

An open book with a green banner across the center containing the text 'HIRING MANUAL'. The book is open, showing the pages and the spine. The banner is a bright green color with a slight gradient and a drop shadow. The background is white with green geometric shapes on the left and right sides.

HIRING MANUAL

Those who are responsible for making the hiring decisions are entrusted in ensuring that equal access and opportunity prevail in hiring process.

PROFILE

The DepEd Roxas City Division is one of the smallest divisions and is composed of three (3) districts with ten (10) clusters covering 47 barangays. It has 64 elementary schools, 35 of which are public while the remaining are private schools. Recently, eight (8) public elementary schools were converted into an Integrated Schools.

There are 24 secondary schools -13 are public, 10 are private and the remaining one (1) is a state university.

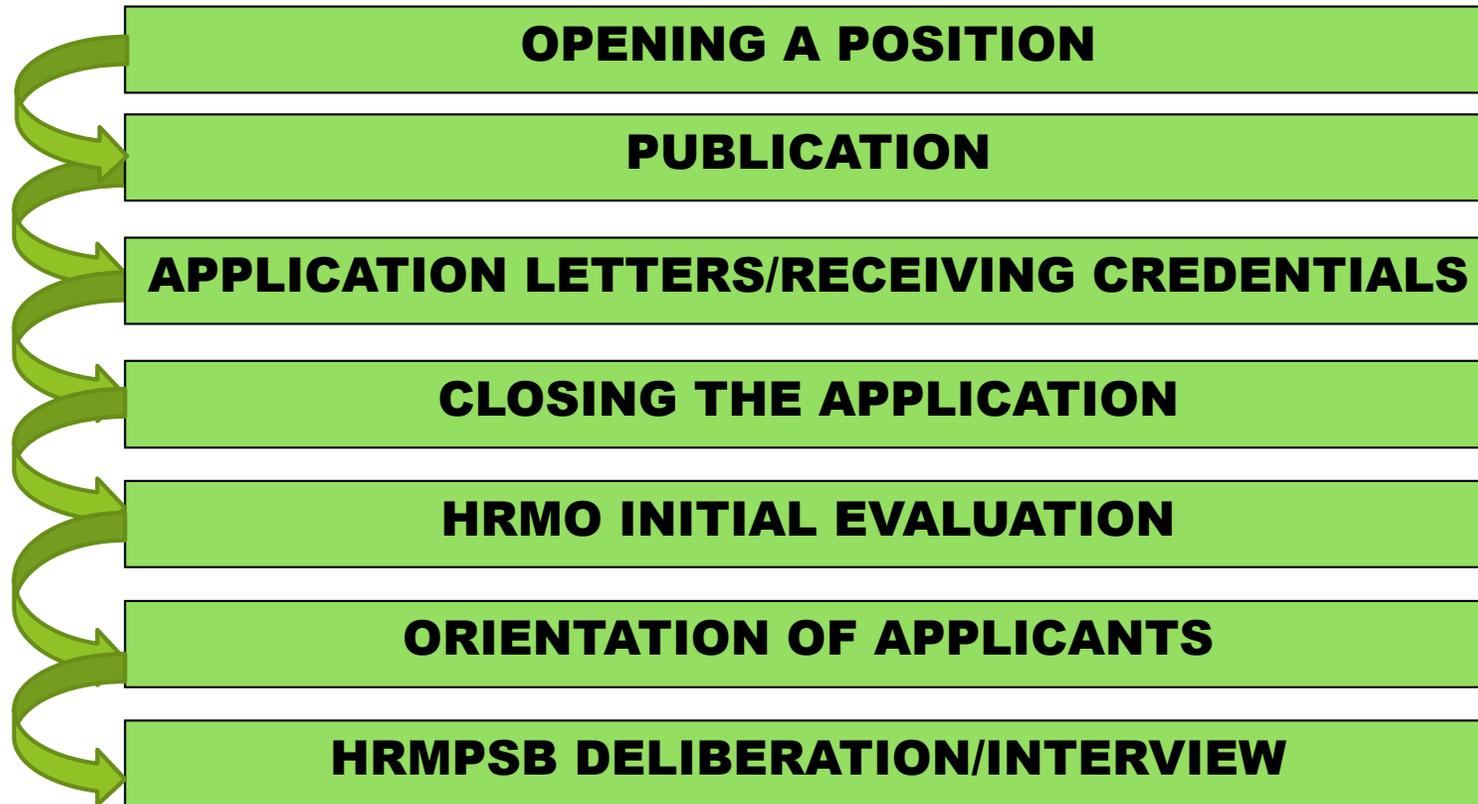
The DepEd, Division of Roxas City Office serves as the mother unit/office of the entire division of Roxas City which has a total of 1, 425 plantilla positions, all under the management and guidance of the Schools Division Superintendent (SDS). Assisting the SDS is the Assistant Schools Division Superintendent (ASDS). The Division has two (2) major sections, namely: School Governance Operations Division (SGOD) and Curriculum Implementation Division (CID) and are supervised by their respective chiefs.

