



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XIII (CARAGA)**  
1559 Matimco Bldg, Km 4., Libertad, Butuan City  
caraga.dilg.gov.ph

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Name of Division/FOU:

**MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)**

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							
CS Form No. 9, Revised 2018	Request for Publication of Vacancy						
PDQ-AS-PD-01	Position Description Qualification		06.01.2016				
CS Form No. 4, series of 2017	Certificate of Assumption to Duty						
FM-QP-AS-PD-01-13	Interview Assessment Form	10.15.15					
FM-QP-AS-PD-01-19	Background Information Form		05.21.18				
FM-QP-AS-PD-01-11	Potential Assessment Form		03.01.17				
FM-QP-AS-PD-01-15	Checklist of Requirements						02.01.18
FM-QP-AS-PD-01-17	List of Newly Hired / Promoted Personnel		04.01.17				
FM-R13-SP-07-01	Risk Register - Objective Risk Assessment	10.16.17					
FM-R13-SP-07-02	Risk Register - Process Risk Assessment	10.16.17					

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Name of Division/FOU: FINANCE AND ADMINISTRATIVE DIVISION - PERSONNEL SECTION

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

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		00	01	02	03	04	05
RECRUITMENT, SELECTION AND PROMOTION (RSP) FOR 1ST AND 2ND LEVEL PERSONNEL							
QP-R13-FAD-10	Quality Procedure	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	01.01.18				
FM-QP-R13-FAD-10-01-A	Process Summary Logsheet: Objective 1	10.16.17	01.01.18				
FM-QP-R13-FAD-10-01-B	Process Summary Logsheet: Objective 2	10.16.17	01.01.18				
FM-QP-R13-FAD-10-01-C	Process Summary Logsheet: Objective 3	10.16.17	01.01.18				
FM-QP-R13-FAD-10-01-D	Process Summary Logsheet: Objective 4	10.16.17	01.01.18				
FM-QP-R13-FAD-10-01-E	Process Summary Logsheet: Objective 5 & 6	10.16.17	01.01.18				
FM-QP-R13-FAD-10-02	Personnel Requisition Form (PRF)	10.16.17	01.01.18				
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 & Outsider Applicants	10.16.17					
FM-QP-R13-FAD-10-18A	Comparative Assessment Matrix-Insider	10.16.17	10.29.18				
FM-QP-R13-FAD-10-18B	Comparative Assessment Matrix-Outsider	10.16.17	10.29.18				

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DILG REGION XIII (CARAGA)  
**QUALITY  
 PROCEDURE (QP)**

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<b>QP-R13-FAD-10</b>		
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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 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.
<b>PURPOSE</b>	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 APPLICATION DOCUMENTS PERSONNEL Requisition Form (PRF)	<div style="border: 1px solid black; padding: 10px; text-align: center;">             (Recruitment, Selection and Promotion)           </div>	REGRET LETTER APPOINTMENT DOCUMENTS ADVISORY UNQUALIFIED APPLICANT HIRED APPLICANT/CSC 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
<b>RECRUITMENT AND SELECTION (HIRING OF EXTERNAL APPLICANTS)</b>				
1	HRMO	Publication & Communicate the vacant positions	<ul style="list-style-type: none"> <li>Prepare and post notice of vacancy thru:               <ul style="list-style-type: none"> <li>Web posting on DILG website for a period of ten (10)calendar days</li> <li>Paper posting in three (3) conspicuous places in the office for a period of ten(10)calendar days and;</li> <li>Send thru email the Notice of Vacancy in the Regional Office and to all Field Operating Units (FOUs).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Notice of Vacancy (CS Form 9 s. 2018)</li> </ul>
2	RD/ARD/PDs/ CDs	Request to Fill up vacant positions	<ul style="list-style-type: none"> <li>Submit request duly accomplished PRF</li> </ul>	<ul style="list-style-type: none"> <li>Personnel Requisition Form (PRF) (FM-QP-R13-FAD-10-02)</li> </ul>





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> <li>Check completeness of job application requirements and indorse to Regional Office <i>(for Provincial Office)</i></li> <li>If there are no received applications, recommunicate again the vacancy (Step 2).</li> </ul>	<ul style="list-style-type: none"> <li>Checklist of required documents</li> </ul>
5	<b>REGIONAL HRMSPB Secretariat</b>	Initial review of job applications	<ul style="list-style-type: none"> <li>Perform initial review on job application requirements ensuring that the Qualification Standard is met, and that the position applied for is still vacant.</li> <li>Validate the following Information:               <ul style="list-style-type: none"> <li>Educational records;</li> <li>Employment records;</li> <li>Proof of Eligibility (eg. Certificates/ Licenses, etc.);</li> <li>Relevant trainings</li> </ul> </li> <li>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.</li> <li>If QS is met and documents are validated, send communication letter to applicant for the initial</li> </ul>	<ul style="list-style-type: none"> <li>Process Summary Logsheet (PSL) (FM-QP-R13-FAD-10-01)</li> <li>Process Summary Logsheet (PSL) (FM-QP-R13-FAD-10-01)</li> <li>Consolidated / summary list/ Databank of applicants who met the minimum QS</li> <li>Application &amp; other supporting documents</li> <li>Consolidated / summary list/ Databank of applicants</li> <li>Civil Service Commission (CSC)-approved Qualification Standard Manual.</li> <li>Position Description Qualification /Form (PDQ/F)</li> <li>Letter informing the schedule of assessment</li> </ul>





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
3	HRMO	Receive and evaluate Personnel Requisition Form (PRF)	<ul style="list-style-type: none"> <li>Receive through QP-R13-FAD-11 and review Personnel Requisition Form (PRF) with regard to the following: <ul style="list-style-type: none"> <li>Personal Services Itemization and Plantilla of Personnel (PSIPOP) for details of positions; and</li> <li>Position Description Qualification (PDQ) / Position Description Form (PDF) and Civil Service Commission (CSC)-approved Qualification Standard (QS) Manual.</li> </ul> </li> <li>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 &amp; Administrative Division, Personnel Section.</li> <li>In case of any detected/identified deficiency return the PRF to the requesting office/unit with comments for appropriate action.</li> </ul>	<ul style="list-style-type: none"> <li>Personnel Requisition Form (PRF) (FM-QP-R13-FAD-10-02)</li> <li>Government Manpower Information System (GMIS)</li> <li>Position Description Qualification (PDQ) / Position Description Form (PDF) and Civil Service Commission (DBM-CSC Form No. 1) (Revised Version No. 1, s. 2017)</li> <li>Approved QS Manual</li> <li>Process Summary Logsheet (FM-QP-R13-FAD-10-01)</li> </ul>
4	Personnel Receiving Clerk (RO/PO)	Receive job application documents	<ul style="list-style-type: none"> <li>Receive applications as per QP-R13-FAD-11</li> <li>Emailed / walk in applications for vacancy in the field directly submitted at the Regional Office email address shall be entertained by the RPSB</li> </ul>	<ul style="list-style-type: none"> <li>Application Letter and other supporting documents (PDS, TOR, Eligibility, Certificate of Trainings attended)</li> </ul>



