

Recruitment

Selection and

Placement

Manual for Administrators

Welcome to the Recruitment, Selection and Placement manual of the VSU Management Information System (MIS).

About the System

The VSU Management Information System is an open-source web content management system which is customized to fit the functional requirements of the University.

MIS have developed RSP module in 2019. Trainings and workshops were conducted by the MIS team to enable the administrators to functionally access and control the newly developed module.

In relation, MIS will keep all IT policies current and relevant. Therefore, from time to time it will be necessary to amend and modify some sections of the guidelines and procedures, or to add new principles in this manual.

Any recommendations, suggestions or feedback on the guideline and procedures specified in this manual are welcome.

Disclaimer: Accounts from sample screenshots are DUMMY ACCOUNTS. This means that the data provided is for testing purposes only and it does not reflect to the actual data of the user.

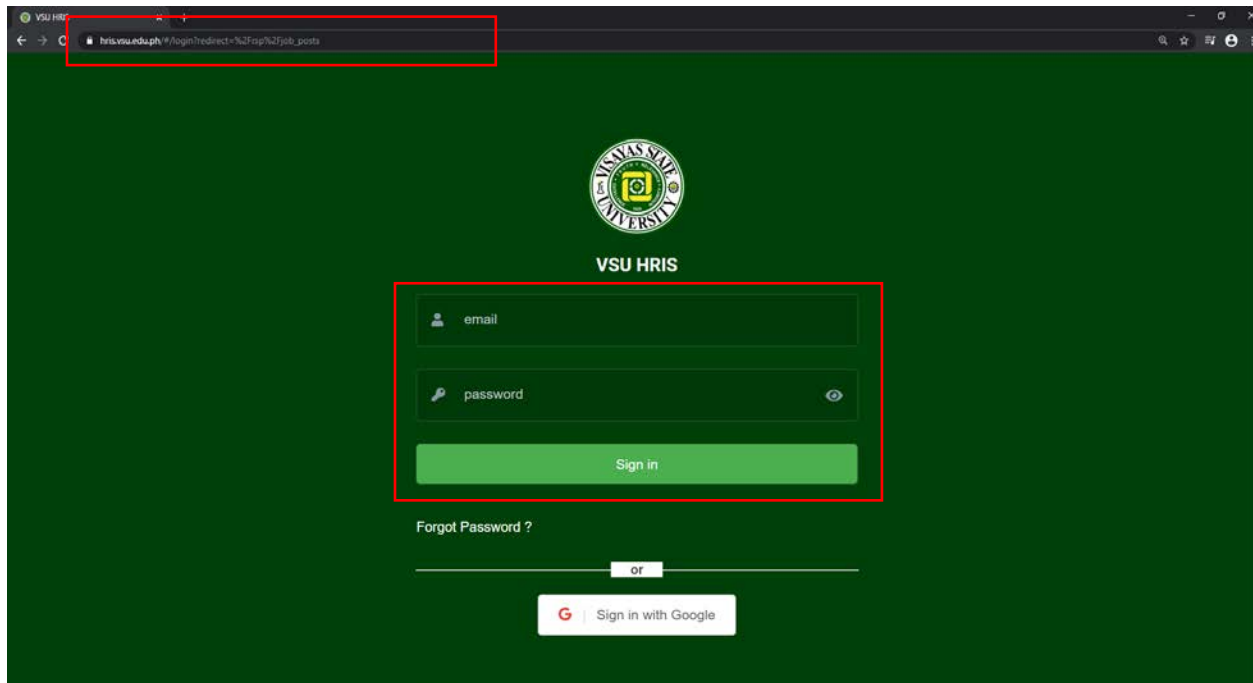
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A. How to access the system

The HRMIS can be accessed in any web browsers using the assigned username and password. Any user of the HRMIS must register first to the administrators of HRMIS.

The Login Screen



1. On the Desktop, click on Google Chrome, Internet Explorer, Mozilla Firefox or any web browsers available.
2. Enter the HRMIS URL – hris.vsu.edu.ph
3. Login using the individual HRMIS User account provided by the system administrators.
4. Click on 'Login'

Note:

- ALWAYS log out when you are not using the HRMIS and never leave your PC unattended.
- After you have logged in into HRMIS for the first time, change your Password.
 - Strong Password: min 8 characters (lower & upper case, numbers, special characters) – example: passWord@123

Department Access

Request to Hire

1. Click request to hire button.
2. In a menu that appears, select position, appointment and number of request.
3. Click confirm button when done.

The screenshot displays the VSU HRIS interface for creating a 'Request to Hire'. On the left sidebar, under the 'REQUEST' section, there is a 'REQUEST TO HIRE' button circled in red and labeled with a red circle containing the number '1'. The main content area shows a form titled 'Edit Request to Hire'. The form has a 'Request 1' header with a 'Remove' button. Below this, there are three fields: 'Position' (a dropdown menu circled in red and labeled '2'), 'Appointment' (a dropdown menu), and 'Request' (a numeric input field with the value '1'). At the bottom of the form, there is a yellow note box that says 'Note: Pls fill-up all information needed.' and a 'Confirm' button circled in red and labeled '3'.

Track Request to Hire

After your request has been approved by RSPPRO, you can now create a new job post.

1. Go back to the request to hire dashboard, then click the green icon.
2. On the right side of the screen, the details will be displayed. Click the add button to create a new job post.
3. In the create job post modal that appears, click the suggestion box to select salary grade.
4. Next, click the drop box, then upload the approved job post from RSPPRO.
5. Click the confirm button when done.

The screenshot shows the 'Requests' dashboard. On the left, there's a 'REQUEST TO HIRE' button. Below it, a table lists requests with columns for Department, Code, and Status. A green icon (1) is circled next to the 'Approved' status. An arrow points from this icon to a 'Tracking' modal on the right. The modal shows a timeline of the request's status: Draft, Pending, Received, In-review, and Approved. On the right side of the modal, there's a table with columns for Position, Appointment, Requested, and Approved. A blue plus button (2) is circled next to the 'Approved' status in the table.

The screenshot shows the 'Create Job Post' modal. It has a 'Salary Grade' dropdown menu (3) with a 'Select' option. Below it, there's a 'Supporting Document' section with a large dashed box (4) for uploading a file. At the bottom right, there are 'Cancel' and 'Confirm' buttons. The 'Confirm' button (5) is circled.

2. Job Post

1. To filter job postings, you may search by position name or job code. For accurate results, we recommend to use job code in search.
2. Click the search button or press enter key in your keyboard to continue.
3. To view the full details of your job post, click the button found in the table below.

The screenshot shows the 'Job Posts' section of a system. At the top left, the text 'Job Posts' is highlighted with a red circle labeled '1'. Below it, there are two input fields: 'Position' and 'Job code', both highlighted with a red rectangle. To the right of these fields is a search button with a magnifying glass icon, highlighted with a red circle labeled '2'. Further right is a red button labeled 'Download Manual'. Below the search fields is a table titled 'Current List'. The table has four columns: '#', 'Vacant Position', 'Job Code', and 'Date Closed'. There are two rows of data. The first row shows '(1) Instructor I Temporary' with job code 'BZGRUC' and date '08-17-2021'. The second row shows '(4) Faculty Part-Time' with job code 'VHRJAX' and date '08-18-2021'. To the right of each row is a button with an eye icon, highlighted with a red circle labeled '3'.

