Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
1559 Matimco Bldg, Km 4., Libertad, Butuan City
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Name of Division/FOU: **FINANCE AND ADMINISTRATIVE DIVISION - PERSONNEL SECTION**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
RECRUITMENT, SELECTION AND PROMOTION (RSP) FOR 1ST AND 2ND LEVEL PERSONNEL							
QP-R13-FAD-10	Quality Policy	10.16.17	01.01.18				
QO-QP-R13-FAD-10	Quality Objectives	10.16.17					
QME-QP-R13-FAD-10	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-10-01	Process Summary Logsheet	10.16.17	01.01.18				
FM-QP-R13-FAD-10-02	Personnel Requisition Form (PRF)	10.16.17					
FM-QP-R13-FAD-10-05	Job Application Logsheet	10.16.17					
FM-QP-R13-FAD-10-07	Indorsement for PQE	10.16.17					
FM-QP-R13-FAD-10-08	Letter to Applicant for PQE	10.16.17					
FM-QP-R13-FAD-10-09	Letter to PQE Takers - Failed	10.16.17					
FM-QP-R13-FAD-10-10	Letter to PQE Takers - Passed	10.16.17					
FM-QP-R13-FAD-10-12	Selection Line-Up	10.16.17					
FM-QP-R13-FAD-10-14	Notice of Interview for All Qualified Next in Rank Personnel	10.16.17					
FM-QP-R13-FAD-10-15	Interview Assessment Form	10.16.17					
FM-QP-R13-FAD-10-16	Background Information Form	10.16.17					
FM-QP-R13-FAD-10-17	Potential Assessment Form	10.16.17					
FM-QP-R13-FAD-10-18A	Comparative Assessment Matrix-Insider	10.16.17					
FM-QP-R13-FAD-10-18B	Comparative Assessment Matrix-Outsider	10.16.17					
FM-QP-R13-FAD-10-20	RPSB Minutes of Meeting	10.16.17					
FM-QP-R13-FAD-10-21	RPSB Resolution	10.16.17					
FM-QP-R13-FAD-10-22	Checklist of Requirements	10.16.17					
FM-QP-R13-FAD-10-24	List of Newly Hired / Promoted Personnel	10.16.17					
FM-QP-R13-FAD-10-26	PQE Tracking Results		01.01.18				
	Databank of Applicants		01.01.18				

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Name of Division/FOU:

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
RECRUITMENT, SELECTION AND PROMOTION (RSP) FOR 1ST AND 2ND LEVEL PERSONNEL							
	NOTICE OF VACANCY	10.16.17					
	POSITION DESCRIPTION FORM (PDF)	10.16.17					
	CERTIFICATE OF ASSUMPTION TO DUTY	10.16.17					

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Name of Division/FOU: **Finance and Administrative Division**

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
RECRUITMENT, SELECTION AND PROMOTION (RSP) FOR 1ST AND 2ND LEVEL PERSONNEL									
QP-R13-FAD-10	Quality Procedure	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding
QO-QP-R13-FAD-10	Quality Objectives	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding
QME-QP-R13-FAD-10	Quality Monitoring and Evaluation	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-01	Process Summary Logsheet	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-02	Personnel Requisition Form (PRF)	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-05	Job Application Logsheet	PERSONNEL SECTION	PERSONNEL COMPUTER; ISO-RSPB Processes Folder; (soft copy)	ISO- RSPB Process Folder, Job Application Logsheet Folder	Yearly	1 year	1 year	2 years	
FM-QP-R13-FAD-10-07	Indorsement for PQE	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-08	Letter to Applicant for PQE	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-09	Letter to PQE Takers - Failed	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-10	Letter to PQE Takers - Passed	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding

Name of Division/FOU: **Finance and Administrative Division**

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
FM-QP-R13-FAD-10-12	Selection Line-Up	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-14	Notice of Interview for All Qualified Next in Rank Personnel	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-15	Interview Assessment Form	PERSONNEL SECTION	Cabinet No. 1,2,3	Sealed Brown envelope	Per Position & Date; Attached to RSPB Minutes of Meeting	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-16	Background Information Form	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-17	Potential Assessment Form	PERSONNEL SECTION	Cabinet No. 1,2,3	Sealed Brown envelope	Per Position & Date; Attached to RSPB Minutes of Meeting	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-18A	Comparative Assessment Matrix-Insider	PERSONNEL SECTION	Cabinet No. 1,2,3	Sealed Brown envelope	Per Position & Date; Attached to RSPB Minutes of Meeting	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-18B	Comparative Assessment Matrix-Outsider	PERSONNEL SECTION	Cabinet No. 1,2,3	Sealed Brown envelope	Per Position & Date; Attached to RSPB Minutes of Meeting	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-20	RPSB Minutes of Meeting	PERSONNEL SECTION	Cabinet No. 1,2,3	Sealed Brown envelope	Per Position & Date; Attached to RSPB Minutes of Meeting	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-21	RPSB Resolution	PERSONNEL SECTION	PERSONNEL COMPUTER; ISO-RSPB Processes Folder; (soft copy) and if needed	ISO- RSPB Process Folder, (soft copy & it will be used if needed)	Yearly	1 year	1 year	2 years	
FM-QP-R13-FAD-10-22	Checklist of Requirements	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding

Name of Division/FOU: **Finance and Administrative Division**

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
FM-QP-R13-FAD-10-24	List of Newly Hired / Promoted Personnel	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding
FM-QP-R13-FAD-10-25	Databank of Applicants	PERSONNEL SECTION	BIOMETRIC Computer; DILG Personnel 1;	Applicants Folder (soft copy)	Yearly	1 year	1 year	2 years	
FM-QP-R13-FAD-10-26	PQE Tracking Results	PERSONNEL SECTION	PERSONNEL COMPUTER; PERSONNEL FILES	PQE Tracking Results (Insider & Outsider)	Excel Files (per sheet insider & outsider)	1 year	1 year	2 years	shredding
FM-R13-SP-07-01	Risk Register - Obejctive Risk Assessment	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding
FM-R13-SP-07-02	Risk Register - Process Risk Assessment	PERSONNEL SECTION	DATA FILER (BLUE)	Folder w/ tabbing	Per Title	1 year	1 year	2 years	shredding

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PROCEDURE TITLE	**RECRUITMENT, SELECTION AND PROMOTION (RSP) FOR 1ST AND 2ND LEVEL PERSONNEL**
SCOPE	This procedure covers the step-by-step process of recruitment, selection and placement starts from the posting on the list of vacant positions in Region XIII.
PURPOSE	To define the process of Recruitment, Selection and Placement (RSP) for 1st and 2nd Level Personnel either promotion or hiring of most qualified and competent candidate for the position.

PROCESS DESCRIPTION

INPUT		PROCESS	OUTPUT	
PERSONNEL OFFICER	Personnel Requisition Form (PRF)	(Recruitment, Selection and Promotion)	Regret Letter	Unqualified Applicant
APPLICANT	Application Documents		Appointment Documents	Hired Applicant/CSC
			Advisory	PD/CD/Division Chief

DESCRIPTIVE STATEMENT:
The Personnel Section will publish the vacant positions once vacated thru resignation, retirement or transfer and communicate thru email and posting in 3 conspicuous places; Received Personnel Requisition Form (PRF) from the Division/s, Field Operating Unit/s and submit to the Personnel Section for checking and verification of the vacant position/s; the Regional Personnel Selection Board (RPSB) will process assessment of applicants for pre-qualifying examination, publication of qualified candidates, final assessment and as to the issuance of appointments and submission of required documents for submission to CSC for approval.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
RECRUITMENT AND SELECTION (HIRING OF EXTERNAL APPLICANTS)				

1	**HRMO**	Publication & Communicate the vacant positions	• Prepare and post notice of vacancy thru:
			  • Web posting on DILG website for a period of ten (10)calendar days
			  • Paper posting in three (3) conspicuous places in the office for a period of ten(10)calendar days and;
			  • Send thru email the Notice of Vacancy in the Regional Office and to all Field
				• Notice of Vacancy (CS Form 9 s. 2018)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Operating Units (FOUs).	
2	RD/ARD/PDs/ CDs	Request to Fill up vacant positions	• Submit request duly accomplished PRF	• Personnel Requisition Form (PRF) (FM-QP-R13-FAD-10-02)

3	HRMO	Receive and evaluate Personnel Requisition Form (PRF)	• Receive through QP-R13-FAD-11 and review Personnel Requisition Form (PRF) with regard to the following:
			  • Personal Services Itemization and Plantilla of Personnel (PSIPOP) for details of positions; and
			  • Position Description Form (PDF) and Civil Service Commission (CSC)-approved Qualification Standard (QS) Manual.
			• If found in order, assign PRF Control Number and propose the number of days for processing; return to requesting office for concurrence; and submit to Finance & Administrative Division, Personnel Section.
			• In case of any detected/ identified deficiency return the
				• Personnel Requisition Form (PRF) (FM-QP-R13-FAD-10-02)
				• Government Manpower Information System(GMIS)
				• Position Description Form and/or Civil Service Commission (DBM-CSC Form No. 1) (Revised Version No. 1 , s. 2017)
				• Approved QS Manual
				• Process Summary Logsheet (FM-QP-R13-FAD-10-01)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			PRF to the requesting office/unit with comments for appropriate action.	
4	**Personnel Receiving Clerk (RO/PO)**	Receive job application documents	• Receive applications as per QP-R13-FAD-11 • Emailed / walk in applications for vacancy in the field directly submitted at the Regional Office email address shall be entertained by the RPSB • Check completeness of job application requirements and indorse to Regional Office *(for Provincial Office)* • If there are no received applications, recommunicate again the vacancy (Step 2).	• Application Letter and other supporting documents (PDS, TOR, Eligibility, Certificate of Trainings attended) • Checklist of required documents