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			assessment (QP-R13-FAD-11) <ul style="list-style-type: none"> <li>If QS is not met, send regret letter to the applicant/s (QP-R13-FAD-11)</li> </ul>	<ul style="list-style-type: none"> <li>Regret Letter to applicant, if QS is not met</li> </ul>
6	<b>REGIONAL HRMSPB Secretariat</b>	Indorse and consolidate applicants for PQE administration	<ul style="list-style-type: none"> <li>For REGIONAL HRMSPB Secretariat:               <ul style="list-style-type: none"> <li>Consolidate applicants to undergo PQE</li> </ul> </li> <li>Request for administration of PQE through QP-R13-FAD-11               <ul style="list-style-type: none"> <li>Based on availability of PQE Testing Center, notify qualified applicants to take the PQE (for applicants who did not take the PQE yet). (QP-R13-FAD-11)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Initial Assessment Results</li> <li>PQE Request Form</li> <li>Indorsement for PQE (FM-QP-R13-FAD-10-07)</li> <li>Letters for qualified applicants (FM-QP-R13-FAD-10-08)</li> </ul>
7	<b>REGIONAL HRMSPB Secretariat</b>	Integrate PQE Results	<ul style="list-style-type: none"> <li>Integrate PQE Results from Testing Center through QP-R13-FAD-11 to PQE database</li> <li>For passers:               <ul style="list-style-type: none"> <li>Communicate results (QP-R13-FAD-11) through QP-R13-FAD-11</li> <li>Send Notice of PQE Passers (QP-R13-FAD-11)</li> </ul> </li> <li>For non passers, communicate results through regret letter (QP-R13-FAD-11)</li> <li>Update the PQE Tracking Matrix</li> </ul>	<ul style="list-style-type: none"> <li>Results from Testing Center</li> <li>PQE Database</li> <li>Letter to PQE Takers – Passed (FM-QP-R13-FAD-10-10)</li> <li>Notice of PQE Passers</li> <li>Regret letter for non-passing PQE Takers (FM-QP-R13-FAD-10-09)</li> <li>PQE Tracking Matrix</li> </ul>
			<ul style="list-style-type: none"> <li>Proceed to Step 9</li> </ul>	
<b>PROMOTIONS (INTERNAL APPLICANTS)</b>				
8	<b>REGIONAL HRMSPB Secretariat</b>	Notify qualified next-in-rank personnel regarding REGIONAL HRMSPB interview; and summarize	<ul style="list-style-type: none"> <li>List all next in rank personnel qualified for vacant position</li> </ul>	<ul style="list-style-type: none"> <li>Selection Line-up (FM-QP-R13-FAD-10-12)</li> <li>Selection Line-up</li> </ul>





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
		applicants' Qualification Standard	<ul style="list-style-type: none"> <li>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)</li> <li>Issue Notice of REGIONAL HRMSPB Interview to qualified next in rank personnel through QP-R13-FAD-11, log in Process Summary Logsheets</li> <li>Provide photocopy of all PDS / applicants profile and other supporting documents for the RPSB as reference.</li> <li>Proceed to Step 9</li> </ul>	<p>(FM-QP-R13-FAD-10-12)</p> <ul style="list-style-type: none"> <li>Notice of Interview for qualified next-in-rank personnel (FM-QP-R13-FAD-10-14)</li> <li>Process Summary Logsheets (PSL-4) (FM-QP-R13-FAD-10-01)</li> </ul>
<b>SELECTION</b>				
9	<b>REGIONAL HRMSPB</b>	Conduct 2 <sup>nd</sup> to 3 <sup>rd</sup> stages of assessment	<ul style="list-style-type: none"> <li>Conduct 2nd stage of interview – panel interview</li> <li>Conduct 3rd stage, using any of the following: <ul style="list-style-type: none"> <li>➤ Simulation Exercise</li> <li>➤ Group oral</li> <li>➤ Others as may be necessary</li> </ul> </li> <li>Conduct Background Investigation to all qualified external applicants</li> <li>Request the immediate supervisor of the internal applicants to</li> </ul>	<ul style="list-style-type: none"> <li>Application letter, PDS, TOR, /Eligibility, Comparative Assessment Results from PPPSB and Indorsement</li> <li>Position Description Form</li> <li>CSC Qualfication Standard</li> <li>PQE Testing Center Results</li> <li>Report from Background Investigation (FM-QP-R13-FAD-10-16)</li> <li>Potential Assessment Form (FM-QP-</li> </ul>



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			accomplish the Potential Assessment Form.	R13-FAD-10-17)
10	RHRMSPB SECRETARIAT	Consolidate interview results	<ul style="list-style-type: none"> <li>Consolidate interview results.</li> <li>Prepare minutes of meeting and attached comparative assessment results for RHRMSPB signature</li> <li>Indorse minutes of the meeting and list of recommended applicants to the Higher Authority for consideration and for the issuance of appointments.</li> </ul>	<ul style="list-style-type: none"> <li>Comparative Assessment Matrix (FM-QP-R13-FAD-10-18A) Insider; (FM-QP-R13-FAD-10-18B) Outsider</li> <li>RHRMSPB Minutes of the Meeting (FM-QP-R13-FAD-10-20)</li> <li>and/or Resolution (FM-QP-R13-FAD-10-21)</li> </ul>
11	Regional Director	Select applicants for hiring	<ul style="list-style-type: none"> <li>Select applicants for appointment from the Comparative Assessment Result</li> <li>Return to HRMO the Comparative Assessment Result with annotations/ instructions</li> </ul>	<ul style="list-style-type: none"> <li>Comparative Assessment Matrix (FM-QP-R13-FAD-10-18A) Insider; (FM-QP-R13-FAD-10-18B) Outsider</li> </ul>
12	HRMO	Prepare appointments	<ul style="list-style-type: none"> <li>Prepare appointments and sign certifying that the selection went through publication requirements</li> <li>Forward to RPSB Chairman for signature</li> </ul>	<ul style="list-style-type: none"> <li>Comparative Assessment Matrix (FM-QP-R13-FAD-10-18A) Insider; (FM-QP-R13-FAD-10-18B) Outsider with annotations/ instructions</li> <li>CSC Appointment Form[CSC Form</li> </ul>