#	Vacant Position	Job Code	Date Closed
1	(1) Instructor I Temporary	BZGRUC	08-17-2021
2	(4) Faculty Part-Time	VHRJAX	08-18-2021

4. The panel that appears on the right will be filled up with its respective data such as; status, buttons and report generation.

The screenshot shows the 'Job Posting Details (BZGRUC)' panel. At the top, there is a green header with the text 'Job Posting Details (BZGRUC)'. Below the header, there is a section with 'Posting Status: Draft' and a 'View Criteria' button. Below this, there are three main sections: 'Code', 'Office', and 'Applicants'. The 'Code' section shows 'BZGRUC', the 'Office' section shows 'DCST', and the 'Applicants' section shows '0'. Below these sections, there is a table with two columns: 'JOB CODE' and 'DESIGNATION'. The table has four rows of data. The first row shows 'BZGRUC' and 'DCST'. The second row shows '(1) INSTRUCTOR I' and 'N/A'. The third row shows 'TEMPORARY' and 'N/A'. The fourth row shows 'N/A' and 'N/A'. Below the table, there are two sections: 'Operations' and 'Assessments'. The 'Operations' section has buttons for 'Details', 'Criteria', 'Documents', and 'Committee'. The 'Assessments' section has buttons for 'Ratings' and 'Summary'.

JOB CODE	DESIGNATION
BZGRUC	DCST
(1) INSTRUCTOR I	N/A
TEMPORARY	N/A
N/A	N/A

Management of Criteria

For newly created job posting, we can still update its corresponding data such as criteria, committees and required documents.

Qualification's tab

1. To update job criteria, click the Edit Criteria button under operations column. In the dialog box that appears, three tabs consisting qualifications, competencies, and other instructions is shown. You may edit the information contained within each tab depending on your preferred requirements.
2. After modifying the data in qualifications tab, you may confirm it by clicking the save button.

Edit Criteria/Competencies (BZGRUC) ×

Qualifications Competencies Other Instructions 1

2 SAVE

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FOR HIRING

ONE (1) INSTRUCTOR I POSITION

(Temporary)

CSC Minimum Qualifications:

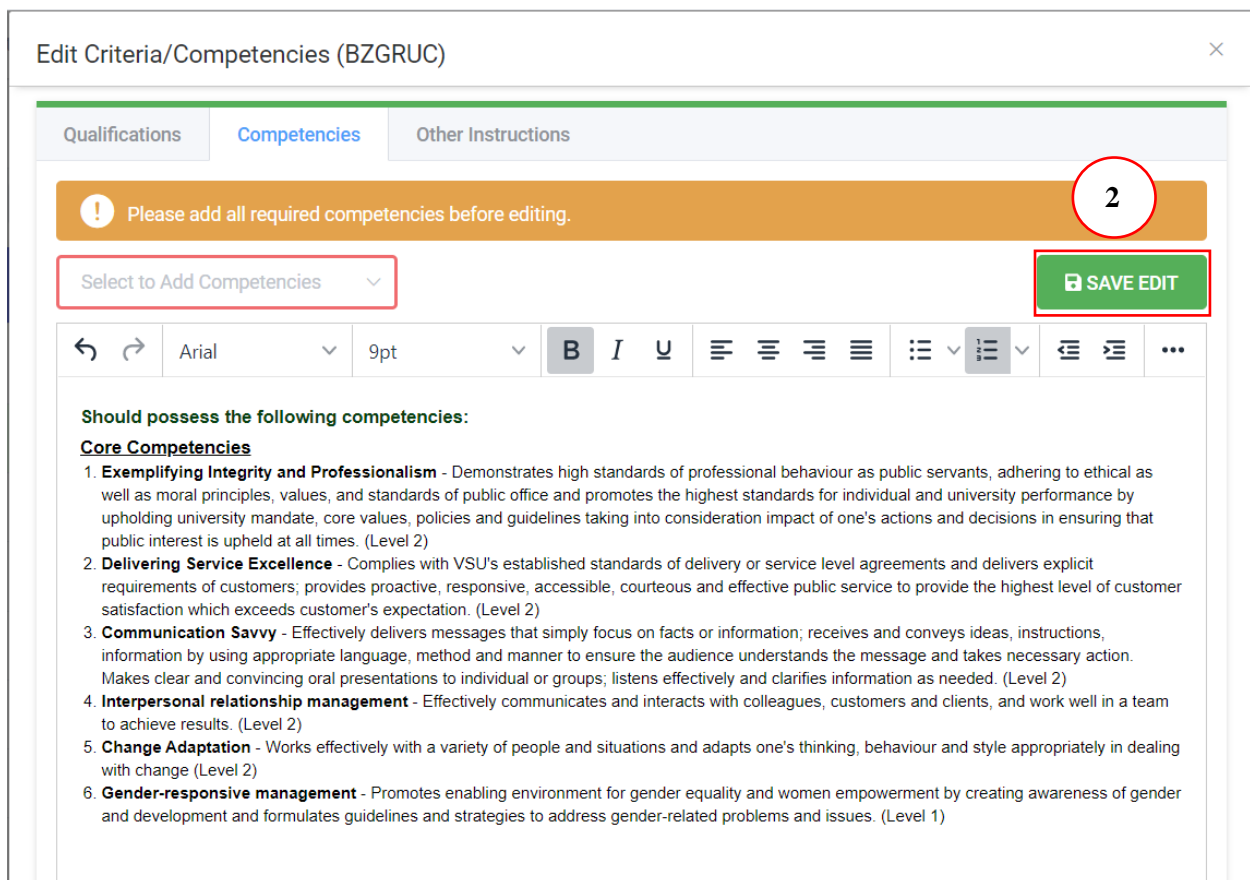
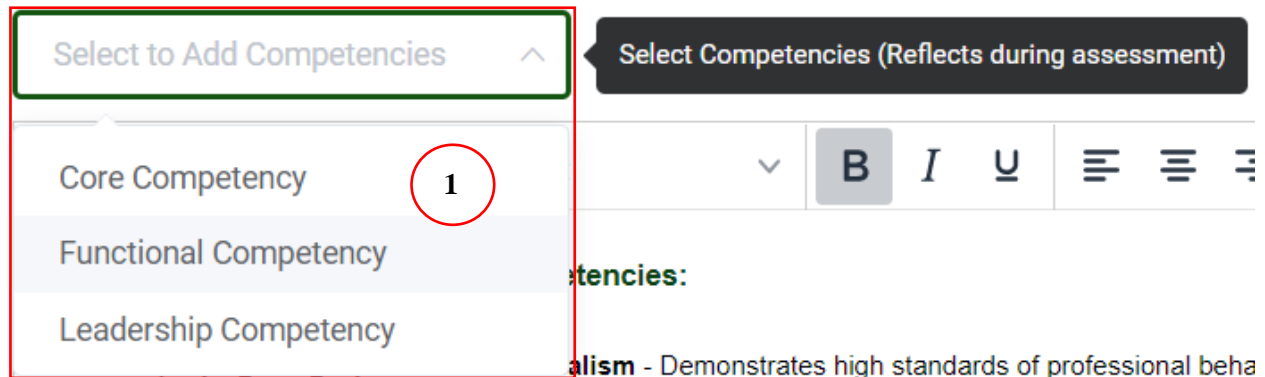
1. Education: Relevant Masteral degree
2. Experience: None required
3. Training: None required
4. Eligibility: PRC License, if applicable

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Competencies' tab

Under the second tab, you can manage the competencies required.

