilla item number and other data needed to be incorporated in the appointment
 - 3.3.7 Have the appointment signed by signing officials (ODAHRD Director, NAPB Chairman & University President)
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- 3.3.8 Prepares the Report of Appointments Issued Part I & II, and have signed by ODAHRD Director, President and the Legal Officer and submits to CSC
- 3.3.9 Follows up approval of RAI and distributes copies of approved appointments.

3.4 Non-Academic Personnel Board Secretary

- 3.4.1. Schedules and facilitates the conduct of skills tests for applicants to security guards, clerks, drivers and similar positions
- 3.4.2 Prepares tentative comparative assessment of candidates and submits to NAPB for shortlisting
- 3.4.3 Schedules the interview of all candidates after getting the common time of NAPB members
- 3.4.4 Prepares the draft comparative assessment using the approved criteria and points system and submits it for review and deliberation by NAPB and decision to recommend to recommend the top ranking candidate

3.5 Office of the University Secretary

- 3.5.1. Receives the list of appointees for BOR confirmation or approval
- 3.5.2. Issues the BOR resolution approving the President's recommending to appoint/promote or confirming approved appointments of the President, as the case may be.

3.6 Office of the University President

- 3.6.1. Approves or disapproves the APB recommended staffing pattern of a particular department
- 3.6.2 Approves or disapproves the APB recommendation for faculty position and/or authority to hire faculty of needed specialization
- 3.6.3. Reviews the recommendation made by the APB by comparing the credentials of candidates and the result of the BI conducted by the Legal Officer and if he feels, the recommended top ranking candidates is indeed the most qualified, to approve the recommendation to appoint a candidate.

3.7 Office of the Legal Officer

- 3.7.1 Conducts background investigation of ranking candidates to a vacant faculty position and submit the Investigation Report to the APB
- 3.7.2. Signs the RAI

3.8 Civil Service Commission

- 3.8.1 Reviews the RAI and the appointments submitted to ensure that all laws and rules on screening and appointment are complied with and if in order, signs the RAI signifying post audit of approved appointments submitted.
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- 4.1. The ODAHRD prepares the vacancy announcements including the competency requirements and deadline for submission and acceptance of application letters and cause its posting in the bulletin boards on campus, the VSU website and social media account to widen the search for talents and forwards applications received to the NAPB Secretary.
 - 4.2. The NAPB secretary schedules and facilitates the conduct of skills tests for applicants to security guards, clerks, drivers and similar positions
 - 4.3. The NAPB finalizes the shortlisted candidates for the vacant position and schedules the interview of all candidates
 - 4.4. NAPB conducts the actual interview of all candidates and gives their ratings on the candidates personal characteristics and personality traits and also their potential to assume higher responsibilities.
 - 4.5. The NAPB reviews the comparative assessment prepared by the NAPB secretary using the approved criteria and points system and makes and submits its final recommendation to appoint the top ranking candidate to the University President.
 - 4.6. The President reviews the NAPB recommendation and if the top ranking is acceptable to him, to approve the recommendation. If not, to return to NAPB for review or more talent searching.
 - 4.7. The ODAHRD, upon receipt of the approved recommendation to hire/renew appointments and excerpt of the approved NAPB recommendation, and if new or transferee or those for sensitive position, submits the names and supporting papers of proposed appointees to the University Attorney for background investigation
 - 4.3 The University Attorney conducts the needed background investigation of the appointee and submits the Investigation Report to the ODAHRD Director
 - 4.4 If the result of the background investigation is positive and do not warrant another action by the NAPB, the ODAHRD checks if the proposed position of the appointee is SG 17 or above and if in the positive, prepares and submit the list of appointee with supporting documents for BOR approval through the University Secretary. If in the negative, to submit the Investigation Report to the NAPB for review of its earlier recommendation on the would be appointee.
 - 4.5 The ODAHRD gives the checklist of requirements and e copy of blank forms of required documents to the appointee for compliance except if the salary Grade is 17 and above which should wait for the receipt of BOR resolution.
 - 4.6 The staff in charge receives documents submitted by appointee and checks to ensure its completeness and accuracy. If with deficiency, he/she informs the appointee through the department indicating the deficiency for compliance. If already complete and accurate, prepares the necessary appointment.
 - 4.7 In preparing the appointment, the assigned staff checks the vacancy and validates the position title and rank, annual salary and the plantilla item number and other data needed to be incorporated in the appointment, encodes the appointee's name to fill up the correct vacant position and finally prints the appointment papers
 - 4.8 The staff in charge attaches in the appointment paper the supporting documents, checks and records in the index before finally submitting the appointment for signature by authorized signatories
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- 4.9 The ODAHRD Director reviews the appointment and signs at the back portion if in order
- 4.10 The NAPB Chairman & the President signs in the appointment paper
- 4.11 The staff in charge prepares the Report of Appointments Issued (RAI) Part I & Part II and checks as to correctness before having its signed by the officials concerned
- 4.12 The ODAHRD Director reviews the RAI and signs if in order
- 4.13 The President signs the RAI
- 4.14 The staff in charge submits RAI Part I & Part II to CSC together with supporting documents, follows up its review and audit of approved appointments, and picks up/receives audited RAI
- 4.15 ODAHRD provides the appointee a copy of his/her approved appointment and forwards copies of the approved appointment & supporting document to PRPEO for recording and payroll preparation
- 4.16 PRPEO forwards the copies of the appointment and supporting documents to records for distribution and filing in the 201files of the appointee.

5 REFERENCE

- 5.3 Omnibus Rules on Appointments
- 5.4 CSC QS Manual
- 5.5 NAPB Minutes recommending the appointment of a candidate duly approved by the President
- 5.6 Approved Merit Systems for Administrative Staff

6 RECORDS

- 6.3 Approved request to hire/promote, if any
 - 6.4 Excerpt of the NAPB minutes approving the recommendation to appoint/promote a staff/applicant
 - 6.5 Appointment paper duly approved by the President
 - 6.6 Background Investigation Report
 - 6.7 Supporting documents to the appointments such as CSC Form 212, Position Description Form, Report to Duty, NBI Clearance, Medical Certificate
 - 6.8 CSC audited Report of Personnel Action (RAI) indicating the appointment issued & approved for post audit
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7.0 FLOWCHART

Department/ APB/ ODAHRD	PROCESS	RESPONSIBLE BODY/ PERSON
<p>Start</p> <p>Preparation & posting of the vacancy announcements</p>	<p>Prepares the vacancy announcement complete with minimum QS & the competency requirement</p>	<p>ODAHRD Staff in charge (Lourdes Managbanag Felicisima Israel) WI -000-000</p>
<p>Talent searching & receipt of applications</p>	<p>Posts/publishes the vacancy announcement , accepts applications & forwards to NAPB secretary</p>	<p>ODAHRD Staff in charge (Lourdes Managbanag Felicisima Israel) WI -000-000</p>
<p>Conduct of skills tests for security guard/clerk/drivers</p>	<p>Facilitates conduct of the IQ or skills tests for position requiring said tests</p>	<p>PRPEO Staff in charge (Teresita L. Quinanola Epifania Tudtud) WI -000-000</p>
<p>Shortlisting of candidates for interview</p>	<p>Prepares tentative comparative assessment of candidates and submits to NAPB for shortlisting</p>	<p>PRPEO Staff in charge (Teresita L. Quinanola Epifania Tudtud) WI -000-000</p>
<p>Assessment and screening of shortlisted candidates</p> <p>A</p>	<p>D</p> <p>Interviews candidates & assesses candidates' qualifications, competencies & potentials,</p>	<p>NAPB</p>