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# QUALITY PROCEDURE (QP)

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
				No. 33 (Revised 1998)]
13	RHRMSPB Chairman	Sign Appointment	<ul style="list-style-type: none"> <li>Sign certifying that the selection underwent prescribed process</li> </ul>	<ul style="list-style-type: none"> <li>CSC Appointment Form [CSC Form No. 33-A (Revised 2017)]</li> </ul>
14	Appointing Authority	Sign Appointments	<ul style="list-style-type: none"> <li>Sign and return appointments to HRMO for notification of appointee.</li> <li><b>NOTE:</b> 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.</li> </ul>	<ul style="list-style-type: none"> <li>CSC Appointment Form [CSC Form No. 33-A (Revised 2017)]</li> <li>CSC ORA OHRA (Revised 2017)</li> </ul>
15	HRMO	Receive signed appointments and notify appointee	<ul style="list-style-type: none"> <li>Communicate to FOU's and appointees the approved appointments through QP-R13-FAD-11</li> <li>If appointee declines appointment, the concerned unit will submit a request for cancellation of appointment to HRMO for appropriate action.</li> </ul>	<ul style="list-style-type: none"> <li>Advisory</li> <li>Letter notification to appointee with checklist of Requirements for Newly Hired/ Promoted/ Transferred Employees through QP-R13-FAD-11</li> </ul>
16	Appointee	Assumption to duty	<ul style="list-style-type: none"> <li>Assume duty/report to office within thirty (30) days upon issuance of appointment.</li> <li>Take oath before appropriate administering authority.</li> <li>Submit requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Oath of Office [CSC Form No. 32]</li> <li>Certificate of Assumption to Duty (CS Form No. 4 Series of 2017)</li> </ul>



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				<ul style="list-style-type: none"> <li>Checklist of Requirements for Newly Hired/ Promoted/ Transferred Employees (FM-QP-R13-FAD-10-22)</li> </ul>
17	HRMO	Submission of signed appointments with complete supporting documents (within 30 calendar days from the issuance date)	<ul style="list-style-type: none"> <li>Enter signed Appointments to CSC-FO through their Oasis portal (soft copy) and Hard copies to CSC-FO for approval with the following attachments:               <ol style="list-style-type: none"> <li>CSC Appointment Form;</li> <li>CSC Form No. 212(PDS);</li> <li>Original Authenticated Certificate/s of Eligibility, or other proof of Eligibility (e.g., certificates, licenses, etc.)</li> <li>CAV - TOR</li> </ol> </li> <li>If appointment is invalidated / disapproved, take appropriate action to appeal cause of disapproved. Else, proceed to the next step.</li> </ul>	<ul style="list-style-type: none"> <li>CSC Appointments with required supporting documents</li> <li>Appeals form</li> </ul>
18	HRMO	For new employee, conduct initial orientation on Personnel matters	<ul style="list-style-type: none"> <li>Orient new employee on relevant personnel transactions and services</li> </ul>	<ul style="list-style-type: none"> <li>PDF</li> <li>Office Policies</li> <li>QMS Policies</li> </ul>
19	HRMO	Post List of Newly Hired/ Promoted Employees	<ul style="list-style-type: none"> <li>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 FOU's</li> </ul>	<ul style="list-style-type: none"> <li>List of Newly Hired/ Promoted Employees (FM-QP-R13-FAD-10-24)</li> </ul>
20	HRMO / Records Office	Maintain Records	<ul style="list-style-type: none"> <li>Update the PSL</li> <li>Update the GMIS</li> </ul>	<ul style="list-style-type: none"> <li>Process Summary</li> </ul>





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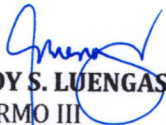
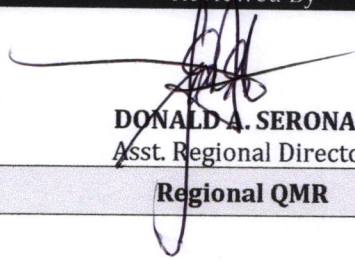
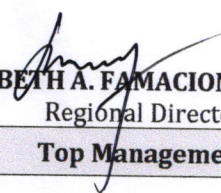
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				Logsheet (FM-QP-R13-FAD-10-01) <ul style="list-style-type: none"><li>• GMIS</li></ul>
		Retain all records	<ul style="list-style-type: none"><li>• Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records (SP-R13-02)</li></ul>	<ul style="list-style-type: none"><li>• Control of Retained Documented Information Procedure and Masterlist of Records</li></ul>

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

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<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>



**DILG REGION XIII**  
**QUALITY**  
**OBJECTIVE (QO)**

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

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker/Logsheets, Summary Logsheets, 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>1st &amp; 2nd level vacant positions published 1 month after vacancy</li> </ul>	<ul style="list-style-type: none"> <li>80%</li> </ul>	<ul style="list-style-type: none"> <li>Total number of vacant positions published / Total number of vacant positions in a month</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>	<ul style="list-style-type: none"> <li>HRMO III/ HR Staff</li> </ul>	<ul style="list-style-type: none"> <li>Notice of Vacancy (CS Form 9 s. 2018)</li> </ul>
	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>80%</li> </ul>	<ul style="list-style-type: none"> <li>(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</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>	<ul style="list-style-type: none"> <li>HRMO III/ HR Staff</li> </ul>	<ul style="list-style-type: none"> <li>Process Summary Logsheets (PSL) (FM-QP-R13-FAD-10-01)</li> <li>Database of qualified applicants</li> <li>PQE Request Form (FM-QP-RXIII-FAD-PS-6) / Copy of indorsement to accredited testing center</li> </ul>
	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;	<ul style="list-style-type: none"> <li>80%</li> </ul>	<ul style="list-style-type: none"> <li>(Total number of applicants indorsed for PQE / Total number of qualified applicants</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>	<ul style="list-style-type: none"> <li>HRMO III &amp; Staff</li> </ul>	<ul style="list-style-type: none"> <li>Copy of PQE results / Copy of indorsement / congratulatory / regret letter</li> </ul>