1. To add competencies, select a competency category shown in the dialog.
2. Once you're done selecting, click save edit button.



3. After selecting a category, a list of competencies is tabulated. To add the required competencies, click the checkbox on the left.
4. Select the level of competency on the drop box.
Please note that it is also required to select the level of competencies. If none is selected, it will be invalid.

Functional 7 : Facilitating Learner-Centered Environment

Functional 8 : Facilitation

Functional 9 : Filipino Values Restoration

Functional 10 : Fiscal Management

Select ^

1

2

3

4

5. To confirm your selected competencies, you can save them by clicking the Save button found below the dialog window.

Close

Save

6. Another dialog window appears to summarize your selection. Click Continue to proceed.

Summary of Competencies

Competency	Level
Functional 7 : Facilitating Learner-Centered Environment	

Cancel

Continue

Added competencies will reflect on the editable panel. If you prefer to modify the fonts or other information, please click Save Edit button to confirm it.

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Arial ▼
9pt ▼
B *I* U
≡ ≡ ≡ ≡ ...

Should possess the following competencies:

Core Competencies

- 1. Exemplifying Integrity and Professionalism** - Demonstrates high standards of professional behaviour as public servants, adhering to ethical as well as moral principles, values, and standards of public office and promotes the highest standards for individual and university performance by upholding university mandate, core values, policies and guidelines taking into consideration impact of one's actions and decisions in ensuring that public interest is upheld at all times. (Level 2)
- 2. Delivering Service Excellence** - Complies with VSU's established standards of delivery or service level agreements and delivers explicit requirements of customers; provides proactive, responsive, accessible, courteous and effective public service to provide the highest level of customer satisfaction which exceeds customer's expectation. (Level 2)
- 3. Communication Savvy** - Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Makes clear and convincing oral presentations to individual or groups; listens effectively and clarifies information as needed. (Level 2)
- 4. Interpersonal relationship management** - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results. (Level 2)
- 5. Change Adaptation** - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change (Level 2)
- 6. Gender-responsive management** - Promotes enabling environment for gender equality and women empowerment by creating awareness of gender and development and formulates guidelines and strategies to address gender-related problems and issues. (Level 1)

Functional Competencies

- 1. Facilitating Learner - Centered Environment** - Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning (Level 2)

DIV » OL » LI » SPAN » STRONG

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Note: Any modification of the list before adding the required competencies will be lost and reverted to default values.

Other Instructions

1. Under the third tab, we can modify other information included in your job post. To save any modifications, please click the Save button.

Edit Criteria/Competencies (BZGRUC)

Qualifications

Competencies

Other Instructions

SAVE

↶ ↷ Arial 10pt B I U

Due to operationalization of VSU HRIS, qualified applicants are encouraged to apply and send their application letter, resume and other pertinent document through **jobs.vsu.edu.ph** not later than _____.

SAMPLE DEPARTMENT HEAD
Department Head
Department of Computer Science and Technology
Visayas State University
Visca, Baybay City, Leyte

Noted:

SAMPLE DIRECTOR
Director, ODHRM










SAMPLE OVPAA DIRECTOR
Vice President for Academic Affairs

Management of Required Documents

1. To update the required documents needed to be submitted by applicants, click the Required Documents button to show a dialog window where you do so.
2. Pick the option you need and click the Save button on the right.

Note: *Optional Submissions are highlighted in gray, while the required submissions are in blue.*

Set Required Documents for Applicants (BZGRUC)

#	Competency	Submit	Required?	
1	Application Letter	Optional	Required	
2	Curriculum Vitae	Optional	Required	
3	Diploma	Optional	Required	
4	Eligibility/Rating/License	Optional	Required	
5	Performance Rating	Optional	Required	
6	Personal Data Sheet	Optional	Required	
7	Resume	Optional	Required	
8	Training Certificate	Optional	Required	
9	Transcript of Record	Optional	Required	

Management of Committees

Default department committees are required by the system to create a job posting. This can be managed by editing the Committees Menu under RSP. Our default department committee may consist of Chairperson and Members only.

1. To add a DPC member, just click the New + button.
2. In a dialog window that appears, input the information needed. Then, select personnel and his respective role.
3. Click the Save button to confirm.

Note: To remove a DPC member, you may click the Remove button. You may also update a committee member's role if needed by clicking the Edit button.

The screenshot displays the 'Committees' management interface. At the top, there is a 'Committee' header with a 'New +' button circled in red and labeled '1'. Below this is a search bar and a table of committee members. The table has columns for 'Full Name', 'Position', 'Role', and 'Operations'. The 'Operations' column contains 'Edit' and 'Remove' buttons for each member. Below the table, a modal window titled 'Add Committee' is shown. The modal has a close button (X) in the top right corner. It contains two main sections: 'Committee Name' and '* Committee Role'. The 'Committee Name' section has a dropdown menu with the text 'Select a personnel' circled in red and labeled '2'. The '* Committee Role' section has a dropdown menu with the text 'Select' circled in red and labeled '3'. At the bottom right of the modal, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red border.

Full Name	Position	Role	Operations
Sample Committee 1	Instructor I	Member	<button>Edit</button> <button>Remove</button>
Sample Committee 2	Associate Professor I	Member	<button>Edit</button> <button>Remove</button>
Sample Committee 3	Associate Professor I	Member	<button>Edit</button> <button>Remove</button>
Sample Committee 4	Associate Professor II	Member	<button>Edit</button> <button>Remove</button>

Add Committee

Committee Name

Select a personnel

*** Committee Role**

Select

Cancel Save

Each job posting has its respective committee members and representatives. Default committees are automatically added when a new job posting is created. We can update the committee members for specific job posting by clicking the Add Committee button. A dialog window will appear for you to complete.

Add Recruitment Committee (BZGRUC) ×

Personnel



Select a personnel

* Role

Select


Add Committee

Assessment Committee


#	Name	Role	Action
1	 Sample Committee 1	Member	<div>Remove</div>
2	 Sample Committee 2	Member	<div>Remove</div>

After these steps, we can now generate our Job Criteria by clicking the View Criteria on the top right of the panel. A dialog window will show the criteria. At the top right of the window, click Generate. This will generate your job post in PDF. Lastly, submit the file to ODHRM.