The Division has a resilient commitment of delivering educational excellence to every student in the community in response to the agency's mission of promoting the right of every Filipino to quality, equitable, culture-based and complete basic education.

To realize its mission, vision and to better serve its stakeholders, the Division must have quality of personnel both in teaching and non-teaching positions. The Division needs a systematic and transparent procedure to fill the fast turnover of employees, thus, the creation of this Manual.

DepED, Division of Roxas City

HIRING PROCEDURES



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PURPOSE

The purpose of this manual is to inform all employees, faculty and staff, applicants and the general public of the hiring procedures of DepEd, Division of Roxas City.

In the spirit of transparency, DepEd, Division of Roxas City makes public its Recruitment, Selection and Placement (RSP) procedures.

RECRUITMENT; purpose

- To provide equal employment opportunity for potential and qualified candidates.
- To attract highly qualified individuals.
- Diverse and talented candidates, differently abled persons, and women are given emphasis.

SELECTION

The selection of employees for appointment in the DepEd, Division of Roxas City adopts the Merit Selection Plan of the Department of Education, wherein, it shall be anchored on the principles of merit, competence, fitness and equality. It is also anchored in the Equal Employment Opportunity Principle (EEOP) of the Civil Service Commission (CSC) wherein it shall be open to all who are qualified, regardless of gender, civil status, disability, religion, ethnicity or political affiliation. The office aims to:

- To engage in hiring activities that is free from manipulation both from internal and external factors.
- To collect information about applicant's qualifications to meet the requirements of the advertised position.
- To select a candidate based on their relative qualifications and competence to perform the duties and responsibilities of the advertised position.

I – OPENING A POSITION

- The Schools Division Superintendent (SDS) informs the Human Resource Office for newly created and vacant items/positions with instruction to fill the same.

II – PUBLICATION

- The Office of Human Resource will prepare the announcement of the position.
- Announcement will be posted in conspicuous places. Universities and campuses will also be posted. However, the CSC will be the official agency to publish the vacant position. It shall also be posted in the agency's website. (www.depedroxascity.com).

- The publication of vacant positions shall be valid until filled up but not to extend nine (9) months reckoned from the date the vacant position was published, otherwise vacant positions remained unfilled shall be republished.
- The announcement will contain the qualification standards and competencies of the vacant position.
- Each position is officially closed on the deadline set on the announcements. Positions must be open for at least two weeks. (specifically applies to non-teaching positions)

- Closing dates will be included in the advertisement.
- Applications must be received until the last day and hour specified in the advertisement.
- Applications filed after the deadline shall not be entertained.
- Primarily confidential positions, policy determining positions, highly technical positions, coterminous and contractual positions, third level positions and positions to be filled in case of reorganization are exempted from publication requirement.

III – APPLICATION LETTERS AND CREDENTIALS

1. FOR TEACHERS

- All application letters shall be addressed to the Schools Division Superintendent.
- Teacher applicants must submit their application letters and credentials in the schools where they prefer to teach.
- The school's screening committee evaluates and verifies the applicant's credentials; checks its completeness and authenticates the same.