5	**REGIONAL HRMSPB Secretariat**	Initial review of job applications	• Perform initial review on job application requirements ensuring that the Qualification Standard is met, and that the position applied for is still vacant.
			• Validate the following Information:
			  • Educational records;
			  • Employment records;
			  • Proof of Eligiblity (eg. Certificates/ Licenses, etc.);
			  • Relevant trainings
				• Process Summary Logsheet (PSL) (FM-QP-R13-FAD-10-01)
				• Process Summary Logsheet (PSL) (FM-QP-R13-FAD-10-01)
				• Consolidated / summary list/ Databank of applicants who met the minimum QS

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			• If Qualification Standard is met and validated, prepare consolidated / summary list / Databank of applicants signed by Regional Selection Board Secretariat and forward to the Regional Selection Board Chair together with the Application Documents.	• Application & other supporting documents • Consolidated / summary list/ Databank of applicants • Civil Service Commission (CSC)-approved Qualification Standard Manual. • Position Description Form
			• If QS is met and documents are validated, send communication letter to applicant for the initial assessment (QP-R13-FAD-11)	• Letter informing the schedule of assessment
			• If QS is not met, send regret letter to the applicant/s (QP-R13-FAD-11)	• Regret Letter to applicant, if QS is not met
6	**REGIONAL HRMSPB Secretariat**	Indorse and consolidate applicants for PQE administration	• For REGIONAL HRMSPB Secretariat: - Consolidate applicants to undergo PQE	• Initial Assessment Results
			• Request for administration of PQE through QP-R13-FAD-11 - Based on availability of PQE Testing Center, notify qualified applicants to take the PQE (for applicants who did not take the	• PQE Request Form • Indorsement for PQE (FM-QP-R13-FAD-10-07) • Letters for qualified applicants (FM-QP-R13-FAD-10-08)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			PQE yet). (QP-R13-FAD-11)	

7	**REGIONAL HRMSPB Secretariat**	Integrate PQE Results	• Integrate PQE Results from Testing Center through QP-R13-FAD-11 to PQE database
			• For passers:
			  • Communicate results (QP-R13-FAD-11) through QP-R13-FAD-11
			  • Send Notice of PQE Passers (QP-R13-FAD-11)
			• For non passers, communicate results through regret letter (QP-R13-FAD-11)
			• Update the PQE Tracking Matrix
				• Results from Testing Center
				• PQE Database
				• Letter to PQE Takers – Passed (FM-QP-R13-FAD-10-10)
				• Notice of PQE Passers
				• Regret letter for non-passing PQE Takers (FM-QP-R13-FAD-10-09)
				• PQE Tracking Matrix

			• Proceed to Step 9	
PROMOTIONS (INTERNAL APPLICANTS)				
8	**REGIONAL HRMSPB Secretariat**	Notify qualified next-in-rank personnel regarding REGIONAL HRMSPB interview; and summarize applicants' Qualification Standard	• List all next in rank personnel qualified for vacant position • For next in rank personnel lacking of PQE requirement needed for the positions, include in the consolidated list of applicants to undergo PQE (refer to Step 6 Bullet 2 of this QP) • Issue Notice of REGIONAL HRMSPB Interview to qualified next in rank	• Selection Line-up (FM-QP-R13-FAD-10-12) • Selection Line-up (FM-QP-R13-FAD-10-12) • Notice of Interview for qualified next-in-rank

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			personnel through QP-R13-FAD-11, log in Process Summary Logsheet • Provide photocopy of all PDS / applicants profile and other supporting documents for the RPSB as reference. • Proceed to Step 9	personnel (FM-QP-R13-FAD-10-14) • Process Summary Logsheet (PSL-4) (FM-QP-R13-FAD-10-01)
SELECTION				
9	**REGIONAL HRMSPB**	Conduct 2nd to 3rd stages of assessment	• Conduct 2nd stage of interview – panel interview • Conduct 3rd stage, using any of the following: ➢ Simulation Exercise ➢ Group oral ➢ Others as may be necessary • Conduct Background Investigation to all qualified external applicants • Request the immediate supervisor of the internal applicants to accomplish the Potential Assessment Form.	• Application letter, PDS, TOR, /Eligibility, Comparative Assessment Results from PPPSB and Indorsement • Position Description Form • CSC Qualfication Standard • PQE Testing Center Results • Report from Background Investigation (FM-QP-R13-FAD-10-16) • Potential Assessment Form (FM-QP-R13-FAD-10-17)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
10	RHRMSPB SECRETARIAT	Consolidate interview results	• Consolidate interview results. • Prepare minutes of meeting and attached comparative assessment results for RHRMSPB signature • Indorse minutes of the meeting and list of recommended applicants to the Higher Authority for consideration and for the issuance of appointments.	• Comparative Assessment Matrix (FM-QP-R13-FAD-10-18A) Insider; (FM-QP-R13-FAD-10-18B) Outsider • RHRMSPB Minutes of the Meeting (FM-QP-R13-FAD-10-20) • and/or Resolution (FM-QP-R13-FAD-10-21)
11	Regional Director	Select applicants for hiring	• Select applicants for appointment from the Comparative Assessment Result • Return to HRMO the Comparative Assessment Result with annotations/ instructions	• Comparative Assessment Matrix (FM-QP-R13-FAD-10-18A) Insider; (FM-QP-R13-FAD-10-18B) Outsider
12	HRMO	Prepare appointments	• Prepare appointments and sign certifying that the selection went through publication requirements • Forward to RPSB Chairman for signature	• Comparative Assessment Matrix (FM-QP-R13-FAD-10-18A) Insider; (FM-QP-R13-FAD-10-18B) Outsider with annotations/ instructions

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
				• CSC Appointment Form[CSC Form No. 33 (Revised 1998)]
13	**RHRMSPB Chairman**	Sign Appointment	• Sign certifying that the selection underwent prescribed process	• CSC Appointment Form[CSC Form No. 33 (Revised 1998)]
14	**Appointing Authority**	Sign Appointments	• Sign and return appointments to HRMO for notification of appointee. • **NOTE:** Pursuant to CSC Resolution No. 051057, if no appointment is issued within nine (9) months from the date of publication, the RPSB Secretariat shall re-communicate / publish the Vacancy.	• CSC Appointment Form [CSC Form No. 33 (Revised 1998)] • CSC Resolution No. 051057
15	**HRMO**	Receive signed appointments and notify appointee	• Communicate to FOUs and appointees the approved appointments through QP-R13-FAD-11 • If appointee declines appointment, the concerned unit will submit a request for cancellation of appointment to HRMO for appropriate action.	• Advisory • Letter notification to appointee with checklist of Requirements for Newly Hired/ Promoted/ Transferred Employees through QP-R13-FAD-11

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DILG XIII QMS

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
16	**Appointee**	Assumption to duty	• Assume duty/report to office within thirty (30) days upon issuance of appointment. • Take oath before appropriate administering authority. • Submit requirements.	• Oath of Office [CSC Form No. 32] • Certificate of Assumption to Duty (CS Form No. 4 Series of 2017) • Checklist of Requirements for Newly Hired/ Promoted/ Transferred Employees (FM-QP-R13-FAD-10-22)
17	**HRMO**	Submission of signed appointments with complete supporting documents (within 30 calendar days from the issuance date)	• Enter signed Appointments to CSC-FO through their Oasis portal (soft copy) and Hard copies to CSC-FO for approval with the following attachments: a. CSC Appointment Form; b. CSC Form No. 212(PDS); c. Original Authenticated Certificate/s of Eligibility, or other proof of Eligibility (e.g., certificates, licenses, etc.) d. CAV - TOR • If appointment is invalidated / diapproved, take appropriate action to appeal cause of disapproved. Else,	• CSC Appointments with required supporting documents • Appeals form

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			proceed to the next step.	
18	HRMO	For new employee, conduct initial orientation on Personnel matters	• Orient new employee on relevant personnel transactions and services	• PDF • Office Policies • QMS Policies
19	HRMO	Post List of Newly Hired/ Promoted Employees	• Release the list of newly hired/ promoted employees through QP-R13-FAD-11 and post in three (3) conspicuous places in the office and the DILG-13 website (QP-R13-ORD-03) for at least thirty (30) calendar days from issuance of appointment and disseminate also to FOUs	• List of Newly Hired/ Promoted Employees (FM-QP-R13-FAD-10-24)
20	HRMO / Records Office	Maintain Records	• Update the PSL • Update the GMIS	• Process Summary Logsheet (FM-QP-R13-FAD-10-01) • GMIS
		Retain all records	• Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records (SP-R13-02)	• Control of Retained Documented Information Procedure and Masterlist of Records

Definition of Terms:

- Recruitment - process of searching candidates external to the organization for employment in the organization
- Promotion - process of searching among existing employees and moving them to a higher rank in the organization
- Selection - series of steps by which the candidates for recruitment or promotion are screened for choosing the most suitable persons for vacant posts

Legal References:

- Summarize qualified applicants' qualifications as follows:

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a. Performance based on DPCR/IPCR (for promotion);
b. Education;
c. Experience;
d. Training;
   a. Potential (for promotion); and
b. Outstanding Accomplishments (if any).