**DILG REGION XIII**  
**QUALITY**  
**OBJECTIVE (QO)**

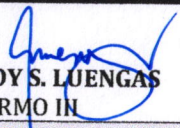
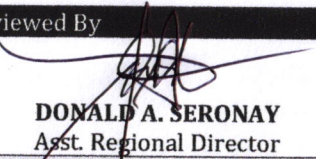
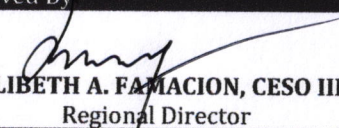
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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker/Logsheets, Summary Logsheets, Report, Memo etc)
	Objective	Target	Indicator/Formula (if applicable)			
	3. B. 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%	• (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			
	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
	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



DILG REGION XIII  
**QUALITY  
OBJECTIVE (QO)**

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





DILG REGION XIII (CARAGA)

# **PROCESS QUALITY MONITORING AND EVALUATION (QME)**

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<b>DIVISON/FOU</b>	Finance and Administrative Division												
<b>PROCEDURE TITLE</b>	<b>Recruitment Selection and Promotion (RSP) For 1<sup>st</sup>&amp; 2<sup>nd</sup> Level Positions</b>												
<b>OBJECTIVE STATEMENT</b>	1. 1st & 2nd level vacant positions published 1 month after vacancy 2. 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. 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 or failed) thru letter 5 working days upon receipt of the results from accredited testing center. 4. Prepare Notice of Meeting of RSPB for Assessment to all qualified applicants (insider or outsider); 5. Prepare RSPB Minutes of Meeting with Comparative Assessment Results and forwarded to the ORD approval within 5 working days; 6. 100% of signed appointments are submitted to CSC – Field Office for approval within 30 calendar days from the date of issuance of appointments.												
<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>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Objective 1:</b> 1st & 2nd level vacant positions published 1 month after vacancy													
A	Total number of vacant positions published												
B	Total number of vacant positions in a month												
C	Formula: $A/B \times 100$	Target Result: 80%											
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met	Target period of publication on vacancies: 6 months from the date of publication											
<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>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Objective 2:</b> 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.													
A	Total number of qualified applications indorsed to SSB within 12 days												
B	Total number of unqualified applications prepared a regret letter within 12 days)												
C	Total Number of applications received in a month												
D	Formula: $=(A+B)/C \times 100$	Target Result: 80%											
E	Gap Analysis: In case the objective is not met, put your analysis why it is not met												





DILG REGION XIII (CARAGA)  
**PROCESS QUALITY MONITORING  
 AND EVALUATION (QME)**

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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 Central Office/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		1 <sup>st</sup> semester (January-June)						2 <sup>nd</sup> 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		1 <sup>st</sup> semester (January-June)						2 <sup>nd</sup> 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													

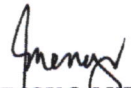
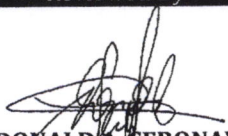





DILG REGION XIII (CARAGA)  
**PROCESS QUALITY MONITORING  
AND EVALUATION (QME)**

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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			1 <sup>st</sup> semester (January-June)	2 <sup>nd</sup> 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 Action Report (CAR) duly signed by the DILG-XIII Deputy QMR.					

Prepared By	Reviewed By	Approved By
 <b>MARIE JOY S. LUENGAS</b> AO V / HRMO III Process Owner	 <b>DONALD A. SERONAY</b> Asst. Regional Director Regional QMR	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director Top Management



DILG - REGION XIII (CARAGA)

## LIST OF NEWLY HIRED/ PROMOTED EMPLOYEES

DATE POSTED:

Nov. 5, 2018

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Please be informed that the appointment of the following personnel have been approved by **Regional Director LILIBETH A. FAMACION, CESO III**, to wit:

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

Noted by:

**DONALD A. SERONAY**  
*Asst. Regional Director/  
Chairman, RPSB*





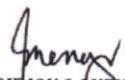
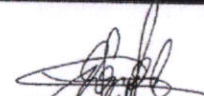
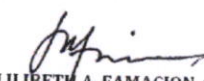
DILG REGION XIII (CARAGA)

## Recruitment, Selection & Promotion Process Summary Logsheets (PSL)

QUALITY OBJECTIVE 1: 1st & 2nd level vacant positions published 1 month after vacancy  
 FREQUENCY OF MONITORING: Monthly  
 CURRENT PERIOD: \_\_\_\_\_

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

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



DILG REGION XIII (CARAGA)

**Recruitment, Selection & Promotion Process Summary Logsheet (PSL)**Document Code  
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QUALITY OBJECTIVE 2: 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.  
 FREQUENCY OF MONITORING: Monthly  
 CURRENT PERIOD: \_\_\_\_\_

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										
TOTAL										

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





DILG REGION XIII (CARAGA)

**Recruitment, Selection & Promotion Process Summary Logsheets (PSL)**

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QUALITY OBJECTIVE 3: A. 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;

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.

FREQUENCY OF MONITORING: Monthly

CURRENT PERIOD: \_\_\_\_\_

NO.	DATE RECEIVED (list of qualified applicants to take the PQE)	LIST OF QUALIFIED APPLICANTS WHO MEET THE MINIMUM REQUIREMENTS	LEVEL OF PQE (1st / 2nd level)	DATE INDORSED FOR PQE (Central Office/ FSUU)	OBJECTIVE 3. A: RESULTS			DATE RECEIVED OF PQE RESULTS FROM TESTING CENTER	DATE OF PQE RESULTS SEND OUT THRU LETTER (for indorsement to PPSB & concerned applicants)	OBJECTIVE 3.B: RESULTS		
					MET	UNMET	REMARKS			MET	UNMET	REMARKS
					Put 1 if E is on or before 10 WD	Put 1 if E is beyond the 10 WD	(Why Unmet/Others)			Put 1 if J is on or before 5 WD	Put 1 if J is beyond the 5 WD	(Why Unmet/Others)
1												
2												
3												
4												
5												
TOTAL								TOTAL				

Prepared By	Reviewed By	Approved By
 <b>MARIE JOY S. LLAGAS</b> ADV / HRMO III Process Owner	 <b>DONALD A. SERONAY</b> Asst. Regional Director Regional QMR	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director Top Management

### Recruitment, Selection & Promotion Process Summary Logsheets (PSL)

**QUALITY OBJECTIVE 4: Prepare Notice of Meeting of RSPB for Assessment to all qualified applicants (insider or outsider)**  
**FREQUENCY OF MONITORING:** Semestral

**FREQUENCY OF MONITORING:** Semestral




**CURRENT PERIOD:** \_\_\_\_\_

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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 OF CANDIDATES		MET	UNMET	REMARKS
							Put 1 if G = ≤ 3WD	Put 1 if G = > 3WD	(Why Unmet/Others)
TOTAL									

Prepared By	Reviewed By	Approved By
 <b>MARIE JOY S. LUENGAS</b> AO V / HRMO III Process Owner	 <b>DONALD A. SERONAY</b> Asst. Regional Director Regional QMR	 <b>LILIBETH A. FAMACION, CSO III</b> Regional Director Top Management





DILG REGION XIII (CARAGA)

**Recruitment, Selection & Promotion Process Summary Logsheet (PSL)**

QUALITY OBJECTIVE 5: 5. Prepare RSPB Minutes of Meeting with Comparative Assessment Results and forwarded to the ORD approval within 5 working days;

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: \_\_\_\_\_

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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)
1													
2													
3													
4													
5													
TOTAL													

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



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 Section, Finance & Administrative Division.