Criteria of Job BZGRUC ✕



VISAYAS
STATE UNIVERSITY

 LOGO

Generate

**DEPARTMENT OF COMPUTER
SCIENCE AND TECHNOLOGY**
ICT Building, Visayas State University
 Visca Baybay City, Leyte 6521-A, PHILIPPINES
 Telefax: 5650600; Local 1022
 Email Address: dcst@vsu.edu.ph
 Website: www.vsu.edu.ph

FOR HIRING

ONE (1) INSTRUCTOR I POSITION

(Temporary)

CSC Minimum Qualifications:

1. Education: Relevant Masteral degree
2. Experience: None required
3. Training: None required
4. Eligibility: PRC License, if applicable

Should possess the following competencies:

Core Competencies

1. **Exemplifying Integrity and Professionalism** - Demonstrates high standards of professional behaviour as public servants, adhering to ethical as well as moral principles, values, and standards of public office and promotes the highest standards for individual and university performance by upholding university mandate, core values, policies and guidelines taking into consideration impact of one's actions and decisions in ensuring that public interest is upheld at all times. (Level 2)
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Functional Competencies

1. **Facilitating Learner - Centered Environment** - Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning (Level 2)

Due to operationalization of VSU HRIS, qualified applicants are encouraged to apply and send their application letter, resume and other pertinent document through jobs.vsu.edu.ph not later than _____.

SAMPLE DEPARTMENT HEAD
 Department Head
 Department of Computer Science and Technology
 Visayas State University
 Visca, Baybay City, Leyte

Noted:

SAMPLE DIRECTOR
 Director, ODHRM

SAMPLE OVPA DIRECTOR
 Vice President for Academic Affairs

Note: After you receive your approved Job Posting from ODHRM, the next step is to prepare it for publishing in the job portal. To prepare, scan the document and save it in PDF. Upload this file by clicking the Edit Details button. You are also required to fill-in with the needed information to proceed.

* Department

Department of Computer Science and Technology

* Position

Instructor I

* Available

1

Appointment Status

Temporary

* Salary Grade

Select

* Date requested

2021-08-07

* Date approved

2021-08-07

* Date posted

yyyy-mm-dd

* Date closed

yyyy-mm-dd

* Supporting Document

Drop file here or [click to upload](#)

pdf files with a size less than 3mb

fDbriUdVoUmaLo2INEBX2De3b5F5OnY5iC...

* Criteria Attachment

Drop file here or [click to upload](#)

pdf files with a size less than 3mb

Edit Details

Save

After uploading the file, please wait for the officially publish job post in the jobs.vsu.edu.ph website or through email notification.

Management of Applicants

1. To manage our applicants, click the Applicant button and you will be redirected to a new page.
2. For walk-in applicants, we can add them in the system by clicking the Search Applicants button.

Department of Computer Science and Technology
Is in need of 1 Temporary Instructor I
Job Code - BZGRUC

Filter Applicants

Select Category

Applicants Profile Set Schedule

Waiting for Review

Full Name	Mobile No.	Email	Status	Action
No Data				

Search applicants

Filter Applicants

2

3. Before adding a new applicant, please search his/her name first to check if he has existing record in the system. You may search either by first name, middle name, and last name.
4. If your search query shows results, click the Add button to include them in your applicant list.

Search Applicant

First Name Middle Name Last Name

Search New

Results

First Name Middle Name smith Search

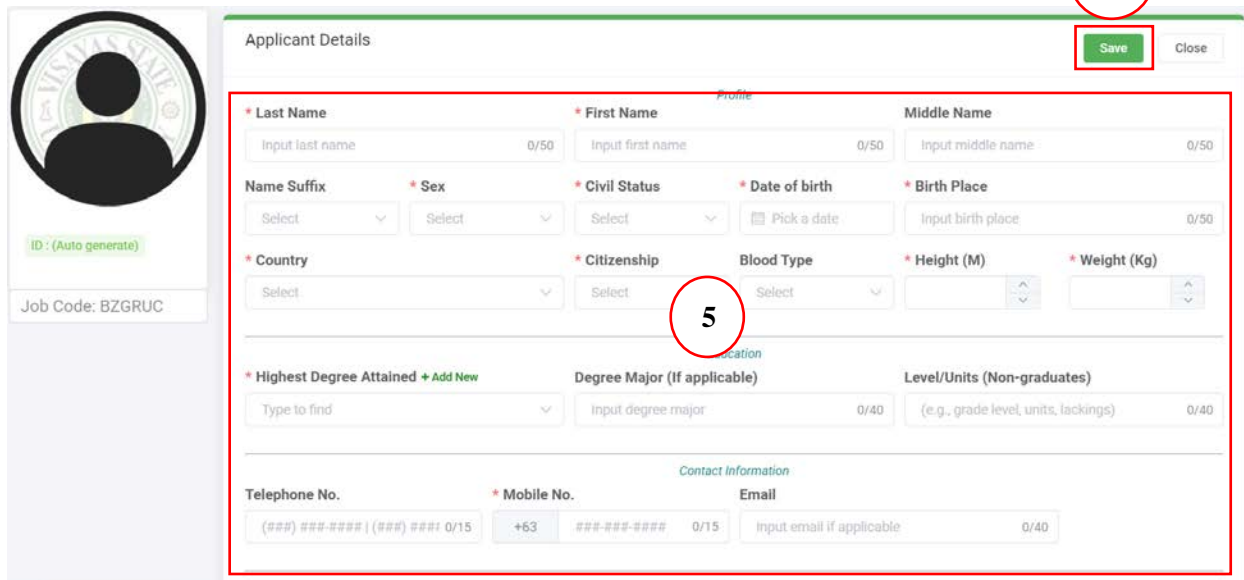
Results

Will A. Smith
Email: will.smith123@test.com
Mobile: 999-999-9999

ADD

4

5. To add a new applicant, just click the New + button. Fill-in the boxes with the applicant's basic information.
6. Click the Save button to confirm.



Applicant Details

Save Close

Profile

* Last Name Input last name 0/50 * First Name Input first name 0/50 Middle Name Input middle name 0/50

Name Suffix Select * Sex Select * Civil Status Select * Date of birth Pick a date * Birth Place Input birth place 0/50

* Country Select * Citizenship Select 5 Blood Type Select * Height (M) * Weight (Kg)

Education

* Highest Degree Attained + Add New Degree Major (If applicable) Level/Units (Non-graduates)

Type to find Input degree major 0/40 (e.g., grade level, units, lackings) 0/40

Contact Information

Telephone No. * Mobile No. Email

((##) ###-#### | (###) ###-#### 0/15 +63 ###-###-#### 0/15 input email if applicable 0/40

The new applicant will be added to your list and in Waiting for Review category. Online applicants are automatically added to the system.

Filter Applicants Select Category

WAITING FOR REVIEW

Full Name	Mobile No.	Email	Status	Action
Will A. Smith	999-999-9999	david.vantongelen@vsu.edu.ph	WAITING FOR REVIEW	<input type="button" value="✓ For Short-listing"/> <input type="button" value="🔍 For Further Review"/> <input type="button" value="🚫 Disqualify"/>

< 1 >

Management of Applicant status

For applicants with requirement deficiencies, or who needs to add specific documents, click the For Further Review button and a dialog window will open.

1. If you opt to send system generated email to the applicant, click the switch icon to green.
2. For email notification, upload a letter that contains the list documents/specifics that are needed to be submitted.
3. Click save button to confirm.