- The school's screening committee then forwards all the application letters together with the applicant's credentials to the record section of the division office for recording purposes.
- The Records Officer will acknowledge receipt of the application and other credentials received from the applicants. It must be marked "Received" indicating therein the date and time it was received by the said office.
- The Records Officer will then forward the application and all documents of the applicant/s to the HRMO.
- The HRMO will then subject all the applications and credentials for verification and assessment.

1. FOR NON-TEACHING PERSONNELS

- All application letters shall be addressed to the Schools Division Superintendent.
- All job applications and credentials shall be submitted to the Record Section for recording purposes.
- The Records Officer will acknowledge receipt of the application and other credentials received from the applicants. It must be marked “Received” indicating therein the date and time it was received by the said office.

- The Records Officer will then forward the application and all documents of the applicant/s to the HRMO.

- The HRMO will then subject all the applications and credentials for verification and assessment.
 - ◆ *A file will be kept for all positions. (All credentials received and other pertinent papers regarding the position.)*

INITIAL EVALUATION

Applying the principle of Equal Employment Opportunity Principle (EEOP) it is imperative for the HRMPSB to eliminate any biases based on the applicant's age, civil status, pregnancy, gender, sexual orientation, religion, ethnicity or political affiliation and disability. Candidates must be evaluated in terms of their qualifications and competencies to perform the duties and responsibilities of the position they are applying for.

The HRMO will set an initial evaluation of all the applicants' qualification at least seven (7) days before the scheduled interview to determine whether or not the applicant meets the minimum requirements of the job applied for.

Applicants who met the minimum requirements of the job applied for will advance to take the written exam and interview.

QUALIFICATION STANDARDS/MINIMUM REQUIREMENTS

- 1. Education** – refers to the formal or non-formal academic, technical or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) of the position to be filled. **(Section 42 of the Omnibus Rules on Appointment 2017).** Furthermore, the candidate's educational attainment must be relevant to the job applied for.
- 2. Eligibility** – refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as the PRC-conducted board examinations,

The SC-conducted bar examinations or the CESB-conducted CES examinations. **(Section 71 of the Omnibus Rules on Appointment 2017).**

The following are recognized eligibilities under the Civil Service Law:

- *R.A.1080*
- *Professional Civil Service Exam*
- *Sub-Professional Civil Service Exam*
- *Barangay Eligibility*
- *TESDA approved eligibilities*

3. Experience – refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. **(Section 56 of the Omnibus Rules on Appointment 2017).** Furthermore, the candidate's educational attainment must be relevant to the job applied for.

4. Training – refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the agency head and Certificates issued by the HRMO or authorized official from the government or private sector. (Section 56 of the Omnibus Rules on Appointment 2017).

Training may be acquired from any of the following institutions:

- a. Any CSC accredited learning and development institutions⁴⁵;
- b. Government training institutions;
- c. Non-accredited private training institution offering training of highly technical/specialized nature;
- d. Local training institution that is internationally acclaimed for meeting the global standards of excellence in training;
- e. Institution recognized by Commission on Higher Education (CHED) as Center of Excellence (COE) or Development (COD);
- f. Foreign institution that offers training for scholarship purposes or for personal advancement of participants; or
- g. Other institutions that partner with the Civil Service Commission in building capabilities of civil servants. (Section 63 of the Omnibus Rules on Appointment 2017).

- The HRMO will prepare a selection line up of qualified applicants and submits the same for deliberation to the Human Resource Merit Promotion and Selection Board (HRMPSB) en banc.
- Applicants who did not meet the minimum requirements for the job will be notified either by sending a letter, phone call or text message for their failure to qualify.

ORIENTATION OF APPLICANTS

Before the HRMPSB deliberate en banc, all applicants regardless of the position applied for shall undergo job orientation. Orientation shall cover the history, policy, mission and vision of the agency. Applicants shall be given an overview of the duties and responsibilities of the position applied for. And more importantly, to further elucidate the hiring guidelines of the office.