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Recruitment, Selection & Promotion Process Summary Logsheet (PSL)

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QUALITY OBJECTIVE 1: Publication of vacant positions
FREQUENCY OF MONITORING: Monthly
CURRENT PERIOD: JANUARY 2018

NO.	DATE PREPARED OF PUBLICATION ON VACANT POSITIONS	DATE TRANSMITTED TO FOUs / POSTED TO CSC	POSITION		PRF CONTROL NO.	DATE OF PRF RECEIVED	TOTAL NO. OF CALENDAR DAYS AGREED	EXPECTED COMPLETION DATE	NO. OF DAYS ELAPSED	OBJECTIVE 1 RESULTS		
			POSITION TITLE	ITEM NUMBER						*MET*	*UNMET*	REMARKS
									CSC (C-B)	*Put 1 if F & B= < 10WD*	*Put 1 if F & B = > 10WD*	(Why Unmet/Others)
1												
2									-			
									TOTAL	0	0	
									%			

DILG REGION XIII (CARAGA)

Recruitment, Selection & Promotion Process Summary Logsheet (PSL)

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QUALITY OBJECTIVE 2: No. of applications received, evaluated as to minimum requirement based on the CSC-Qualification Standard per positions
FREQUENCY OF MONITORING: Monthly
CURRENT PERIOD: JANUARY 2018

NO.	DATE RECEIVED OF APPLICATIONS BY PERSONNEL SECTION	NAME OF APPLICANT (last, first, middle)	POSITION TITLE APPLIED FOR	QUALIFICATION STANDARDS			OBJECTIVE 2 RESULTS			
				IF MET	*IF UNMET*	REMARKS	NO. OF DAYS ELAPSED (Indorsed / Regret)	*MET*	*UNMET*	REMARKS
				DATE INDORSED TO SSB	DATE LETTER OF REGRET SENT	(Why Unmet/Others)		Put 1 if E or F is less than 12 WD	Put 1 if E or F is more than 12 WD	(Why Unmet/Others)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
						TOTAL		0	0	
						%				

DILG REGION XIII (CARAGA)

Recruitment, Selection & Promotion Process Summary Logsheet (PSL)

FM-QP-R13-FAD-10-01		
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QUALITY OBJECTIVE 4: Preparation of Notice of Meeting of RSPB for Assessment of all qualified applicants (pqe passer)
FREQUENCY OF MONITORING: Semestral
CURRENT PERIOD: 1st Sem. (JANUARY - JUNE 2018)

DATE OF NOTICE OF MEETING FOR RSPB PREPARED	DATE OF APPROVED NOTICE OF MEETING FOR RPSB	PRF CONTROL NO.	RPSB RECOMMENDATION			NO. OF DAYS ELAPSED (B-A)	OBJECTIVE 4 RESULTS		
			NO.	ITEM NO.	NAME		*MET*	*UNMET*	REMARKS
							Put 1 if G = < 3WD	Put 1 if G = > 3WD	(Why Unmet/Others)
A	*B*	*C*	*D*	*E*	*F*	*G*	*H*	*I*	*J*
						Total	0	0	
						%			

DILG REGION XIII (CARAGA)

Recruitment, Selection & Promotion Process Summary Logsheet (PSL)

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QUALITY OBJECTIVE 5: 100% of RSPB Recommendations per approved RSPB Minutes received are prepared with Appointments and transmitted to appointing authority for approval within 5 working days upon receipt.
QUALITY OBJECTIVE 6: 100% of signed appointments are submitted to CSC – Field Office for approval within 30 calendar days from the date of issuance of appointments
FREQUENCY OF MONITORING: Semestral
CURRENT PERIOD: 1st Sem. (JANUARY - JUNE 2018)

NO.	DATE APPROVED APPOINTMENT RECEIVED	DATE OF ISSUANCE OF APPOINTMENT	APPOINTEE		PRF CONTROL NO.	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 within the 30 Calendar Days from the date of issuance	Put 1 if G is beyond the 30 calendar days after the date of issuance	(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*	*F*	*G*	*H*	*I*	*J*	*K*	*L*	*M*	*N*
						TOTAL	0	0			0	0	
						%							

DILG REGION XIII

PERSONNEL REQUISITION FORM

Document Code		
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This form is used by an office to request filling-up of a vacant position.

PRF NO. _____

Requesting Office: _____

Received by: _____
[PD Action Officer]

Date: _____

Date: _____

PART I. Fill out the table below with correct details of the vacant position requested to be filled-up. Note that **only one position may be requested per Personnel Requisition Form (PRF)**. Upon completion of Part I, submit this form to Personnel Division, Administrative Service.

DETAILS OF VACANT POSITION	
Position Requested:	**Item Number:**
Salary Grade:	**Status of Position (i.e., vacant, recently vacated due to retirement or promotion, etc.)**
QUALIFICATION STANDARDS	
Education:	**Experience:**
Eligibility:	**No. of Training Hours:**
JOB DESCRIPTION	
REMARKS	

PART II. The requesting office will recommend number of processing days for steps 7-9(*see table ofStandard Number Of Days Per Step of the Recruitment, Selection And Promotion (RSP) Process*).Likewise, the PD Action Officer will recommend number of processing days for the rest of the steps of the RSP Process, and write the expected process completion date.

Upon concurrence of the head of the requesting office to the proposed total number of processing days, return this form to Personnel Division, Administrative Service.

RSP STEPS	STEPS 7-9 *(c/o SSB of Requesting*	STEPS 1-6, 10-19	TOTAL

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	Office		
Proposed No. of processing days			
Expected Completion Date			
CONCURRENCE:			
Head, Requesting Office		*Head, Personnel Section, FAD*	
Date		*Date*	

STANDARD NUMBER OF DAYS PER STEP OF THE RECRUITMENT, SELECTION AND PROMOTION (RSP) PROCESS

CONCERNED OFFICE / UNIT	RSP PRCEDURE	STANDARD NUMBER OF WORKING DAYS PER STEP
Personnel Section, FAD	1 Receive and evaluate PRF	**3**
Personnel Section, FAD	2 Communicate the vacancy	**20**
Personnel Section, FAD	3 Receive job applications	
Personnel Section, FAD	4 Initial review of job applications (QS review)	
SSB of Concerned Office/Unit (Secretariat)	5 Receive and evaluate job applications (QS validation & Functional Requirement review)	
Personnel Section, FAD & SSB of Concerned Office/Unit (Secretariat)	6 Conduct Prequalifying Examination (PQE)	**13** *3-receive & approve request;* *5-notify applicants;* *conduct PQE (every 3rd Friday of the month);* *5-checking & release of results*
SSB of Concerned Office/Unit (Secretariat)	7 Notify applicants of SSB interview; prepare pertinent documents and records	**50**
SSB of Concerned	8	

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Office/Unit	Conduct SSB interview and deliberation	
SSB of Concerned Office/Unit (Secretariat)	9 Prepare and submit SSB minutes of the meeting / resolution; Notify applicants of RSPB interview	
RSPB	10 Conduct RSPB interview and deliberation	**40**
RSPB (Secretariat)	11 Prepare and submit RSPB minutes of the meeting / resolution	
Personnel Section, FAD	12 Prepare appointments	**5**
Appointing Authority	13 Approve appointments	**10**
Personnel Section, FAD SSB of Concerned Office/Unit (Secretariat)	14 Receive approved appointments and notify head of requesting office/unit and appointee Notify appointee	**3**
Appointee	15 Assume duty and submit requirements	**20** *(appointee is given up to 1 month to assume duty)*
Personnel Section, FAD	16 Submit Appointments to CSC-Field Office for approval	**10** *(before 30 calendar days based on the date of the issuance of appointments)*
Personnel Section, FAD	17 Conduct initial personnel orientation	**1**
Personnel Section, FAD	18 Indorse appointee to operating unit	
Personnel Section, FAD	19 Prepare and post List of Newly Hired/ Promoted Employees	**2**
TOTAL		**177 WORKING DAYS**

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PERSONNEL REQUISITION FORM

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Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	**DONALD A. SERONAY** CAO/OIC-Asst. Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Regional QMR**	**Top Management**

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DILG **REGION XIII**

JOB APPLICATION LOGSHEET

Document Code		
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INSTRUCTIONS: Only applicants with complete job application requirements will be listed in this logsheet.
Requirements will then be subjected to initial review by Personnel Section (PD) Action Officer.