DETAILS OF VACANT POSITION	
Position Requested:	Item Number:
Salary Grade: 15	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 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. (see table of Standard Number Of Days Per Step of the Recruitment, Selection And Promotion (RSP) Process)

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

RSP STEPS	STEPS 1-17 (applicants w/o ppe)	STEPS 1-5; 8-17 (promotion)
Proposed No. of processing days		
Expected Completion Date		
CONCURRENCE:		
Requesting Officer		Regional Director
Date:		Date:





DILG REGION XIII

# PERSONNEL REQUISITION FORM

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

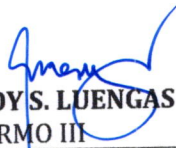
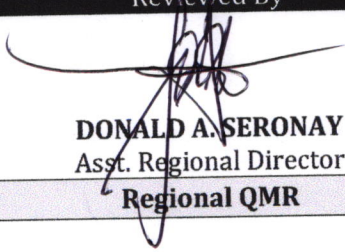
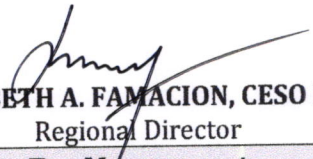
CONCERNED OFFICE / UNIT		RSP PROCEDURE	STANDARD NUMBER OF WORKING DAYS PER STEP
Personnel Section, FAD	1	Communicate the vacancy (Notice of Vacancy 10 CD)	12 10 Calendar Days to CSC-FO; 2 - days for dissemination to FOU's;
Personnel Section, FAD	2	Receive and evaluate PRF	5
Personnel Section, FAD	3	Receive job applications	5
Personnel Section, FAD	4	Initial review of job applications (QS review)	10
RSPB Secretariat/ Personnel Section	5	Receive and evaluate job applications (QS validation & Functional Requirement review) either outsider or insider	5
RSPB Secretariat/ Personnel Section	6	Notify applicants for initial interview; prepare pertinent documents and records	5
RSPB Secretariat/ Personnel Section	7	Indorse to DILG-C.O. / Accredited testing center (local) for the conduct of Prequalifying Examination (PQE)	43 <ul style="list-style-type: none"> <li>3-receive &amp; approve request;</li> <li>5-notify applicants; conduct PQE (every 3<sup>rd</sup> Friday of the month for C.O. &amp; every Tuesday &amp; Thursday for Local testing center);</li> <li>5-checking &amp; release of results;</li> <li>30- days Local Accredited testing center (FSUU)</li> </ul>
RSPB Secretariat/ Personnel Section	8	Prepare Selection Line-up for posting to CSC-F.O. and 3 conspicuous places	15 Calendar Days
HRMSP Board	9	Conduct final interview, simulation and deliberation (pqe passer)	5
RSPB Secretariat/ Personnel Section	10	Prepare and submit minutes of the meeting / resolution and Comparative Assessment Results	5
RSPB Secretariat/ Personnel Section	11	Notify applicants indicated in the Comparative Assessment for Final Interview with the Appointing Authority / Regional Director	5
HRMO III	12	Prepare appointments	5
Appointing Authority	13	Approve appointments	5
RSPB Secretariat/ Personnel Section	14	Receive approved appointments and notify head of requesting office/unit and appointee  Notify appointee	3
Appointee	15	Assume duty and submit requirements	22 (appointee is given up to 1 month to assume duty)
Personnel Section, FAD	16	Submit Appointments to CSC-Field Office for approval	30 (before 30 calendar days based on the date of the issuance of appointments)
Personnel Section, FAD	17	Prepare and post List of Newly Hired/ Promoted Employees	5
<b>TOTAL</b>			<b>185 WORKING DAYS</b>



DILG REGION XIII

# PERSONNEL REQUISITION FORM

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





DILG - REGION XIII

## INDORSEMENT FOR PQE

Document Code

**FM-QP-R13-FAD-10-07**

Rev. No.

00

Eff. Date

10.16.17

Page

1 of 3

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Director, Guidance Office  
Fr. Saturnino Urios University  
Butuan City

THRU : \_\_\_\_\_  
Psychometrician

Dear \_\_\_\_\_:

Warm greetings from DILG Region XIII!

In view of the hiring process of the Department of the Interior and Local Government (DILG), we are requesting your office to administer a Pre-Qualifying Examination (PQE) to our selected applicants for the 1<sup>st</sup> or 2<sup>nd</sup> level positions on \_\_\_\_\_ with the following modules:

### 1<sup>st</sup> Level Positions

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

### 2<sup>nd</sup> 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,

\_\_\_\_\_  
Regional Director

**"Matino, Mahusay at Maaasahan"**

#1559 MATIMCO Bldg., Km. 4, Libertad, Butuan City, 8600 Philippines  
Tel. No. (085) 342-2045; 341-1976 or (Telefax) 342-2134; 815-1299  
official@caraga.dilg.gov.ph

Website: <http://caraga.dilg.gov.ph/>  
Email Address:



DILG - REGION XIII

**INDORSEMENT FOR PQE**

Document Code

**FM-QP-R13-FAD-10-07**

Rev. No.

