



# QUALITY PROCEDURE (QP)

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<b>PROCEDURE TITLE</b>	<b>Recruitment, Selection and Promotion (RSP) for 1<sup>st</sup> and 2<sup>nd</sup> Level Personnel</b>
<b>SCOPE</b>	This process starts from the time a position from the 1 <sup>st</sup> level and 2 <sup>nd</sup> level becomes vacant to posting of the list of newly hired/promoted employees.
<b>PURPOSE</b>	To define the process in filling up and assessing of applicants for vacant positions in the 1 <sup>st</sup> and 2 <sup>nd</sup> Level in DILG R02

PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
Vacancy Operating Unit/s	<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     Recruitment and Selection and Promotion Process for 1<sup>st</sup> and 2<sup>nd</sup> Level Positions                 </div>	Newly Hired/ Promoted Personnel

**DESCRIPTIVE STATEMENT**  
 The Personnel Section submits the List of Vacant Plantilla Position/s to the CSC Provincial Office for publication, post in the official DILG website in the Region and in the Regional Offices' three conspicuous places. Assessment and Evaluation of qualified applicants to the appointment of the newly-hired employee/s and/or promotion of employees.

Step No.	Responsible Personnel	Process/Activity	Details	References
1	ADA IV	Identify vacant position/s  Prepare List of Vacant Positions	Determine vacancy from Plantilla due to transfer, resignation, death, promotion and retirement  Review the List of Vacant Positions in consonance with the PSIPOP  Review the Qualification Standard of the Position/s  • If found in order, forward the List of Vacant Postions to the CAO for initial and submit to the Office of the Regional Director for signature	• Plantilla • Government Manpower Information System(GMIS)  • PSIPOP  Qualification Standard

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2	HRMO	Communicate the vacancy	<ul style="list-style-type: none"> <li>Submit the Approved List of Vacant Position/s to:             <ul style="list-style-type: none"> <li>a. Civil Service Commission for web posting and publication</li> </ul> </li> </ul> <p>Web posting on DILG website for a period of ten (10) days thru the Information Technology Officer I (ITO I)</p> <p>Paper posting in three (3) conspicuous places in the office for a period of ten(10) days</p> <p>Furnish Provincial Offices for dissemination to the field</p>	<ul style="list-style-type: none"> <li>Notice of Vacancy (CSC Form 9)</li> <li>Letter-Request for Web-Posting of the Notice of Vacancy</li> <li>PRF Logsheet</li> </ul>
3	HRMO	Screening/evaluation of job applications, and receive if complete documentary requirements	<ul style="list-style-type: none"> <li>Review/evaluate the job applications documents ensuring that applicant/s meet the Qualification Standards (QS) required by the position</li> <li>Validate the following information :             <ul style="list-style-type: none"> <li>-Appropriate Education;</li> <li>-Appropriate Experience;</li> <li>-Appropriate trainings;</li> <li>-Proof of Eligibility</li> </ul> </li> <li>If documents submitted is not complete return the application letter to concerned applicant</li> </ul>	<p>Logbook</p> <p>Qualification Standard (CSC and DILG)</p>



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			<p>IF documets are complete and validated Indorse applicants to take the PQE</p> <p>If no applications received within 6 months from the date of publication/ announcement, repost the vacancy</p>	
4.	HRMO	Facilitate the endorsement of applicants for the Pre-Qualifying Examination (PQE)	<p>Prepare the List of Applicants for the PQE</p> <p>Inform the applicants of the scheduled PQE, the venue, date and time thru their email addresses/text message</p>	PQE Request Form
5.	ADA IV	Receive PQE result from Central Office	<ul style="list-style-type: none"> <li>HRMO: Notify/Inform the applicants re result of the PQE</li> </ul>	<p>Congratulatory letter To passers</p> <p>Letter of Regret to Non passers</p>
6.	ARD/PD/DC	Preparation of Questionnaires for the WE	Inform the qualified applicants for the schedulate of the Written Examination	
	CAO/DC/HRMOs /ADA IV	Conduct of the WE	<p>The date, time and venue</p> <p>Brief applicants re conduct of WE: If they passed the exam they will be called for panel interview</p> <p>Notify the applicants of the Result of the WE</p>	

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8	RPSPB	Conduct assessment and deliberation	<ul style="list-style-type: none"> <li>• Conduct assessment/evaluation, and deliberation.</li> <li>• Conduct background investigation</li> </ul>	<ul style="list-style-type: none"> <li>• Interview Assessment Form together with Application Documents</li> <li>• Comparative Assessment Matrix</li> <li>• Background Interview Worksheet</li> </ul>
9	RPSPB	Consolidate interview results, prepare Comparative Assessment Result, and notify applicants on the RPSPB interview schedule	<ul style="list-style-type: none"> <li>• Include the interview results to the Comparative Assessment Matrix.</li> <li>• Prepare and indorse minutes of the meeting, along with the Comparative Assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Comparative Assessment Matrix</li> <li>• Background Interview Worksheet</li> <li>• Minutes of the Meeting and/or Resolution</li> </ul>
10	Asst. Regional Director	Approve RPSBP Resolution/s	Review the correctness and completeness of the Minutes of the Meeting and Resolution Sign and Approve the Minutes of the Meeting	Minutes of the Meeting and Resolution
11	Regional Director	Concurrence of the Regional Director of the approved RPSBP Resolutions	Review the correctness and completeness of the Minutes and Resolution.	• Minutes of the Meeting and Resolution
12	HRMO	Prepare appointments	Prepare appointments based on RD's final selection Transmit appointment papers for approval by the Regional Director	<ul style="list-style-type: none"> <li>• RHRMPSB Minutes of the Meeting and Resolution</li> <li>• CSC Appointment Form (Revised 2017)</li> </ul>