NO.	DATE RECEIVED BY PERSONNEL DIVISION (PD)	DATE RECEIVED BY PD ACTION OFFICER	NAME OF APPLICANT	POSITION APPLIED FOR		QUALIFICATION STANDARDS				PQE RESULT Put P if Passed, F if Failed, X if No Show	SSB RECOMMENDATION Put R if Recommended, X if not	RSB DECISION Put S if Selected, X if not	APPOINTING AUTHORITY ACTION ON APPOINTMENT Put A if Approved X if not	REMARKS
						IF MET		*IF UNMET*	REMARKS					
			(last, first, middle)	ITEM NO.	NOV NO.	SSB INDORSED TO	DATE	DATE OF REGRET LETTER	(Why Unmet/Others)					
A	*B*	*C*	*D*	*E*	*F*	*G*	*H*	*I*	*J*	*K*	*L*	*M*	*N*	*O*
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

Prepared by: _____
Signature/Name of PD Action Officer

Noted by: _____
Signature/Name of Personnel Division Head

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III **Process Owner**	**DONALD A. SERONAY** CAO / OIC-Asst. Regional **Regional QMR**	**LILIBETH A. FAMACION, CESO III** Regional Director **Top Management**

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DILG REGION XIII

INDORSEMENT FOR PQE

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MS. MARISTELA C. GALES
Director, Guidance Office
Fr. Saturnino Urios University, Butuan City

THRU : **MS. JOCELYN C. OCLARIT**
Psychometrician

Dear **Ms. Gales:**

Warm greetings from DILG Region XIII!

In view of the implementation of the Department of the Interior and Local Government (DILG) Rationalization Plan, we are requesting your office to administer a Pre-Qualifying Examination (PQE) to our selected employees and other applicants for the 1st and 2nd level positions on _____ with the following modules:

1st Level Positions

- Mental Ability Test
- Verbal Test
- Non-Verbal Test
- Office Skills Test
- Judgment and Comprehension Test
- Numerical Ability Test

2nd Level Positions

- Logical Reasoning Test
- Non-Verbal Reasoning Test
- Judgment and Comprehension Test
- Planning Test

The examination fee shall be paid by the examinees on the day of the examination. Attached is the list of applicants for your reference.

Thank you.

Truly yours,

LILIBETH A. FAMACION, CESO III

Regional Director

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INDORSEMENT FOR PQE

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List of Selected Employees

For PQE on _____

(Time:_____)

1st Level	2nd Level

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Process Owner	**Regional QMR**	**Top Management**

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LETTER TO APPLICANT FOR PQE

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_____

_____

_____

_____

Dear _____:

Greetings from DILG!

Please be informed that you have been selected to take the **Pre-Qualification examination (PQE)** of the Department of the Interior and Local Government Region XIII on _____ **at the** _____, _____ from _____ **to** _____.

You are therefore advised to bring ballpen / pencil, and examination fee of Php_____ paid before the examination to _____.

For inquiries, you may contact our office, thru AO V **Marie Joy S. Luengas**, at Tel. Nos. **342-2045 or 341-1976**.

Truly yours,

DONALD A. SERONAY
OIC-Asst. Regional Director

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	**DONALD A. SERONAY** CAO/OIC-Asst. Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Regional QMR**	**Top Management**

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LETTER TO PQE TAKERS- FAILED

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_____

_____
_____
_____
_____

Dear _____:

Greetings!

This is in relation to the result of the DILG Pre-Qualifying Examination, which you took last _____ at _____.

We regret to inform you that your **PQE result** with a numerical equivalent of _____ **(**_____**)** would not qualify you to take the succeeding assessment activities for the _____ level position. You need to have a numerical equivalent of at least **5 (Average)** in order for you to qualify in the next round of assessment.

Please take note that you took the pre-qualifying examination for ten (10) times and still you failed, you are hereby encouraged to take a more serious review so that you will finally hurdle in the next round of examination as it is an important requirement for your position.

Thank You.

Truly yours,

LILIBETH A. FAMACION, CESO III
Regional Director

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	**DONALD A. SERONAY** CAO/OIC-Asst. Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Regional QMR**	**Top Management**

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LETTER TO PQE TAKERS- PASSED

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_____

_____
_____
_____
_____

Dear _____:

Greetings!

This is in relation to the result of the DILG Pre-Qualifying Examination (PQE) which you have taken last _____ at _____.

We are happy to inform you that you have passed the said examination with a rating of _____ (_____) for the ____ level position. This is a mandatory requirement for the participation in the next round of assessment under the DILG Recruitment process.

However, a formal communication shall be sent *only to those selected passers* who will undergo the next level of screening.

Once again congratulations for hurdling the psychometric examination.

Our warmest regards.

Truly yours,

LILIBETH A. FAMACION, CESO III
Regional Director

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	**DONALD A. SERONAY** CAO/OIC-Asst. Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Regional QMR**	**Top Management**

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DILG-REGION XIII

SELECTION LINE-UP OF QUALIFIED APPLICANTS

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_____
(Date)

Qualification Standards:

Education: _____
Experience: _____
Trainings: _____
Eligibility: _____

Date of Publication: _____
CSC Bulletin No.: _____

Name	Current Position	Education	Eligibility	Work Experience		
				Designation	Date	

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III **Process Owner**	**DONALD A. SERONAY** CAO / OIC-Asst. Regional Director **Regional QMR**	**LILIBETH A. FAMACION, CESO III** Regional Director **Top Management**

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NOTICE OF INTERVIEW

TO : **ALL PROVINCIAL / CITY DIRECTORS**

SUBJECT : **SCHEDULE FOR PANEL INTERVIEW**

DATE :

Please be informed that the Regional Personnel Selection Board (RPSB) of will conduct a panel interview on *[date, time, venue]* for the following position/s to wit:

NO.	POSITION	OFFICE	ITEM NO.	SALARY GRADE / MONTHLY SALARY	QUALIFICATION STANDARDS (Minimum Requirements)	REMARKS
1					Education: Training: Experience: Training:	
2					Education: Training: Experience: Training:	
3					Education: Training: Experience: Training:	

In view of filling up the aforementioned vacancies, kindly advice the following personnel under your AOR to attend the assessment interview for the vacant positions in the _____ on _____. Venue will be announced later, to wit:

No.	Names
1.	
2.	

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DILG REGION XIII

NOTICE OF INTERVIEW FOR ALL QUALIFIED NEXT IN RANK PERSONNEL

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Qualified next-in-rank personnel who are not interest to be considered for promotion may execute a written waiver which must be submitted to the SSB Secretariat not later than *[date, time]*.

For information and compliance.

LILIBETH A. FAMACION, CESO III

Regional Director

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	**DONALD A. SERONAY** CAO/OIC-Asst. Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Regional QMR**	**Top Management**

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DILG REGION XIII

INTERVIEW ASSESSMENT FORM

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Candidate: **Age:**
Present Position / SG: **Office:**
Position Applied For / SG: **Office:**

INSTRUCTIONS: **Rate the candidate on the applicable competencies of the position applied for.**

RATING SCALE

NUMERICAL RATING	ADJECTIVAL EQUIVALENT
5	Excellent
4	Well Qualified
3	Acceptable / Qualified
2	Acceptable With Reservations
1	Not Acceptable / Poor

COMPETENCIES*	RATING	COMMENTS / REMARKS
CORE		
SERVICE ORIENTED *Professionalism, transparency and accountability while working in the public sector.* • How do you deliver the promised service dependably and accurately? • How do you show willingness to help customers and provide prompt service? • How do you show professionalism in the performance of duties?		
CUSTOMER FOCUS *Responding to customers in a systematic and anticipatory means to address needs.* • How do you know that you responded in a timely manner to customer needs? • How did you assure that standard processes and procedures were followed in customer transactions? • How do you convey courtesy and earn client trust and confidence?		
ENSURING EXCELLENT RESULTS *Managing time and resources to complete tasks in challenging situations; thinking out of the box; taking initiative and accountability; considering feedback.* • What are evidences of success of a certain task/project you handled? Goals? Outcome? Impact? • How do you address gaps/weaknesses? • Why is monitoring and evaluation important?		
ORGANIZATIONAL SENSITIVITY *Understanding the organization's mandate, structure, culture, stakeholders, resources and major policies and PPAs which influence DILG operations.* • What is the DILG mission? Vision? • Cite projects/programs that the DILG is engaged in?		
OTHERS		
COMMUNICATION SKILLS *Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message. Tact and diplomacy.* • How do you show tact and clarity in the way you speak and or write communications? • How do you handle verbal bullying/explosive verbal situations?		