00

Eff. Date

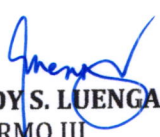
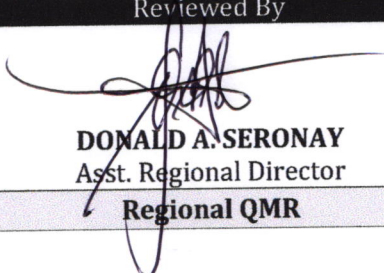
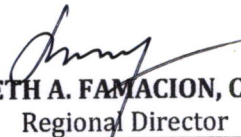
10.16.17

Page

2 of 3

**List of Applicants**  
**For PQE on \_\_\_\_\_**  
**(Time: 8 \_\_\_\_\_)**

1 <sup>st</sup> Level	2 <sup>nd</sup> Level
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

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

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#1559 MATIMCO Bldg., Km. 4, Libertad, Butuan City, 8600 Philippines  
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official@caraga.dilg.gov.ph

Website: <http://caraga.dilg.gov.ph/>  
Email Address:





DILG REGION XIII

# LETTER TO APPLICANT FOR PQE

Document Code

FM-QP-R13-FAD-10-08

Rev. No.

00

Eff. Date

10.16.17

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1 of 1

(Date)

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 \_\_\_\_\_.

You are therefore advised to bring ballpen / pencil, and examination fee of Php \_\_\_\_\_, paid before the examination to **Guidance Office, Father Saturnino Urios University (FSUU)**.

For inquiries, you may contact our office, thru \_\_\_\_\_, at Tel. Nos. **342-2045 or 341-1976**.

Truly yours,

Regional Director

Prepared By	Reviewed By	Approved By
 <b>MARIE JOY S. LUENGAS</b> AO V / HRMO III Process Owner	 <b>DONALD A. SERONAY</b> Asst. Regional Director Regional QMR	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director Top Management



DILG REGION XIII

# LETTER TO PQE TAKERS- FAILED

Document Code		
FM-QP-R13-FAD-10-09		
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00	10.16.17	1 of 1

(Date)

Dear \_\_\_\_\_:

**Greetings!**

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

We regret to inform you that your **PQE result** with a numerical equivalent of \_\_\_\_\_ for the \_\_\_\_\_ level position broken down as follows:

Test Administered	Rating	Qualitative Description

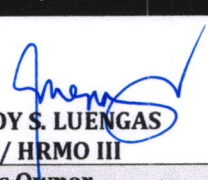
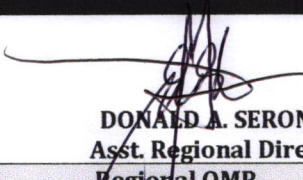
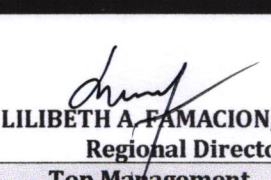
In order for you to qualify in the next round of assessment activities for the \_\_\_\_\_ level position you need to have a numerical equivalent of at least **5 (Average)**.

We would like to thank you for your interest in applying in the DILG.

God Bless You!

Truly yours,

\_\_\_\_\_  
Regional Director

Prepared By	Reviewed By	Approved By
 <b>MARIE JOY S. LUENGAS</b> AO V / HRMO III Process Owner	 <b>DONALD A. SERONAY</b> Asst. Regional Director Regional QMR	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director Top Management





DILG REGION XIII

# LETTER TO PQE TAKERS- PASSED

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FM-QP-R13-FAD-10-10		
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(Date)

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 broken down as follows:

Test Administered	Rating	Qualitative Description

However we would like to emphasize that while passing the PQE is a requirement to undergo the next level of assessment, it is not an assurance that all passers will be qualified to participate in the next round of screening. The individual result and interpretation will be a guidance by this level in the subsequent analysis and assessment.

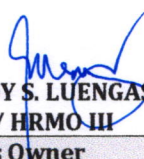
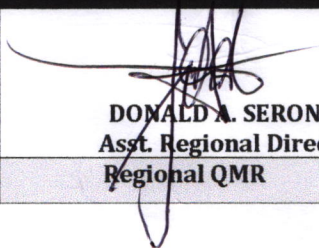
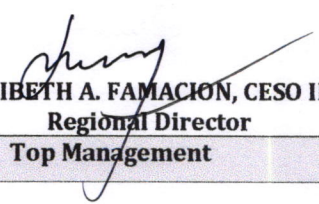
We will be communicating you soon whether you make it in the next stage including the exact date and venue of the activity.

Nevertheless we would like to congratulate you for hurdling the pre-qualifying examination.

Our warm regards.

Truly yours,

Regional Director

Prepared By	Reviewed By	Approved By
 <b>MARIE JOY S. LUENGAS</b> AO V / HRMO-III Process Owner	 <b>DONALD A. SERONAY</b> Asst. Regional Director Regional QMR	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director Top Management



DILG-REGION XIII

## SELECTION LINE-UP OF QUALIFIED APPLICANTS

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\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Date)

### Qualification Standards:

Education: \_\_\_\_\_

Experience: \_\_\_\_\_

Trainings: \_\_\_\_\_

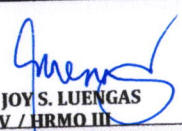
Eligibility: \_\_\_\_\_

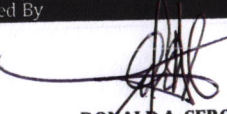
Plantilla Item No. \_\_\_\_\_

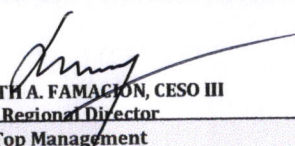
Date of Publication: \_\_\_\_\_

CSC Bulletin No.: \_\_\_\_\_

Name	Current Position	Education	Eligibility	Work Experience		
				Designation	Date	

Prepared By

MARIE JOY S. LUENGAS AO V / HRMO III Process Owner

Reviewed By

DONALD A. SERONAY Asst. Regional Director Regional QMR

Approved By

LILIBETH A. FAMACION, CESO III Regional Director Top Management





DILG REGION XIII  
**NOTICE OF INTERVIEW  
FOR ALL QUALIFIED NEXT IN RANK  
PERSONNEL**

Document Code		
FM-QP-R13-FAD-10-14A		
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TO :

SUBJECT :

DATE :

Please be informed that the Regional Personnel Selection Board (RPSB) of DILG Region XIII will conduct a panel interview on \_\_\_\_\_, \_\_\_\_\_ for the following position/s to wit:

NO.	POSITION	OFFICE	ITEM NO.	SALARY GRADE / MONTHLY SALARY	QUALIFICATION STANDARDS (Minimum Requirements)	REMARKS

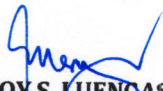
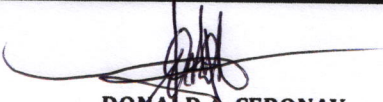

In view of the filling up of the aforementioned vacancy, kindly advise the following personnel under your AOR to attend the assessment interview for the vacant positions, to wit:

No.	Names

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 Personnel Section not later than \_\_\_\_\_.