To avoid delay in the issuance of appointment which may result to hampered services and disruption of classes, teacher applicants who will make it to the Registry of Qualified Applicants (RQA) with their acquiescence are advised to prepare and submit pertinent papers necessary for the issuance of their appointments.

HRMPSB DELIBERATION EN BANC; interview and appreciation of documents

By the time applicants advanced to the interview, it is presumed that they have met the required eligibility, relevant education, relevant experience, relevant training and competencies of the position applied for.

The HRMPSB deliberating en banc must uphold the principles of fairness and impartiality in the assessment of applicants' qualifications and documents submitted for appreciation.

The purpose of the interview is to gather additional information as to applicants' character, knowledge, skills and abilities that is not reflected in their resumes.

Interview questions initiated by the HRMPSB must be job related.

- The HRMO will notify the qualified candidates of the time, date and place of interview. It is recommended that applicants be notified at least 5 days prior to the interview date.
- A proficiency test will be administered prior or subsequent to the interview.
- It is recommended that the HRMPSB will have a set of core questions which will be asked uniformly to all candidates. However, HRMPSB members are not precluded to ask additional questions relative to the applicant's qualifications and position applied for.

- Questions that elicit a “yes” or “no” answer must be avoided.
- It is a must that candidates for teaching position should make a formal presentation (demonstration) that would evidence his/her abilities as a teacher.
- After the PSB deliberation en banc, the HRMO will submit the result of the deliberation to the Appointing Authority.

All interview and evaluation results should be retained in the administrative department as it will provide justification for the hiring decisions that the office will make.

POSTING OF RESULTS

After the HRMO have submitted the result of the HRMPSB's deliberation in banc to the appointing authority, the HRMO will also cause the posting of the said result in the division's bulletin board and division website.

APPOINTING AUTHORITY; selection

The appointing authority shall assess the result of the HRMPSB's deliberation en banc and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) ranking applicants deemed most qualified for appointment to the vacant position.

The appointing authority may even appoint an applicant who is not next-in-rank but possesses superior qualification and competence, and has undergone the selection process.

However, the Registry of Qualified Applicants (RQA) and the provisions of Republic Act 8160 (Localization Law) shall be observed strictly.

BACKGROUND INVESTIGATION

After the appointing authority has initially selected the most qualified candidate for appointment to the vacant position, a background investigation of the applicant shall be done to complete the hiring process.

Background investigation is a task primarily lodged to the appointing authority; however, this task can be delegated to someone whom the appointing authority reposes trust and confidence.

Background investigation shall not be limited to work related questions such as dates of employment, duties and responsibilities, length of service, attendance, salary and reason for termination or resignation as the case may be but also other potential issues that could affect the organization.

Background investigation can go as far as the applicant's family records, education, financial, medical, psychological and criminal records.

JOB OFFER

Once the appointing authority has finally decided on whom to appoint, a job offer shall be made to the successful applicant.

The appointing authority shall advise the HRMO to schedule a meeting with the successful applicant to personally make the job offer.

Upon acceptance of the job offer, the appointing authority will instruct the HRMO to make an “ADVISE” for the successful applicant.

**ADVICE is a form of notification letter informing the applicant of his proposed appointment. With it is a checklist of requirements that the proposed appointee is to comply before the issuance of appointment.*

Following the acceptance of the job offer, the HRMO will notify the other applicants' regarding the status of their applications.

CLOSING THE SEARCH

After the successful applicant has accepted the job offer, the HRMO will update the publication in the agency's website (www.depedroxascity.com) and indicate therein that an applicant has been chosen and has already accepted the job offer.

ISSUANCE OF APPOINTMENT

After the successful candidate has complied with all the requirements in the given checklist necessary for the issuance of appointment, the HRMO will issue the corresponding appointment.

After the issuance of the appointment, the HRMO shall post the appointment a day after its issuance for fifteen (15) calendar days in at least three (3) conspicuous places in the DepEd office.