Will A. Smith: Conduct Further Review

Send Email to Applicant ☒ 1

Attachment

Drop file here or click to upload 2

pdf files with a size less than 3mb

Save 3

4. If the applicants have completed their documents, you can add them to For Short-listing category, just click the button highlighted below.

Filter Applicants

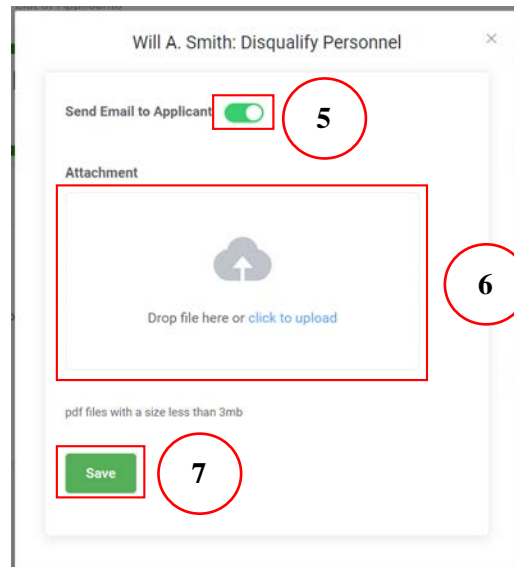
Select Category

Applicants Profile Set Schedule

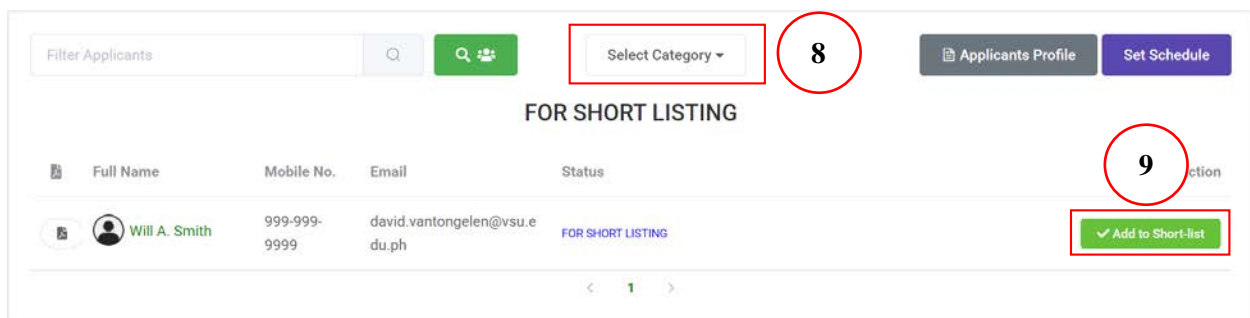
FOR FURTHER REVIEW

Full Name	Mobile No.	Email	Status	Action
Will A. Smith	999-999-9999	david.vantongelen@vsu.edu.ph	FOR FURTHER REVIEW	Upload Additional Requirement (PDF) For Short-listing 4 Disqualify

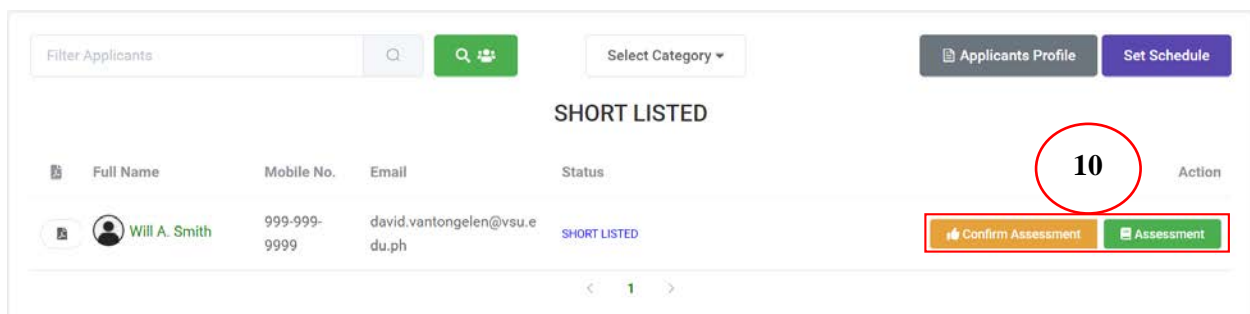
5. If you opt to send system generated email to disqualified applicants, click the switch icon to green.
6. In the dialog window that appears, attach a letter in pdf format that will justify the reason of an applicant's disqualification.
7. Click save button to confirm.



8. For short-listed applicants, add them to For Short-listing category. Once added, select For Short-listing category to view the list of applicants.
9. Click add to short-list button to confirm.

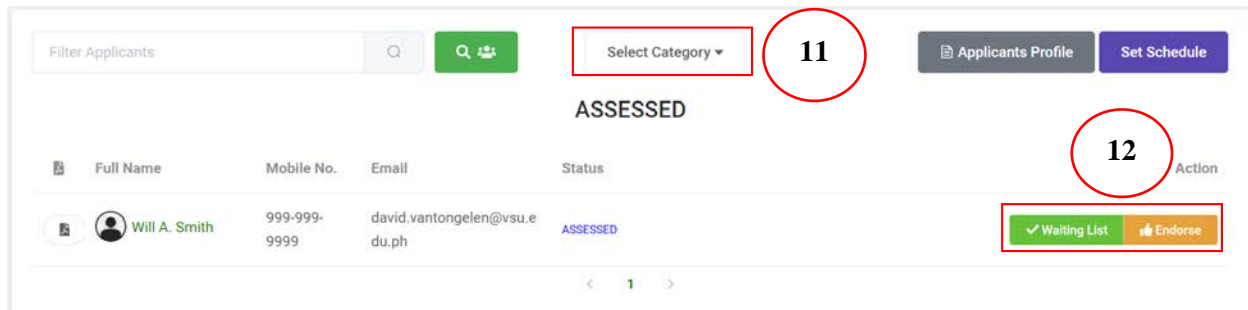


10. After Assessment, click the Confirm Assessment button to update his/her status to Assessed. This will indicate that the assessment is finished.