For information and compliance.

\_\_\_\_\_  
RPSB, Chairperson

Prepared By	Reviewed By	Approved By
 <b>MARIE JOY S. LUENGAS</b> AO V / HRMO III Process Owner	 <b>DONALD A. SERONAY</b> Asst. Regional Director Regional QMR	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director Top Management



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**Republic of the Philippines**  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**Region XIII (Caraga)**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Dear \_\_\_\_\_:

We received your application letter applying for a vacant position in our office.

We would like to inform you that the Regional Personnel Selection Board (RPSB) will conduct the screening of the applicants for vacant positions in the department.

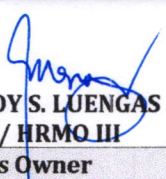
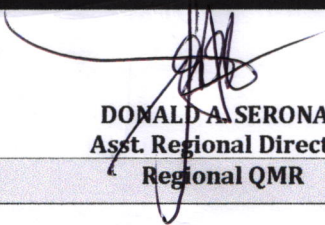
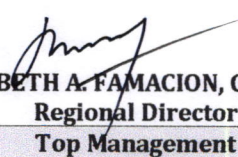
In this connection, you are requested to report to our office for initial assessment as part of the screening process on \_\_\_\_\_, \_\_\_\_\_, at the DILG Regional Office XIII, Libertad, Butuan City.

For inquiries, you may contact our office, thru \_\_\_\_\_, at Tel. Nos. **342-2045 or 341-1976**.

Thank you.

Very truly yours,

**DONALD A. SERONAY**  
Chairman, RPSB

Prepared By	Reviewed By	Approved By
 <b>MARIE JOY S. LUENGAS</b> AO V / HRMO III Process Owner	 <b>DONALD A. SERONAY</b> Asst. Regional Director Regional QMR	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director Top Management

**"Matino, Mahusay at Maaasahan"**

#1559 MATIMCO Bldg., Km. 4, Libertad, Butuan City, 8600 Philippines  
Tel. No. (085) 342-2045; 341-1976 or (Telefax) 342-2134; 815-1299

Website: <http://caraga.dilg.gov.ph/>  
Email Address: [official@caraga.dilg.gov.ph](mailto:official@caraga.dilg.gov.ph)





VACANT POSITION / SG: \_\_\_\_\_  
ITEM NO/S.: \_\_\_\_\_

OFFICE: DILG REGION XIII

PRF NO/S.:

DATE OF PUBLICATION: \_\_\_\_\_

REMARKS: \_\_\_\_\_

EDUCATION: \_\_\_\_\_  
 EXPERIENCE: \_\_\_\_\_  
 TRAINING: \_\_\_\_\_  
 ELIGIBILITY: \_\_\_\_\_  
 REMARKS: \_\_\_\_\_

[illegible]Page 1



DILG-REGION XIII

COMPARATIVE ASSESSMENT MATRIX- OUTSIDER

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VACANT POSITION / SG:

ITEM NO/S.:

QUALIFICATION STANDARDS (QS)

EDUCATION:

EXPERIENCE:

TRAINING:

ELIGIBILITY:

REMARKS:

OFFICE:

PRF NO/S.:

DATE OF PUBLICATION:

REMARKS:

NAME OF CANDIDATES	GENDER	STATUS	AGE	PRE-QUALIFYING EXAMINATION		EXPERIENCE		EDUCATION		TRAINING		POTENTIAL (COMPETENCY-BASED)								EMOTIONAL AND SOCIAL ATTRIBUTES & PERSONALITY TRAITS								GRAND TOTAL SCORE	RANK	
												MEMBERS OF THE PANEL RATINGS								MEMBERS OF THE PANEL RATINGS										
				Point Score	25%	Point Score	10%	Point Score	15%	Point Score	10%	A	B	C	D	E	F	G	AVE.	20%	A	B	C	D	E	F	G	AVE.		20%

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





DILG-REGION XIII  
**COMPARATIVE ASSESSMENT MATRIX- OUTSIDER**

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VACANT POSITION / SG: \_\_\_\_\_

ITEM NO/S.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QUALIFICATION STANDARDS (QS)

EDUCATION: \_\_\_\_\_

EXPERIENCE: \_\_\_\_\_

TRAINING: \_\_\_\_\_

ELIGIBILITY: \_\_\_\_\_

REMARKS: \_\_\_\_\_

OFFICE: \_\_\_\_\_

PRF NO/S.: \_\_\_\_\_

DATE OF PUBLICATION: \_\_\_\_\_

REMARKS: \_\_\_\_\_

NAME OF CANDIDATES	G E N D E R	S T A T U S	AGE	PRE-QUALIFYING EXAMINATION		EXPERIENCE		EDUCATION		TRAINING		POTENTIAL (COMPETENCY-BASED)								EMOTIGNAL AND SOCIAL ATTRIBUTES & PERSONALITY TRAITS								GRAND TOTAL SCORE	R A N K
												MEMBERS OF THE PANEL RATINGS								MEMBERS OF THE PANEL RATINGS									
				Point Score	25%	Point Score	10%	Point Score	15%	Point Score	10%	A	B	C	D	E	F	G	AVE.	20%	A	B	C	D	E	F	G	AVE.	20%

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

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT in the CSC website:

\_\_\_\_\_  
HRMO

Date: \_\_\_\_\_

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1.										
2.										
3.										
4.										
5.										

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than \_\_\_\_\_.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**LILIBETH A. FAMACION, CESO III**

Regional Director

DILG-REGIONAL OFFICE XIII, Km. 4, Libertad, Butuan City

[official@caraga.dilg.gov.ph](mailto:official@caraga.dilg.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





# POSITION DESCRIPTION AND QUALIFICATION (PDQ)

Document Code  
**PDQ-AS-PD-01**

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CENTRAL OFFICE

The PDQ describes the requirements (Qualification Standards and Competencies) of a first/second level position itemized in this Department's approved staffing pattern.