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• What are media (print, visual, social etc.) you can use to convey your message? Advantage & disadvantage?		
INTERPERSONAL SKILLS: CONFLICT MANAGEMENT *Effectively communicating and interacting with others.* • How do you work around each other's differences at work? Give instances. • Describe someone who is a good listener? • What is the result of team work?		
TECHNICAL KNOWLEDGE/EXPERTISE/SKILLS • How do you use the learning/s acquired from training and post grad programs to prepare yourself for challenges at work? • How do you aim to improve yourself in terms of knowledge? • What are innovative/creative means to acquire information?		
STRESS TOLERANCE *Maintaining effective performance under pressure; handling stress in a manner that is consistent with DILG core values.* • How do you stay focused on work given stressful working conditions? • How do you personally manage stress?		
PERSONAL ATTRIBUTE *The overall observed personal characteristics which include pleasant and resonant voice and speech, well groomed appearance and favorable impression, wholesome confidence and emotional stability.*		
FOR SUPERVISOR POSITIONS ONLY (SG 18 AND ABOVE)		
LEADING CHANGE** *The ability to generate genuine enthusiasm and momentum for organizational change. It involves engaging and enabling groups to understand, accept and commit to the change agenda; and includes advancing and sustaining change. It is also the ability to craft innovative solutions to enhance organizational effectiveness.*		
CRITICAL AND ANALYTICAL THINKING* *The ability to explore and evaluate facts and information; use evidence to support ideas.* • How do you evaluate and assess evidence? • Does the interviewee have a personal position on issues? • How do you persuade others to adopt your perspective/s?		
BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS** *The ability to generate genuine enthusiasm and momentum for organizational change. It involves engaging and enabling groups to understand, accept and commit to the change agenda. It also includes advancing and sustaining change.*		
MANAGING PERFORMANCE AND COACHING FOR RESULTS** *The ability to create an enabling environment which will nurture and sustain a performance-based and coaching culture. A strong focus on developing people for current and future needs, managing talent, promoting the value of continuous learning and improvement.*		

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CREATING AND NURTURING A HIGH PERFORMING ORGANIZATION** *The ability to create a high performing organizational culture that is purpose driven, results based, client focused and team-oriented.*		
TOTAL		

Interviewer: _____ **Date:** _____

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	**DONALD A. SERONAY** CAO/OIC-Asst. Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Regional QMR**	**Top Management**

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BACKGROUND INFORMATION FORM
PRE- EMPLOYMENT BACKGROUND CHECK

NAME OF APPLICANT:	
POSITION APPLIED FOR IN THE DILG:	
DATE RESIGNED IN THE PREVIOUS EMPLOYMENT: (if applicable)	REASON/S FOR RESIGNING:
SALARY RECEIVED:	WERE THERE ANY COMPLAINT/S FILED OR ANY INFRACTIONS:
DUTIES AND RESPONSIBILITIES IN THE PREVIOUS EMPLOYMENT (BEFORE RESIGNING): WORK ETHICS: INTERPERSONAL RELATIONSHIPS WITH PEERS/SUBORDINATES/SUPERVISORS:	
ANY ISSUE ABOUT TARDINESS AND ABSENTEEISM IN THE PREVIOUS EMPLOYMENT?	
RECOMMENDATION:	
OVERALL ASSESSMENT AND OTHER COMMENTS ON THE APPLICANT?	
INTERVIEWER'S NAME:	DATE INTERVIEWED:

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	**DONALD A. SERONAY** CAO/OIC-Asst. Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Regional QMR**	**Top Management**

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DILG REGION XIII

POTENTIAL ASSESSMENT FORM

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Candidate: _____ **Age:** _____
Present Position / SG: _____ **Office:** _____
Position Applied For / SG: _____ **Office:** _____

Instructions: As the immediate supervisor of the candidate, you are to rate him/her on certain factors concerning human relation, leadership and personal attributes which could indicate the potential of an individual to perform not only the duties of the position to be filled but also those higher and more responsible positions. Base your rating on the following level of standards with their corresponding point score.

Be sure to record your rating of the candidate on each of the factors. Do not omit any item. After rating the candidate, add the point scores.

Adjectival Equivalent	Level	Point Score
Excellent	A standard of performance which could not be improved by any circumstances or conditions	5
Good	A standard of performance above the average and meets all the normal requirements of the position	4
Average	A standard of performance that meets all the normal requirements of the position	3
Fair	A standard of performance which is below the normal of the position but one that may be regarded as marginally or temporarily acceptable	2
Poor	A standard of performance regarded unacceptable for the position	1

I. HUMAN RELATIONS

1. ABILITY TO ADOPT/ADJUST TO THE ORGANIZATION	***SCORE***
1.1 Is he/she able to adjust to the variety of personalities, rank and informal groups present in the organization?	
1.2 Does he/she internalize work changes with ease and vigor?	
2. ABILITY TO RELATE TO SUPERVISORS	***SCORE***
2.1 How well does he/she respond to your request, demands and expectations?	
2.2 Does he/she appraise you of the significant problems in this work, their causes and appropriate steps to be taken to correct them?	
2.3 In the face of differences in behavior between him/her and you, can he/she maintain his/her individual point of view?	
3. ABILITY TO INTERFACE WITH OTHERS/ PEERS	***SCORE***
3.1 Does he/she have the respect and acceptance of his/her peers?	

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3.2 Does he/she try to help his/her peers in clarifying points they are trying to resolve?	
4. ABILITY TO DEAL WITH THE CLIENTELE/PUBLIC	***SCORE***
4.1 Is he/she always cordial and respectful in dealing with transacting public?	
4.2 Does he/she show enthusiasm in providing the clients/public, the necessary *advice* and assistance they sought for?	

II. LEADERSHIP

	SCORE
1. Is he/she able to encourage his/her peers and subordinates to contribute and participate in problem-solving and decision-making?	
2. Can he/she influence your thinking attitude and behavior and that of his/her peers?	
3. When assigned with ad hoc external groups, does he/she lead the members *to* do willingly the assigned tasks/projects?	
4. When assigned to be a leader/chairman of the working group, does he/she assume responsibility for the work of the members?	

III. PERSONAL QUALIFICATION AND ATTRIBUTES

1. INGENUITY AND INNOVATIVENESS	***SCORE***
1.1 Is he/she intellectually critical of existing standards, systems and policies?	
1.2 Does he/she take the initiative to organize or develop programs, systems and procedures and standards that will benefit the organization?	
2. STRESS TOLERANCE	***SCORE***
2.1 Does he/she have a high degree of tolerance for tension resulting from increasing volume of work, organization change, environmental conflict, etc.?	
2.2 Is he/she able to control and handle his/her anger and negative emotions?	
2.3 Does he/she accept criticism objectively whether from his/her subordinates, peers or supervisory?	
3. DECISIVENESS	***SCORE***
3.1 When you seek help from him/her in solving problems, does he/she submit considered analysis of alternatives and recommend for solutions?	
3.2 When you need to make a decision is immediate, is he/she able to act quickly and make the best decision possible?	

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TOTAL POINT SCORE:	

Rater: _____ **Date:** _____

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	**DONALD A. SERONAY** CAO/OIC-Asst. Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Regional QMR**	**Top Management**

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DILG-REGION XIII

COMPARATIVE ASSESSMENT MATRIX- INSIDER

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VACANT POSITION / SG: _____
ITEM NO/S.: _____
OFFICE: _____

PRF NO/S.: _____
DATE OF PUBLICATION: _____
REMARKS: _____

QUALIFICATION STANDARDS (QS)
EDUCATION: _____
EXPERIENCE: _____
TRAINING: _____
ELIGIBILITY: _____
REMARKS: _____

NAME OF CANDIDATES	GENDER	STATUS	AGE	PERFORMANCE			EXPERIENCE		EDUCATION		TRAINING		POTENTIAL										EMOTIONAL AND SOCIAL ATTRIBUTES & PERSONALITY TRAITS									OUTSTANDING ACCOMPLISHMENT			GRAND TOTAL SCORE	RANKING
													MEMBERS OF THE PANEL RATINGS								IMMEDIATE SUPERVISOR			MEMBERS OF THE PANEL RATINGS									AWARDS/ SITATTION/ COMMENDATIONS / RECOGNITION	BONUS POINTS			
				2 rating period		Point Score	25%	Point Score	15%	Point Score	10%	Point Score	10%	A	B	C	D	E	F	G	AVE.	Point Score (40%)	AVE.	Point Score (60%)	20%	A	B	C	D	E	F	G	AVE.	10%	5%	# of months	5%	100%	

Prepared:

MARECIL A. VILLASAN
Admin. Officer IV

Attested:

MARIE JOY S. LUENGAS
Admin. Officer V

LUCIA B. GARRIDO
Supervising Admin. Officer

JOCELYN C. JAYOMA
LGOO VI / 2nd Level Representative

LOLITA H. SAVARIA
LGOO VI / DILG - RXIII Union President

RAY GREGORY F. JARANILLA
LGMED, Chief

ARLEEN ANN R. SANCHEZ
Provincial Director's Authorized Representative

_____
LGCDD, Chief

DONALD A. SERONAY
RPSB, Chairperson

Noted:

LILIBETH A. FAMACION, CESO III
Regional Director

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III **Process Owner**	**DONALD A. SERONAY** CAO / OIC-Asst. Regional Director **Regional QMR**	**LILIBETH A. FAMACION, CESO III** Regional Director **Top Management**

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DILG XIII QMS

DILG-REGION XIII

COMPARATIVE ASSESSMENT MATRIX- OUTSIDER

Document Code	
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VACANT POSITION / SG: _____
ITEM NO/S.: _____
OFFICE: _____