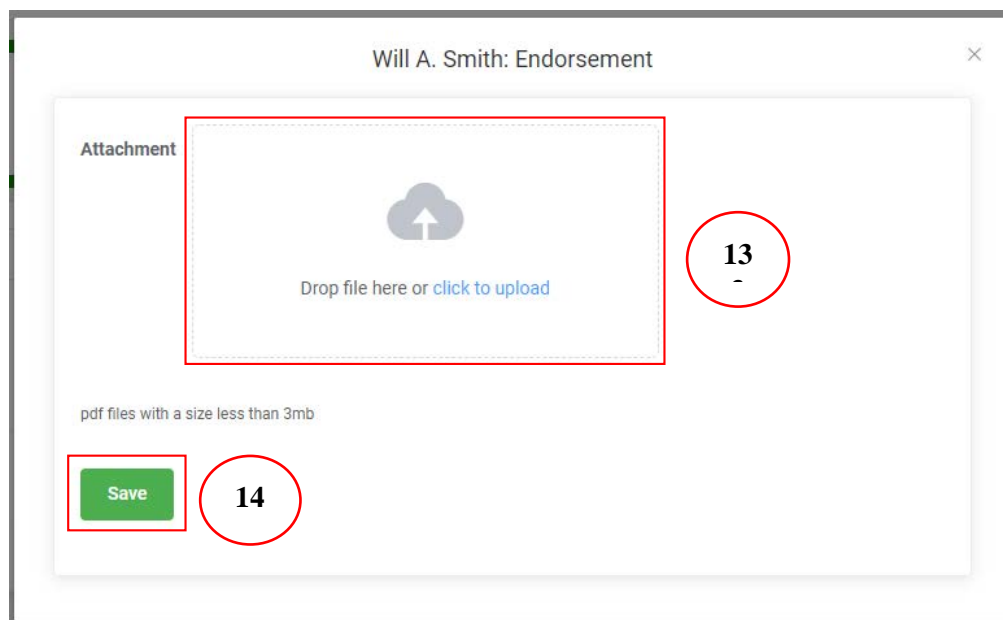
11. Go to Assessed category.

12. Then, update the applicant's status to Waiting List or Endorsed.



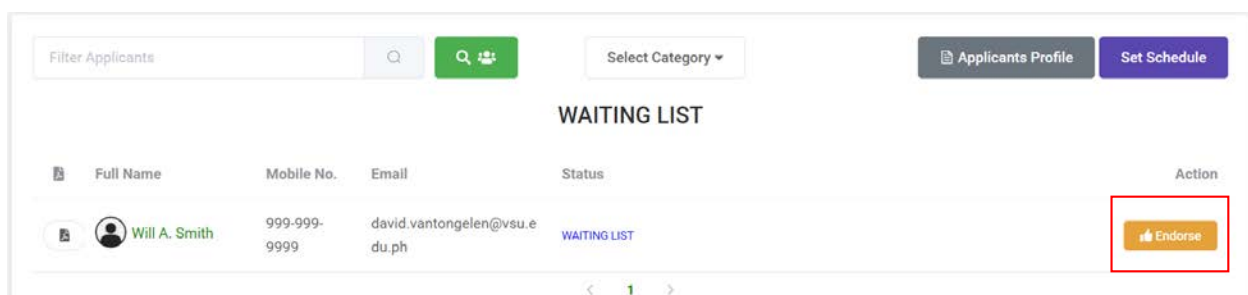
13. For endorsement, click the Endorse button. In a dialog box that appears, upload a supporting pdf document.

14. Click the save button to confirm.



Note: Please add unendorsed applicants to waiting list. This is necessary in case the Endorsed applicant will withdraw his application.

Waiting List applicants can still be endorsed if necessary.



The process ends in the department level after applicants has been endorsed.

Filter Applicants

Select Category

Applicants Profile

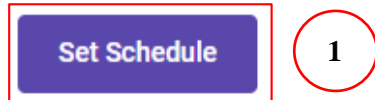
Set Schedule

ENDORSED				
	Full Name	Mobile No.	Email	Status
	<div><div></div><div>Will A. Smith</div></div>	999-999-9999	david.vantongelen@vsu.edu.ph	ENDORSED

< 1 >

Interview Schedule notification

1. To set a schedule and notify the applicants, please click the Set Schedule button.



2. Add a schedule for both Interview and Demonstration by clicking the Add Schedule button. Fill up the fields and click the Save button.
3. Click the Manage button to add, confirm or reschedule an applicant's schedule.

The image shows two UI components. On the left is a modal dialog titled "Add Schedule" with a close button (X). It contains four fields: "Schedule Type" (a dropdown menu with "Select" as the placeholder), "Interview Date" (a date input field with a calendar icon and placeholder "yyyy-mm-dd"), "Interview Time" (a time input field with a clock icon and placeholder "08:00 AM"), and "Venue" (a text input field). A green "Save" button is at the bottom right of the dialog, and a red circle with the number "2" is placed next to it. On the right is a "Schedules" list. It has a header "Schedules" and a table with columns "Date" and "Interview". The first row shows "August 18, 2021" and "08:00 AM". A red circle with the number "3" is placed next to the "Date" column. A blue "Manage" button with a list icon is located to the right of the first row, highlighted with a red rectangle.

4. Click the Add button to select an applicant.
Shortlisted applicants will automatically be listed in the system.
Note: Only applicants who have active email are valid.

Details
Date: August 18, 2021
Time: 08:00:00 AM
Venue: DCST

4

Add

5. Select an applicant in the drop box.
6. Then, click the Save button to confirm. An email containing the schedule of interview and/or teaching demo will be sent to the applicants. They will be given a response option by clicking the Confirm button in their hr/s notification email.

Add Applicant for this Schedule

* Applicant

5

Select

Save

6

7. In case applicants can only be contacted through SMS, click the Confirm button on the list of applicants included that schedule.

Applicant Name	Email	Current Status	Applicant Respond	Operations
Will A. Smith	david.vantongelen@vsu.edu.ph	PENDING		<div><div>×</div><div>✓</div></div>

Warning

Have you made sure this interview has been confirmed?

Name : Will A. Smith

Email : david.vantongelen@vsu.edu.ph

Cancel

Confirm

7

8. If a specific appointment needs to be rescheduled, click the Reschedule button. In a dialog window that appears, encode the reason for rescheduling.

Warning

×

You are about to reschedule interview from this schedule. Doing so will notify the applicant via email that his interview is rescheduled.

- Name : Will A. Smith
- Email : david.vantongelen@vsu.edu.ph

*** Reason**

8

0/30

Proceed ?

Cancel

Reschedule

Applicants listed in a schedule will be viewed in the calendar.
Blue indicates valid schedule while red indicates reschedule.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Assessment of Applicants

In the assessment of applicants, the rating instrument is separated and categorized. En banc items is populated by the department clerk or person concerned. Committee items can be populated by the department clerk or the committee members themselves.

Categories

- Academic Background
- General Point Average
- Additional graduate units
- Work experience
- Honors and Awards
- Training/seminar workshops
- Expert services
- Publication
- Interview
- Teaching Demonstration
- License/eligibility
- Other Qualifications

Applicant Name : Will A. Smith (Instructor I) [Back to list](#)

#	Criteria	Points	Remove
No Data			

En Banc Assessment

Academic Background

1. Please choose an appropriate academic background of the applicant.
2. Click the save button to confirm.

Academic Background : Doctorate, Masteral and Undergraduate

- ☐ PhD/doctoral degree : Appropriate major field
- ☐ PhD/doctoral degree : Closely Related field
- ☐ PhD/doctoral degree : Slightly related
- ☐ Masteral degree : Appropriate major field
- ☐ Masteral degree : Closely Related field
- ☐ Masteral degree : Slightly related
- ☒ Bachelors degree : Appropriate major field
- ☐ Bachelors degree : Closely Related field
- ☐ Bachelors degree : Slightly related

[Save](#) [Cancel](#)

General Point Average

1. Please choose the General Point Average of the applicant.
2. Click the save button to confirm.

General Point Average

☐ GPA : 1.00 – 1.25

☐ GPA : 1.26 – 1.50

☒ GPA : 1.51 – 1.75

☐ GPA : 1.76 – 2.00

☐ GPA : 2.0 and beyond

1

Save

Cancel

2

Work Experience

1. Please input Work Experience rate of the applicant.
2. Click the save button in each particular to confirm.

Work experience : For every year of full-time service

#	Particulars	Rate	Unit	1	2
1	For every year of full-time academic service in SUCs, CHED-supervised HEI or TESDA-supervised TEI (teaching in college or doing research & extension functions)	1.00		<input type="text" value="5.00"/>	<div>Save</div>
2	For every year of full-time academic service in institution of higher learning other than SUC, HEI or TEI	0.75		<input type="text"/>	<div>Save</div>
3	For every year of full-time non-academic service but related experience	0.50		<input type="text"/>	<div>Save</div>

Honors and Awards

1. Please click the box to select applicant's honors and awards rate.
2. Click the save button in each particular listed to confirm.