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13	<b>Regional Director</b>	Approved Appointments	Sign and return appointments back to Personnel Section	
14	<b>HRMO</b>	Receive approved Appointments and notify appointee.	Notify appointee/s of the scheduled Oath of Office	
15	<b>Appointee</b>	Assumption to duty	Assume duty Take Oath before administering authority  Submit required requirements	• CSC Appointment Form [CSC Form No. 33-A (Revised 2017)]
16	<b>HRMO</b>	Submit list of appointees to CSC for validation	Submit appointments within the prescribed date set by CSC with the following attachments: <ul style="list-style-type: none"> <li>- Appointment</li> <li>- PD</li> <li>- Authenticated Cert. Of Eligibility</li> <li>- PDF</li> <li>- Processing Checklist Form</li> </ul>	
17	<b>HRMO</b>	For new employee/s, conduct Orientation on Personnel Matters and office policies	Orient new employees on personnel matters and office policies	Checklist of requirements of new employees
18	<b>HRMO</b>	Post approved appointments	Post approved appointment/s within 30 days from issuance in the following: DILG website 3 conspicuous places in the office Furnish Central Office	Approved appointments

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	ADA IV	Retain documented information.	<ul style="list-style-type: none"> <li>Retain documented information in accordance with the Control of Retained Documented Information procedure and the Master List of Retained Documented Information.</li> </ul>	Log Sheet
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### References:

- DILG Circular No. 2014-01 dated 4 February 2014, titled "Enhanced Merit Selection and Promotion Plan(MSPP)"
- DILG Circular No. 2011-17(Policy in the Conduct of PQE)
- GMIS PSI

Prepared By		Reviewed By	Approved By
		ATTY. ODILON L. PASARABA, CESO V	
EDNA V. MUNGCAL	LORNA M. DURWIN	ATTY. ODILON L. PASARABA, CESO V	JONATHAN PAUL M. LEUSEN, JR., CESO IV
Process Owner	Division Chief	Regional QMR	Regional Director

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**QUALITY OBJECTIVE (QO)**

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<b>BUREAU/SERVICE</b>	Finance and Administrative Division, Personnel Section
<b>QUALITY PROCEDURE TITLE</b>	Recruitment, Selection and Promotion (RSP) of 1 <sup>st</sup> and 2 <sup>nd</sup> Level Personnel

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker/Logsheet, Summary Logsheet, Report, Memo etc)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> <li>Recruitment, Selection and Promotion of 1st and 2nd Level Personnel</li> </ul>	<ul style="list-style-type: none"> <li>Vacant 1st and 2nd level position/s published within 1 month from the time of actual vacancy</li> </ul>	<ul style="list-style-type: none"> <li>90% of total 1st and 2nd level vacant positions published</li> </ul>	<ul style="list-style-type: none"> <li>Total number of 1st and/or 2nd level positions published from the time it was actually vacated / Total number of vacancies</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>	<ul style="list-style-type: none"> <li>HRMO III</li> </ul>	<ul style="list-style-type: none"> <li>Publication</li> <li>Incoming Logbook (PS)</li> <li>Vacant Position Publication Logsheet</li> <li>Plantilla of Personnel</li> </ul>
	<ul style="list-style-type: none"> <li>Applications assessed as to completeness of submitted documents</li> </ul>	<ul style="list-style-type: none"> <li>90% of applications assessed</li> </ul>	<ul style="list-style-type: none"> <li>Total number of applications assessed as to completeness of documents submitted / Total Number of applications received</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>	<ul style="list-style-type: none"> <li>ADA IV</li> <li>HRMO II</li> </ul>	

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**QUALITY OBJECTIVE (QO)**

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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker/Logsheet, Summary Logsheet, Report, Memo etc)
	Objective	Target	Indicator/Formula (if applicable)			
	<ul style="list-style-type: none"> <li>Notice to examinees released to DILG Records Section within 7 days upon Personnel Section's receipt of PQE results</li> </ul>	<ul style="list-style-type: none"> <li>90% of notices released</li> </ul>	<ul style="list-style-type: none"> <li>Total number of notices released to DILG Records Section / Total number of PQE exam results received</li> </ul>			<ul style="list-style-type: none"> <li>Incoming Logbook (PS)</li> <li>PQE Result Notices Released</li> </ul>
	<ul style="list-style-type: none"> <li>Fill-up 1st and Second Level vacant positions within 180 days from the date of publication</li> </ul>	<ul style="list-style-type: none"> <li>90% of vacancies filled-up</li> </ul>	<ul style="list-style-type: none"> <li>Total number of appointments issued for attestation within 180 days from date of publication / Total number of published vacant positions</li> </ul>	<ul style="list-style-type: none"> <li>Semestral</li> </ul>	<ul style="list-style-type: none"> <li>HRMO III</li> <li>RPSB</li> <li>RD</li> </ul>	<ul style="list-style-type: none"> <li>Vacant Position Logsheet</li> <li>Appointment Papers issued</li> </ul>