PRF NO/S.: _____
DATE OF PUBLICATION: _____
REMARKS: _____

QUALIFICATION STANDARDS (QS)
EDUCATION: _____
EXPERIENCE: _____
TRAINING: _____
ELIGIBILITY: _____
REMARKS: _____

NAME OF CANDIDATES	GENDER	STATUS	AGE	PERFORMANCE			EXPERIENCE		EDUCATION		TRAINING		POTENTIAL										EMOTIONAL AND SOCIAL ATTRIBUTES & PERSONALITY TRAITS									OUTSTANDING ACCOMPLISHMENT			GRAND TOTAL SCORE	RANKING
													MEMBERS OF THE PANEL RATINGS								IMMEDIATE SUPERVISOR			MEMBERS OF THE PANEL RATINGS									AWARDS/ SITATTION/ COMMENDATIONS / RECOGNITION	BONUS POINTS			
				2 rating period		Point Score	25%	Point Score	15%	Point Score	10%	Point Score	10%	A	B	C	D	E	F	G	AVE.	Point Score (40%)	AVE.	Point Score (60%)	20%	A	B	C	D	E	F	G	AVE.	10%	5%	# of months	5%	100%	

Prepared:

MARECIL A. VILLASAN
Admin. Officer IV

Attested:

MARIE JOY S. LUENGAS
Admin. Officer V

LUCIA B. GARRIDO
Supervising Admin. Officer

JOCELYN C. JAYOMA
LGOO VI / 2nd Level Representative

LOLITA H. SAVARIA
LGOO VI / DILG - RXIII Union President

RAY GREGORY F. JARANILLA
LGMED, Chief

ARLEEN ANN R. SANCHEZ
Provincial Director's Authorized Representative

_____
LGCDD, Chief

DONALD A. SERONAY
RPSB, Chairperson

Noted:

LILIBETH A. FAMACION, CESO III
Regional Director

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III **Process Owner**	**DONALD A. SERONAY** CAO / OIC-Asst. Regional Director **Regional QMR**	**LILIBETH A. FAMACION, CESO III** Regional Director **Top Management**

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DILG XIII QMS

MINUTES OF THE ASSESSMENT CONDUCTED BY THE REGIONAL PERSONNEL SELECTION BOARD

_____

(Date & Place)

PRESENT:

_____ - _____
_____ - _____
_____ - _____
_____ - _____
_____ - _____
_____ - _____
_____ - _____
_____ - _____
_____ - _____

AGENDA: _____
_____
_____

_____

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DILG XIII QMS

Certified true and correct:

AO IV MARECIL A. VILLASAN
Secretary/Personnel Section

ATTESTED:

MARIE JOY S. LUENGAS
AO V / HRMO III

LUCIA B. GARRIDO
Authorized Representative, FAD

LOLITA S. GO
DILG CARAGA Union President

JOCELYN C. JAYOMA
LGOO VI/2nd Level Representative
Asst. Division Chief, LGCDD

RAY GREGORY F. JARANILLA
Chief, LGMED

CHARISSA T. GUERTA
Chief, LGCDD

ARLEEN ANN R. SANCHEZ
Provincial Director's Representative

OIC-ARD DONALD A. SERONAY
Chairperson, Regional Personnel Selection Board

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	**DONALD A. SERONAY** CAO/OIC-Asst. Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Regional QMR**	**Top Management**

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RESOLUTION NO. _
Series of ___

"RESOLUTION TO ADOPT AND CONSIDER THE COMPARATIVE ASSESSMENT RESULTS OF APPLICANTS CONDUCTED LAST _____."

WHEREAS,

_____
_____

WHEREAS,

_____
_____

WHEREAS,

_____
_____

NOW THEREFORE:

BE IT RESOLVED

_____
_____.

RESOLVED FURTHER that copies of this resolution be given to the Civil Service Commission - Caraga Field Office.

ADOPTED UNANIMOUSLY this ___ day of _____.

CERTIFIED CORRECT:

MARECIL A. VILLASAN
AO IV / Secretary

CONTROLLED COPY
DILG XIII QMS

ATTESTED:

MARIE JOY A. LUENGAS
AO V / HRMO III

LOLITA S. GO
Employees Union President

LUCIA B. GARRIDO
Supervising Admin. Officer

JOCELYN C. JAYOMA
2nd Level Representative

CHARISSA T. GUERTA
OIC-City Director/Chief, LGCDD

RAY GREGORY F. JARANILLA
Chief, LGMED

ARLEEN ANN R. SANCHEZ
Provincial Director's Authorized Representative

OIC - ARD DONALD A. SERONAY
Chairperson, Regional Personnel Selection Board

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	**DONALD A. SERONAY** CAO/OIC-Asst. Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Regional QMR**	**Top Management**

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DILG REGION XIII

CHECKLIST OF REQUIREMENTS

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Name: _____

Office: _____ **Position:** _____

□***Newly Hired*** □***Promoted*** □ ***Renewal / Reappointment*** □***Transferred***

PART I.ASSUMPTION TO DUTY	
For Newly Hired	
	Latest Personal Data Sheet (Civil Service Commission Form No. 212) (3 Copies)
	Latest Sworn Statement of Assets, Liabilities and Net Worth (SALN) (3 Copies)
	Certificate of Assumption to Duty
	Oath of Office [*PanunumpasaKatungkulan*] (CSC Form No. 32)
	AuthenticatedProof of Eligibility: CSC Certificate of Eligibility (Original), Certificate/License/ID – Professional Regulatory Commission (PRC), Integrated Bar of the Philippines (IBP), Driver's License, etc. (3 copies)
	Certification, Authentication of Transcript of Records (TOR) and Authenticated Diploma (3 copies)
	Position Description Form (CSC Form No. 1)
	Medical Certificate for Employment (CSC Form No. 211) (3 copies)
	Drug Test (3 copies)
	Nuero Test Examination Result (3 copies)
	National Statistics Office (NSO) Birth Certificate (Photocopy) (3 copies)
	National Bureau of Investigation (NBI) Clearance (3 copies)
For Promoted	
	Certification of Performance Rating (Individual Performance Commitment and Review –IPCR rating or Division Performance Commitment and Review- DPCR rating if applicable) (2 copies)
	Latest Personal Data Sheet (Civil Service Commission Form No. 212) (2 Copies)
	Latest Sworn Statement of Assets, Liabilities and Net Worth (SALN) (3 Copies)
	Certificate of Assumption to Duty
	Oath of Office [*PanunumpasaKatungkulan*] (CSC Form No. 32)
	Certification, Authentication of Transcript of Records (TOR) and Authenticated Diploma (3 copies)
	Authenticated Proof of Eligibility: CSC Certificate of Eligibility (Original), Certificate/License/ID – Professional Regulatory Commission (PRC), Integrated Bar of the Philippines (IBP), Driver's License, etc. (3 copies)
	Position Description Form (CSC Form No. 1)
	Updated Position Description and Qualification (PDQ)
For Renewal / Reappointment	
	Latest Personal Data Sheet (Civil Service Commission Form No. 212) (2 copies)
	Authenticated Proof of Eligibility: CSC Certificate of Eligibility, Certificate/License/ID – Professional Regulatory Commission (PRC), Integrated Bar of the Philippines (IBP), Driver's License, etc. (2 copies)
For Transferred	
	Latest Personal Data Sheet (Civil Service Commission Form No. 212) (2 Copies)
	Latest Sworn Statement of Assets, Liabilities and Net Worth (SALN) (3 Copies)
	Certificate of Assumption to Duty
	Oath of Office [*PanunumpasaKatungkulan*] (CSC Form No. 32)
	Authenticated Proof of Eligibility: CSC Certificate of Eligibility (Original), Certificate/License/ID – Professional Regulatory Commission (PRC), Integrated Bar of the

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DILG XIII QMS

	Philippines (IBP), Driver's License, etc. (3 copies)
	Certification, Authentication of Transcript of Records (TOR) and Authenticated Diploma (3 copies)
	Position Description Form (CSC Form No. 1)
	Medical Certificate for Employment (CSC Form No. 211)
	Drug Test (3 copies)
	Nuero Test Examination Result (3 copies)
	National Statistics Office (NSO) Birth Certificate (Photocopy)
	National Bureau of Investigation (NBI) Clearance
	Office Clearance (issued by previous employer)
	Service Record (issued by previous employer)
	Certificate of Leave Balance (issued by previous employer)
	Leave Cards
	Updated Position Description and Qualification (PDQ)
PART II. PERSONNEL ORIENTATION	
	Identification (ID) Card Application
	Biometrics Enrollment
	Land Bank of the Philippines (LBP) Payroll Account Application
	Taxpayer Identification Number (TIN) Application/Update
	Government Service Insurance System (GSIS) Membership Application/Update
	PhilHealth Membership Application/Update
	HR Orientation Date:

DATE COMPLETED:	

_____ _____

Signature of Employee ***PD Action Officer***

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	**DONALD A. SERONAY** CAO/OIC-Asst. Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Regional QMR**	**Top Management**

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DILG XIII QMS

DILG - REGION XIII (CARAGA)

LIST OF NEWLY HIRED/ PROMOTED EMPLOYEES

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DATE POSTED: _____

Please be informed that the appointments of the following personnel have been approved by _____

PRF NO.	OFFICE	NAME	POSITION	MONTHLY SALARY/ SALARY GRADE	DATE OF APPOINTMENT	NATURE OF APPOINTMENT

Noted by:

DONALD A. SERONAY
CAO / OIC- Asst. Regional Director

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	**DONALD A. SERONAY** CAO / OIC-Asst. Regional Director	**LILIBETH A. LAMACION, CESO III** Regional Director
Process Owner	**Regional QMR**	**Top Management**

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DILG XIII QMS

DILG-REGION XIII

TRACKING RESULTS OF PRE-QUALIFYING EXAMINATION (PQE)

NAME	BIRTHDATE	AGE	CONTACT NUMBER	ADDRESS	EDUCATIONAL ATTAINMENT	ELIGIBILITY	DATE OF EXAMINATION	CONDUCTED BY:	PRE-QUALIFYING EXAMINATION RESULTS																
									ADMIN. (1st Level) Test Administered By: FSUU											ADMIN. & TECHNICAL (2nd level) Test Adminis						
									IPAT Culture Fare Scale 3	DAT-Verbal Reasoning	DAT-Numerical Ability	FIT-Judgment & Comprehension	OST-Filing	OST - Coding	OST - Checking	NUMERICAL EQUIVALENT	ADJECTIVAL RATING	REMARKS	Culture Fare Scale 3	Critical Thinking	FIT-Planning	FIT-Judgment & Comprehension	NUMERICAL EQUIVALENT	AI

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REMARKS	**N. & TECHNICAL (2nd Level) Test Administered By: CENTRAL O**						**REMARKS**	**PLANNING OFFICER (FSUU)**										**REMARKS**
	Non-Verbal Reasoning	Verbal Reasoning	Language	Logical Reasoning	**NUMERICAL EQUIVALENT**	**ADJECTIVAL RATING**		Adaptability Test	Critical Thinking	FIT - Planning	FIT- Judgment & Comprehension	FIT - Mathematics & Reasoning	Language Usage	LOQ - Structure	LOQ - Consideration	**NUMERICAL EQUIVALENT**	**ADJECTIVAL RATING**	

DILG-REGION XIII

INVENTORY OF FEMALE APPLICANTS

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NO.	NAME OF APPLICANT Last Name First Name M.I.	C-STATUS	BIRTHDATE	AGE	CONTACT NO.	EMAIL ADDRESS	ADDRESS	EDUCATIONAL ATTAINMENT	ELIGIBILITY	SKILLS/ TALENTS	WORK EXPERIENCE / INCLUSIVE DATES	Present Employment		REMARKS	Interviewed on (Date)
												Company	Inclusive Dates		
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															
11.															
12.															
13.															
14.															

DILG-REGION XIII

INVENTORY OF MALE APPLICANTS

Document Code		
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NO.	NAME OF APPLICANT Last Name First Name M.I.	C-STATUS	BIRTHDATE	AGE	CONTACT NO.	EMAIL ADDRESS	ADDRESS	EDUCATIONAL ATTAINMENT	ELIGIBILITY	SKILLS/ TALENTS	WORK EXPERIENCE / INCLUSIVE DATES	Present Employment		REMARKS	Interviewed on (Date)
												Company	Inclusive Dates		
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
10.															
11.															
12.															
13.															
14.															

DILG REGION XIII

QUALITY OBJECTIVE (QO)

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DIVISION/SECTION	Finance and Administrative Division
QUALITY PROCEDURE TITLE	**Recruitment, Selection and Promotion (RSP) of 1st and 2nd Level Positions**

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)			
• Recruitment, Selection and Promotion of 1st and 2nd Level Personnel	• 1st & 2nd level vacant positions published 1 month after vacancy	• 80%	• Total number of vacant positions published / Total number of vacant positions in a month	• Monthly	• HRMO III/ HR Staff	• Notice of Vacancy (CS Form 9 s. 2018)
	• Percentage of qualified applications received are indorsed to Sub-SB or sent a regret letter for not qualified within 12 working days from receipt of application letters.	• 80%	• (Total number of qualified applications indorsed to SSB within 12 days + Total number of unqualified applications prepared a regret letter within 12 days)/ Total Number of applications received in a month	• Monthly	• HRMO III/ HR Staff	• Process Summary Logsheet (PSL) (FM-QP-R13-FAD-10-01) • Database of qualified applicants • PQE Request Form (FM-QP-RXIII-FAD-PS-6) / Copy of indorsement to accredited testing center

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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)			
	3. A. Percentage of indorsed qualified applicants who meets the minimum requirements to take the Pre-qualifying examination (PQE)to accredited local testing center (FSUU) within 10 working days; 3. B. Applicants are informed the results of the Pre-Qualifying Examination (passed or failed) thru letter 5 working days upon receipt of the results from accredited testing center.	• 80% • 80%	• (Total number of applicants indorsed for PQE / Total number of qualified applicants • (Total number of PQE passers sent congratulatory letter within 5WD + Total number of PQE failed sent a regret letter within 5WD) / Total Number of applicants indorsed	• Monthly	• HRMO III & Staff	• Copy of PQE results / Copy of indorsement / congratulatory / regret letter
	4. Prepare Notice of Meeting of RSPB for Assessment to all qualified applicants (insider or outsider)	• 80%	• Total number of RSPB Notice of Meeting prepared and approved within 3 working days	• Semestral	• HRMO III/ HR Staff	• Notice of Meeting of RPSB • Comparative Assessment
	5. Prepare RSPB Minutes of Meeting with Comparative Assessment Results and forwarded to the ORD approval within 5 working days	• 80%	• Total number of RSPB Minutes & Comparative Assessment Result prepared within 5 working days / Total number of RSPB Minutes & Comparative Assessment Result approved by the higher authorities	• Semestral	• HRMO III/ HR Staff	• Minutes of the RPSB • Comparative Assessment

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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)			
			Result approved by the higher authorities			
	6. 100% of signed appointments are submitted to CSC – Field Office for approval within 30 calendar days from the date of issuance of appointments	• 100%	• Total number of signed appointments check and verified as to completeness of supporting documents / Total number of signed appointment submitted to CSC-FO for approval before 30 calendar days from the date of issuance	• Semestral	• HRMO III/ HR Staff	• Electronic Transmittal

Prepared By	Reviewed By	Approved By
MARIE JOY S. LUENGAS HRMO III	**DONALD A. SERONAY** Asst. Regional Director	**LILIBETH A. FAMACION, CESO III** Regional Director
Process Owner	**Regional QMR**	**Top Management**

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D	Formula: =(A+B)/C x 100	Target Result: 80%													
E	Gap Analysis: In case the objective is not met, put your analysis why it is not met														
INDICATORS			**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Total**
Objective 3: A. Percentage of indorsed qualified applicants who meets the minimum requirements to take the Pre-qualifying examination (PQE)to accredited local testing center (FSUU) within 10 working days;															
A	Total number of applicants indorsed for PQE														
B	Total number of qualified applicants														
C	Formula: A/B x 100	Target Result: 80%													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met														
INDICATORS			**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Total**
Objective 3. B. Applicants are informed the results of the Pre-Qualifying Examination (passed or failed) thru letter 5 working days upon receipt of the results from accredited testing center.															
A	Total number of PQE passers sent congratulatory letter within 5WD														
B	Total number of PQE failed sent a regret letter within 5WD														
C	Total number of applicants indorsed														
D	Formula: (A+B)/C*100	Target Result: 80%													
E	Gap Analysis: In case the objective is not met, put your analysis why it is not met														
INDICATORS			**1st semester (January-June)**						**2nd semester (July – December)**						**Total**
Objective 4: Prepare Notice of Meeting of RSPB for Assessment to all qualified applicants (insider or outsider)															
A	Total number of RSPB Notice of Meeting prepared within 3 working days														
B	Total number of RSPB Notice of Meeting approved within 3 working days														
C	Formula: A/B x 100	Target Result: 80%													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met														
INDICATORS			**1st semester (January-June)**						**2nd semester (July – December)**						**Total**
Objective 5: Prepare RSPB Minutes of Meeting with Comparative Assessment Results and forwarded to the ORD approval within 5 working days															

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D	Formula: =(A+B)/C x 100	Target Result: 80%														
E	Gap Analysis: In case the objective is not met, put your analysis why it is not met															
INDICATORS			**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Total**	
Objective 3: * Indorsed qualified applicants who meets the minimum requirements to take the Pre-qualifying examination (PQE)to accredited local testing center (FSUU) within 10 working days; * Applicants are informed the results of the Pre-Qualifying Examination (passed or failed) thru letter 5 working days upon receipt of the results from accredited testing center.																
A	Total number of applicants passed the PQE & insent congratulatory letter within 5 days upon receipt of the result															
B	Total number of applicants failed the PQE & insent congratulatory letter within 5 days upon receipt of the result															
C	Total number of applicants indorsed for PQE within 10 working days															
D	Formula: (A+B)/C x 100	Target Result: 80%														
E	Gap Analysis: In case the objective is not met, put your analysis why it is not met															

INDICATORS		**1st semester (January-June)**	**2nd semester (July – December)**	**Total**
Objective 4: Prepare Notice of Meeting of RSPB for Assessment to all qualified applicants (insider or outsider)				
A	Total number of RSPB Notice of Meeting prepared within 3 working days			
B	Total number of RSPB Notice of Meeting approved within 3 working days			
C	Formula: A/B x 100 Target Result: 80%			
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met			

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INDICATORS			1st semester (January-June)	2nd semester (July – December)	Total
Objective 5: Prepare RSPB Minutes of Meeting with Comparative Assessment Results and forwarded to the ORD approval within 5 working days					
A	Total number of RSPB Minutes & Comparative Assessment Result prepared within 5 working days				
B	Total number of RSPB Minutes & Comparative Assessment Result approved by the higher authorities				
C	Formula: A/B x 100	100%			
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met				

INDICATORS			1st semester (January-June)	2nd semester (July – December)	Total
Objective 6: 100% of signed appointments are submitted to CSC – Field Office for approval within 30 calendar days from the date of issuance of appointments.					
A	Total number of signed appointments check and verified as to completeness of supporting documents				
B	Total number of signed appointments with complete supporting documents submitted to CSC-FO for approval				
C	Formula: A/B x 100	Target Result: 80%			
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met				

Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.