Honors & Awards

- Check all

☐ Undergraduate Honors: Summa cum laude

☐ Undergraduate Honors: Magna cum laude

☐ Undergraduate Honors: Cum laude

☐ Awards : Scholarships - Doctorate

☐ Awards : Scholarships - Masteral

☒ Awards : Scholarships - Undergraduate (based on honors)

☐ Awards : Scholarships - Undergraduate (non-competitive)

☐ Recognition of achievement : International

☐ Recognition of achievement : National/Regional

☐ Recognition of achievement : Local

Save

Close

Trainings/Seminars Workshops

1. Please input training/seminars attended rate of the applicant.
2. Click the save button in each particular listed to confirm.

#	Particulars	Rate	Unit	1	2
1	For every one year of relevant training: International	1.00		<input type="text"/>	<input type="button" value="Save"/>
2	For every one year of relevant training: National	0.75		<input type="text"/>	<input type="button" value="Save"/>
3	For every one year of relevant training: Local	0.50		<input type="text"/>	<input type="button" value="Save"/>
4	For every 8 hours of relevant conferences, seminars or workshops: International	0.25		<input type="text"/>	<input type="button" value="Save"/>

Expert Services

1. Please input the applicant's rate in expert services.
2. Click the save button in each particular listed to confirm.

Expert services as lecturer/resource person or guest speaker in conferences, workshops, and/or training courses

#	Particulars	Rate	Unit	1	2
1	Expert services : International	1.00		<input type="text"/>	<input type="button" value="Save"/>
2	Expert services : National	0.75		<input type="text"/>	<input type="button" value="Save"/>
3	Expert services : Local	0.50		<input type="text"/>	<input type="button" value="Save"/>

Publication

1. Please input the rate of an applicant's international, national, and local publication.
2. Click the save button in each particular listed to confirm.

Publication (for every scholarly research/monograph/educational technical articles in a technical/scientific/professional journal)

#	Particulars	Rate	Unit	1	2
1	Publication : International	1.00		<input type="text"/>	<input type="button" value="Save"/>
2	Publication : National	0.75		<input type="text"/>	<input type="button" value="Save"/>
3	Publication : Local	0.50		<input type="text"/>	<input type="button" value="Save"/>

License/Eligibility

1. Please input the rate of an applicant's international, national, and local publication.
2. Click the save button to confirm.

License/eligibility

<input type="checkbox"/> Check all	2
<input type="checkbox"/> Applicable License	<input type="button" value="Save"/>
<input type="checkbox"/> CSC Eligibility	<input type="button" value="Close"/>
<input type="checkbox"/> Skills training certificate (TESDA & similar trainings) per certificate	

Other Qualifications

For this category, you may rate the skills by each particular or select one and rate it.

Other Qualifications: Writing skills, computer literacy, drawing, statistical analysis, etc.

#	Particulars	Rate	Unit	1	2
1	Writing skills	1.00		<input type="text"/>	<input type="button" value="Save"/>
2	computer literacy	1.00		<input type="text"/>	<input type="button" value="Save"/>
3	drawing	1.00		<input type="text"/>	<input type="button" value="Save"/>
4	statistical analysis	1.00		<input type="text"/>	<input type="button" value="Save"/>
5	Other skills	1.00		<input type="text"/>	<input type="button" value="Save"/>

Teaching Demonstration

1. In teaching demonstration category, please select a committee to populate their ratings. A max score is indicated in the right side of the items. There is minimum rate of 1 per item as they are required each.
2. After ratings are populated, please click the Save button to confirm.

Teaching Demonstration (rated individually)

Personnel Committee

Sample Committee

1

#	Particulars	Max Score	Rating (1 as minimum)
1	Has adequate knowledge of the subject matter	10.00	<div>– 1 +</div>
2	Gives clear statement of objectives and content is appropriate in satisfying these objectives	10.00	<div>– 1 +</div>
3	Has poise and feels confident, delivers logical and organized presentation	8.00	<div>– 1 +</div>
4	Emphasized key points and makes subject matter meaningful (through examples/analogies and/or illustrations)	8.00	<div>– 1 +</div>
5	Demonstrates enthusiasm and interest in the subject matter	7.00	<div>– 1 +</div>
6	Uses understandable vocabulary, speaks clearly and distinctly with appropriate pacing	10.00	<div>– 1 +</div>
7	Can stir up interest and withhold attention of the audiences as well as encourages participatory discussion	10.00	<div>– 1 +</div>
8	Answers questions directly with a sensation of accuracy	10.00	<div>– 1 +</div>
9	Uses appropriate non-verbal communications (i.e. gestures, facial expressions, etc.) without annoying mannerisms, maintains eye contact	10.00	<div>– 1 +</div>
10	Uses and handles teaching aids properly	7.00	<div>– 1 +</div>
11	Utilizes time efficiently and punctual in ending topic presentation	5.00	<div>– 1 +</div>
12	Summarizes the topic and gives appropriate applications	5.00	<div>– 1 +</div>

Click the button to save.

Save

2

Interview

1. For Interview category, first select a committee included for populating. The left side of the panel will tabulate the current ratings that were previously populated. The right side of the panel tabulates the competencies used for assessment.
2. Next, select a category that you will be using and populate its respective ratings. Please click the Save button to confirm and proceed. Saved ratings will reflect in the left side of the panel. If you wish to populate other categories of competencies, just select it.
3. To read the descriptions of each competency item, just click the left side of the table to expand other details.
4. If you are not familiar of what each point means, just expand the Rating Description on the top side of the panel to show its descriptions.

Rating Descriptions?

1 - Lacks the required knowledge and skills; demonstrates less than 50% of the expected behavioural indicators.

2 - Basic knowledge and skills possessed; demonstrates 50% to 74% of the expected behavioural indicators.

3 - Working knowledge and skills possessed; demonstrates 75% to 84% of the expected behavioural indicators.

4 - Sufficient knowledge and skills possessed; demonstrates 85% to 94% of the expected behavioural indicators.

5 - Advanced knowledge and skills possessed; demonstrates 95% to 100% of the expected behavioural indicators consistently the sample behaviour for the particular required competency; is a role model and can guide others in displaying the sample behaviour in an outstanding level.