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**QUALITY  
 OBJECTIVE (QO)**

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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker/Logsheet, Summary Logsheet, Report, Memo etc)
	Objective	Target	Indicator/Formula (if applicable)			
	<ul style="list-style-type: none"> <li>Appointed personnel to vacant positions meet Q S requirements of the position</li> </ul>	<ul style="list-style-type: none"> <li>90% of the appointed personnel</li> </ul>	<ul style="list-style-type: none"> <li>Total number of appointed personnel qualified per QS requirements / Total number of appointed personnel</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>	<ul style="list-style-type: none"> <li>HRMO III</li> <li>RPSB</li> <li>RD</li> </ul>	<ul style="list-style-type: none"> <li>QS</li> <li>Appointment Paper</li> <li>Comparative Assessment Report</li> </ul>

Prepared By		Reviewed By		Approved By	
 EDNA V. MUNGCAL Process Owner		 LORNA M. DURWIN Division Chief		 ATTY. ODILON L. PASARABA, CESO V Regional QMR	
 JONATHAN PAUL M. LEUSEN, JR., CESO IV Regional Director					

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DILG-REGION II (CAGAYAN VALLEY)  
**PROCESS QUALITY MONITORING  
 EVALUATION (QME)**

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<b>OFFICE</b>	Finance and Administrative Division, Personnel Section												
<b>PROCEDURE TITLE</b>	Recruitment , Selection and Promotion of 1 <sup>st</sup> and 2 <sup>nd</sup> level Personnel												
<b>OBJECTIVE STATEMENT</b>													
<b>CURRENT PERIOD</b>													
	<b>INDICATORS</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Total</b>
	• Objective 1: Vacant 1st and 2nd level position/s published within 1 month from the time of actual vacancy												
A	• Vacant 1st and 2nd level position/s published within 1 month from the time of actual vacancy												
B	• Vacant positions												
C	Formula: A/B	Target Result : 90%											
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)												
	Objective 2: Notice to examinees released to DILG Records Section within 7 days upon Personnel Section's receipt of PQE results												
A	• Notices to examinees issued to DILG Records Section within 7 days upon Personnel Section's receipt of PQE results												
B	• PQE Results received by the Personnel Section												
C	Formula: A/B	Target Result : 90%											
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)												
<b>Note: For unmet targets of two (2) consecutive periods, concerned Deputy QMR initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.</b>													

Prepared By	Reviewed By	Approved By
EDNA V. MUNGAL Process Owner	 LORNA M. DURWIN Division Chief	 ATTY. ODILON L. PASARABA, CESO V Regional QMR
		 JONATHAN PAUL M. LEUSEN, JR., CESO IV Regional Director

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DILG-REGION II (CAGAYAN VALLEY)

# Recruitment, Selection & Promotion PROCESS SUMMARY LOGSHEET

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QUALITY OBJECTIVE 5: 90% of approved appointments are submitted to CSC for validation on or before the 30th of the succeeding month.  
 QUALITY OBJECTIVE 6: 90% of approved appointments are posted in 3 conspicuous spaces within 30 days from the date of issuance of appointment.  
 FREQUENCY OF MONITORING: Monthly  
 CURRENT PERIOD:

NO.	DATE APPROVED APPOINTMENT RECEIVED	DATE OF ISSUANCE OF APPOINTMENT	APPOINTEE		DATE SUBMITTED TO CSC FOR ATTESTATION (RAI)	OBJECTIVE 5 RESULTS			DATE POSTED (LIST OF NEWLY HIRED/PROMOTED EMPLOYEE)	OBJECTIVE 6 RESULTS		
			ITEM NO.	NAME		MET	UNMET	REMARKS		MET	UNMET	REMARKS
						Put 1 if G is on or before the 15th day of the succeeding month	Put 1 if G is beyond the 15th day of the succeeding month	(Why Unmet/Others)		Put 1 if K is on or before the 30th day from the date of issuance of appointment	Put 1 if K is beyond the 30th day from the date of issuance of appointment	(Why Unmet/Others)
A	B	C	D	E	G	H	I	J	K	L	M	N
1												
2												
3												
4												
5												
6												
7												
8												
9												
nth												
TOTAL												
%												

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Prepared By  
  
 EDNA V. MUNCAL  
 PROCESS OWNER

Noted By  
  
 LORNA M. DURWIN  
 DIVISION CHIEF