Prepared By	Approved By
MARIE JOY S. LUENGAS **AO V / HRMO III**	**DONALD A. SERONAY** **Asst. Regional Director**
Process Owner	**Regional QMR**

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DILG REGION XIII (CARAGA)

PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code
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DIVISON/FOU	Finance and Administrative Division
PROCEDURE TITLE	**Recruitment Selection and Promotion (RSP) For 1st& 2nd Level Positions**
OBJECTIVE STATEMENT	1. Publication of vacant positions 2. No. of applications received, evaluated as to minimum requirement based on the CSC-Qualification Standard per positions 3. Indorsed qualified applicants who meets the minimum requirements to take the Pre-qualifying examination (PQE)to Central Office / accredited local testing center (FSUU) within 10 working days; Applicants are informed the results of the Pre-Qualifying Examination (passed/failed) thru letter 5 working days upon receipt of the results from accredited testing center. 4. Preparation of Notice of Meeting of RPSB within 3 working days upon receipt of PSPB recommendations; 5. 100% of RSPB Recommendations per approved RSPB Minutes received are prepared with Appointments and transmitted to appointing authority for approval within 5 working days upon receipt; 6. 100% of signed appointments are submitted to CSC – Field Office for approval within 30 calendar days from the date of issuance of appointments.
CURRENT PERIOD	**JANUARY – JUNE 2018; JULY – DECEMBER 2018**

INDICATORS			**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Total**
Objective 1: Publication of vacant positions															
A	Total number of vacant positions published		0	1	42	0	38	0	0	0	0				
B	Total Number of concurred PRFs received		0	1	42	0	38	0	0	0	0				
C	Formula: A/B x 100	Target Result: 80%	**0**	**100%**	**100%**	**0**	**100%**	**0**	**0**	**0**	**0**				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met														

INDICATORS			**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Total**
Objective 2: No. of applications received, evaluated as to minimum requirement based on the CSC-Qualification Standard per positions															
A	Total No. of applications received		22	21	44	6	54	111	29	16	9				
B	Total number of qualified applicants and indorsed to SSB		10	18	5	6	25	44	13	4	9				
C	Total number of unqualified applicants prepared a regret letter		12	3	39	6	29	67	16	12	9				
D	Formula: A/(B + C) x 100	Target Result: 80%	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**	**100%**				

THIS DOCUMENT IS CONTROLLED AND NOT TO BE REPRODUCED WITHOUT AUTHORIZATION

E	Gap Analysis: In case the objective is not met, put your analysis why it is not met														
INDICATORS			**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Total**
Objective 3: *Indorsed qualified applicants who meets the minimum requirements to take the Pre-qualifying examination (PQE)to Central Office / accredited local testing center (FSUU) within 10 working days; *Applicants are informed the results of the Pre-Qualifying Examination (passed/failed) thru letter 5 working days upon receipt of the results from accredited testing center.															
A	Total number of qualified applicants indorsed for PQE		4	0	0	17	1	0	8	0	0				
B	Total number of applicants informed the results of PQE (passed / failed)		4	0	0	17	1	0	8	0	0				
C	Formula: A/B x 100	Target Result: 80%	**100%**	**0%**	**0%**	**100%**	**100%**	**0%**	**100%**	**0%**	**0%**				
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met														

INDICATORS		**1st semester (January-June)**	**2nd semester (July – December)**	**Total**
Objective 4: Preparation of Notice of Meeting of RSPB for Assessment of all qualified applicants (pqe passer)				
A	Total Notice of Meeting of RSPB for Assessment prepared	9		
B	Total number of RSPB Approved Notice of Meeting received within 3 working days	9		
C	Formula: A/B x 100 Target Result: 80%	100%		
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met			

INDICATORS		**1st semester (January-June)**	**2nd semester (July – December)**	**Total**
Objective 5: 100% of RSPB Recommendations per approved RSPB Minutes received are prepared with Appointments and transmitted to appointing authority for approval within 5 working days upon receipt;				
A	Total number of RSPB recommendations processed on or before expected completion date	9	2 (as of October)	
B	Total number of RSPB recommendations approved by the higher authorities	9	2 (as of October)	
C	Formula: A/B x 100 100%	100%		

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D	Gap Analysis: In case the objective is not met, put your analysis why it is not met				
INDICATORS			**1st semester (January-June)**	**2nd semester (July – December)**	**Total**
Objective 6: 100% of signed appointments are submitted to CSC – Field Office for approval within 30 calendar days from the date of issuance of appointments.					
A	Total number of Appointments processed on or before expected completion date		6	2 (as of October)	
B	Total number of appointments processed		6	2 (as of October)	
C	Formula: A/B x 100	Target Result: 80%	100%		
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met				
Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.					

Prepared By	Approved By
MARIE JOY S. LUENGAS **AO V / HRMO III**	**DONALD A. SERONAY** **Asst. Regional Director**
Process Owner	**Regional QMR**

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DILG REGION XIII (CARAGA)

PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code		
QME-QP-R13-FAD-10		
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DIVISON/FOU	Finance and Administrative Division
PROCEDURE TITLE	**Recruitment Selection and Promotion (RSP) Ffr 1st& 2nd Level Positions**
OBJECTIVE STATEMENT	1.Publication of vacant positions in DILG Region XIII; 2. No. Of applicants evaluated, interviewed and endorsed to take the Pre Qualifying Exam at the CO / FSUU or local accredited testing center on/before expected process completion date; 3. PQE takers are either indorsed to the PPSB or sent a congratulatory/ regret letter within 5 working days upon receipt of the PQE result; 4. RPSB/ PSPB recommendations are included to the agenda in the Notice of RSPB Meeting; 5. 100% of RSPB Recommendations per approved RSPB Minutes received, are prepared with Appointments and transmitted to appointing authority for approval within 5 working days upon receipt; 6. 100% of approved appointments are submitted to CSC for approval on or before the 30 Calendar Days succeeding month based on the issued appointments
CURRENT PERIOD	OCTOBER 16, 2017 – DECEMBER 31, 2017

INDICATORS		**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Total**
Objective 1: 80% of vacant positions in DILG Region XIII														
A	Number of Vacant Positions filled up on or before expected process completion date										No transaction	No transaction	No transaction	
B	Total number of vacant positions published													
C	Formula: A x 100 / B — Target Result: 80%													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													

INDICATORS		**1st Quarter**			**2nd Quarter**			**3rd Quarter**			**4th Quarter**			**Total**
Objective 2: 80% of total qualified applicants processed														
A	Total number of qualified applicants processed on or before expected completion date										No transaction	No transaction	No transaction	
B	Total number of applicants evaluated, interviewed													

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C	Formula: A / B x 100	Target Result: 80%												
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
INDICATORS			**1st semester**						**2nd semester**					**Total**
Objective 3: 90% of PQE Takers processed														
A	Total number of PQE passers processed on or before expected completion date													
B	Total number of applicants endorsed to take the PQE													
C	Formula: A / B x 100	Target Result: 80%												
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
INDICATORS			**1st semester**						**2nd semester**					**Total**
Objective 4: 80% RPSB/ PSPB recommendations processed														
A	Total number of RPSB/PSPB recommendations processed on or before expected completion date													
B	Total number of PSPB recommendations													
C	Formula: A / B x 100	Target Result: 80%												
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
INDICATORS			**1st semester**						**2nd semester**					**Total**
Objective 5: 80% of RSPB Recommendations per approved RSPB Minutes processed within 5 working days upon receipt.														
A	Total number of RSPB recommendations processed on or before expected completion date													
B	Total number of RSPB recommendations													
C	Formula: A / B x 100	Target Result: 80%												

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D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
INDICATORS			**1st semester**						**2nd semester**					**Total**
Objective 6: 80% of approved appointments are submitted to CSC for attestation on or before the 30 CD of the succeeding month based on the date of the issued appointments														
A	Total number of Appointments processed on or before expected completion date													
B	Total number of appointments processed													
C	Formula: A / B x 100	Target Result: 80%												
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													

Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly signed by the DILG-XIII Deputy QMR.

Prepared By		Reviewed By	Approved By
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Process Owner		**Regional QMR**	**Top Management**

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