Committee

Sample Committee

#	Competency	Score	Remove
1	Core 1 : Integrity and Professionalism	3.00	
2	Core 2 : Service Excellence	5.00	
3	Core 4 : Interpersonal Relationship	4.00	

Category

Core Competency

Ex...

Particulars

Core 1 : Integrity and Professionalism

Core 2 : Service Excellence

Core 3 : Communication Savvy

Core 4 : Interpersonal Relationship

Core 5 : Change Adaptation

Core 6 : Gender Responsive Management

Score

3

5

Select

4

Select

Select

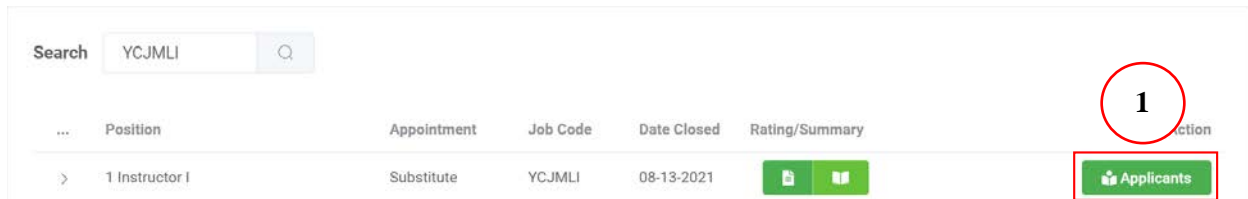
Click the button to save.

Save

Assessment by Committee

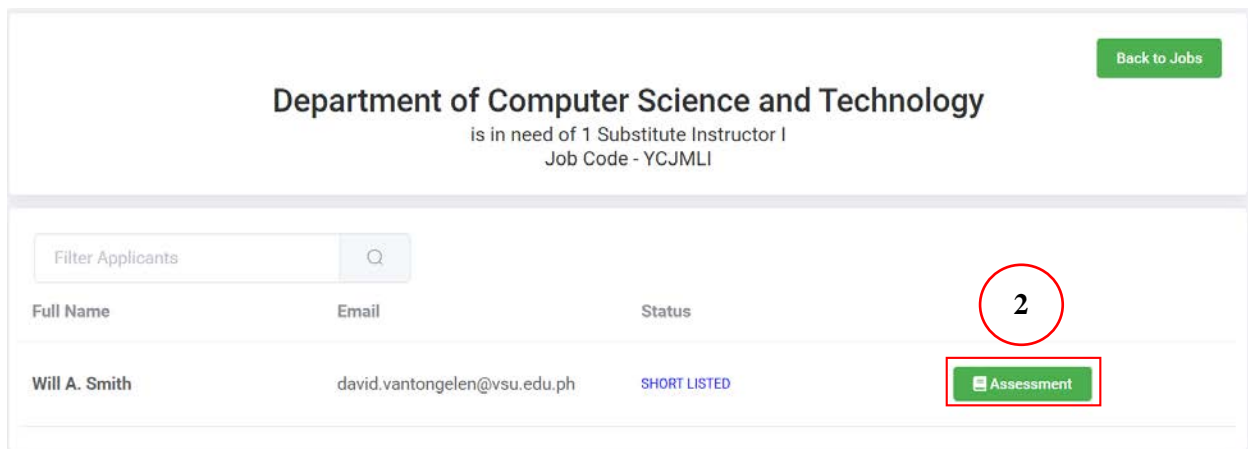
Committee members can assess the applicants by visiting the Assessment menu under RSP. The job postings where a committee is a member of is shown in the initial page. The list can be filtered by Job Code to secure the process.

1. Click the Applicants button to list the short-listed applicants. Only short-listed applicants are included in the list.



The screenshot shows a web interface for job postings. At the top, there is a search bar with the text 'YCJMLI' and a magnifying glass icon. Below the search bar, there is a table with columns: '...', 'Position', 'Appointment', 'Job Code', 'Date Closed', 'Rating/Summary', and 'Action'. The first row of the table shows '1 Instructor I', 'Substitute', 'YCJMLI', '08-13-2021', and two green icons. To the right of the table, there is a green button labeled 'Applicants' with a red box around it and a red circle with the number 1 above it.

2. Click the Assessment to proceed.



The screenshot shows a web interface for applicant management. At the top, there is a green button labeled 'Back to Jobs'. Below it, the text 'Department of Computer Science and Technology' is displayed, followed by 'is in need of 1 Substitute Instructor I' and 'Job Code - YCJMLI'. Below this, there is a search bar with the text 'Filter Applicants' and a magnifying glass icon. Below the search bar, there is a table with columns: 'Full Name', 'Email', and 'Status'. The first row of the table shows 'Will A. Smith', 'david.vantongelen@vsu.edu.ph', and 'SHORT LISTED'. To the right of the table, there is a green button labeled 'Assessment' with a red box around it and a red circle with the number 2 above it.

- Committee members will have two tabs on their page, Interview and Teaching Demonstration. For Interview, they will select a competency category to use or rate. They must click the Save button to confirm their ratings. Their respective ratings will be tabulated on the right side of the panel.

Rating Descriptions?

Category: Core Competency

Ex...	Particulars	Score
>	Core 1 : Integrity and Professionalism	Select
>	Core 2 : Service Excellence	Select
>	Core 3 : Communication Savvy	Select
>	Core 4 : Interpersonal Relationship	Select
>	Core 5 : Change Adaptation	Select
>	Core 6 : Gender Responsive Management	Select

Click the button to save. **Save**

#	My Assessment	Score	Remove
1	Core 1 : Integrity and Professionalism	4.00	
2	Core 2 : Service Excellence	3.00	
3	Core 3 : Communication Savvy	4.00	

No Data

For Teaching Demonstration, the minimum score is 1 and a designated maximum score. The committee must click the Save button to confirm their ratings.

Interview Teaching Demonstration

#	Particulars	Max Score	Rating (1 as minimum)
1	Has adequate knowledge of the subject matter	10.00	1 + -
2	Gives clear statement of objectives and content is appropriate in satisfying these objectives	10.00	1 + -
3	Has poise and feels confident, delivers logical and organized presentation	8.00	1 + -
4	Emphasized key points and makes subject matter meaningful (through examples/analogies and/or illustrations)	8.00	1 + -
5	Demonstrates enthusiasm and interest in the subject matter	7.00	1 + -
6	Uses understandable vocabulary, speaks clearly and distinctly with appropriate pacing	10.00	1 + -
7	Can stir up interest and withhold attention of the audiences as well as encourages participatory discussion	10.00	1 + -
8	Answers questions directly with a sensation of accuracy	10.00	1 + -
9	Uses appropriate non-verbal communications (i.e. gestures, facial expressions, etc.) without annoying mannerisms, maintains eye contact	10.00	1 + -
10	Uses and handles teaching aids properly	7.00	1 + -
11	Utilizes time efficiently and punctual in ending topic presentation	5.00	1 + -
12	Summarizes the topic and gives appropriate applications	5.00	1 + -

Click the button to save. **Save**