<b>1. POSITION TITLE:</b> ...			
<b>2. Item Number:</b> ...		<b>3. Office/Division/Unit:</b> ...	
<b>4. Salary Grade:</b> ...		<b>5. Monthly Salary:</b> ...	
<b>6. Workstation/Place of Work:</b> ...		<b>7. Status of Appointment:</b> ...	
<b>8. Position Title of Immediate Supervisor:</b> ...		<b>9. Position Title of Next Higher Supervisor:</b> ...	
<b>10. Position Title/s and Item Number/s of those Directly Supervised:</b> (Per approved organizational structure. If position is not supervisory/managerial, put "NONE.")			
<b>11. GENERAL FUNCTION OF THE OFFICE/DIVISION/UNIT:</b> (Per approved organizational structure)			
<b>12. GENERAL FUNCTION OF THE POSITION:</b>			
<b>13. QUALIFICATION STANDARDS:</b>			
<b>Education</b> (Course and Level)	<b>Experience</b> (No. of years)	<b>Training</b> (No. of hours per course, and levels if any)	<b>Eligibility Requirement/ License/ Certificate</b>
(minimum set of requirements identified in the Civil Service Commission QS Manual)			
...	...	...	...
(preferred functional-based requirements)			
...	...	...	...
<b>14. COMPETENCY REQUIREMENTS:</b> (Per Competency Framework Manual)			
<b>Area/Focus</b>	<b>Competency</b>	<b>Level</b>	
<b>Core</b>	Commitment to Ethical Service and Good Governance		
	Customer Focus		
	Ensuring Excellent Results		
	Organizational Sensitivity		
<b>Leadership</b> (Put "N/A" for Leadership Level of SG 17 and below positions for Offices and Services; SG 19 and below for Bureaus)	Developing and Inspiring Others		
	Planning and Managing Teams		
	Problem Solving and Decision Making		
<b>Functional</b> (Put check in the appropriate box for the set of Functional Competency, whether "For LGOO Position" or "For Non-LGGO Position")	<input type="checkbox"/> For LGOO Position	<input type="checkbox"/> For Non-LGGO	
	Effective Communication	Critical and Analytical Thinking	
	Influence	Collaboration (Working with Others)	
	Managing Knowledge and Information	Process Orientation	
	Policy Research and Analysis	Information/Data/Records Management	
	Program Development and Management	Unit-based Proficiency:	
	Relationship Building		
	Technical Expertise: Local Governance		
<b>15. MACHINE, EQUIPMENT, TOOLS, ETC. USED REGULARLY IN PERFORMANCE OF WORK:</b>			

As of (mm/dd/yyyy) \_\_\_\_\_

I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE

(signature over printed name  
of incumbent/personnel officer)



CENTRAL OFFICE

<p><b>16. DUTIES AND RESPONSIBILITIES:</b> <i>(List duties and responsibilities under the appropriate sub-section.)</i></p> <p><b>A. Specific Duties and Responsibilities of the POSITION</b></p> <p>• ...</p> <p><b>B. Additional / Designated Functions</b> <i>(e.g., attendance officer, supply officer, committee member/secretariat, designation as Officer-in-Charge, etc.)</i></p> <p>• ...</p>	<p><b>17. CONTACTS/CLIENTS:</b> <i>(Put an "x" mark under the applicable column.)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Contact/Client</th> <th style="width: 35%;">Occasional</th> <th style="width: 35%;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">( )</td> </tr> <tr> <td>Other Organization</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">( )</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">( )</td> </tr> <tr> <td>DILG Field Office/Personnel</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">( )</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">( )</td> </tr> <tr> <td>Staff</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">( )</td> </tr> <tr> <td>Others (specify)</td> <td style="text-align: center;">( )</td> <td style="text-align: center;">( )</td> </tr> </tbody> </table>	Contact/Client	Occasional	Frequent	General Public	( )	( )	Other Organization	( )	( )	Management	( )	( )	DILG Field Office/Personnel	( )	( )	Supervisors	( )	( )	Staff	( )	( )	Others (specify)	( )	( )
Contact/Client	Occasional	Frequent																							
General Public	( )	( )																							
Other Organization	( )	( )																							
Management	( )	( )																							
DILG Field Office/Personnel	( )	( )																							
Supervisors	( )	( )																							
Staff	( )	( )																							
Others (specify)	( )	( )																							
<p><b>18. WORKING CONDITION:</b> <i>(Put an "x" mark if applicable.)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 70%;">Normal Working Conditions (Office Setting)</td> <td style="width: 30%; text-align: center;">( )</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;">( )</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;">( )</td> </tr> <tr> <td>Other (specify)</td> <td style="text-align: center;">( )</td> </tr> </tbody> </table>	Normal Working Conditions (Office Setting)	( )	Field Work	( )	Field Trips	( )	Other (specify)	( )																	
Normal Working Conditions (Office Setting)	( )																								
Field Work	( )																								
Field Trips	( )																								
Other (specify)	( )																								

<p><i>The information on this PDQ serves as reference for a competency-based recruitment, selection, and promotion process, thereby improving the accuracy in assessing a candidate's fitness to a particular position.</i></p>		
<b>Noted:</b>	<b>Reviewed:</b>	<b>Approved:</b>
<i>Division Chief/ Immediate Supervisor</i>	<i>Provincial Director / Immediate Supervisor</i>	<i>Regional Director</i>

As of (mm/dd/yyyy)

I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE

(signature over printed name  
of incumbent/personnel officer)



**Republic of the Philippines**  
**(Name of Agency)**

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms/Mr. \_\_\_\_\_ has assumed the  
duties and responsibilities as \_\_\_\_\_ of  
\_\_\_\_\_ effective \_\_\_\_\_.

This certification is issued in connection with the issuance of the  
appointment of Ms/Mr \_\_\_\_\_ as \_\_\_\_\_.

Done this \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_.

\_\_\_\_\_  
Head of Office/Department/Unit

Date: \_\_\_\_\_

Attested by:

\_\_\_\_\_  
Highest Ranking HRMO

201 file  
Admin  
COA  
CSC

**For submission to CSCFO  
within 30 days from the  
date of assumption of the appointee**



DILG CENTRAL OFFICE  
**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
<b>CORE</b>		
<b><i>SERVICE ORIENTED</i></b>  <i>Professionalism, transparency and accountability while working in the public sector.</i> <ul style="list-style-type: none"><li>• How do you deliver the promised service dependably and accurately?</li><li>• How do you show willingness to help customers and provide prompt service?</li><li>• How do you show professionalism in the performance of duties?</li></ul>		
<b><i>CUSTOMER FOCUS</i></b>  <i>Responding to customers in a systematic and anticipatory means to address needs.</i> <ul style="list-style-type: none"><li>• How do you know that you responded in a timely manner to customer needs?</li><li>• How did you assure that standard processes and procedures were followed in customer transactions?</li><li>• How do you convey courtesy and earn client trust and confidence?</li></ul>		
<b><i>ENSURING EXCELLENT RESULTS</i></b>  <i>Managing time and resources to complete tasks in challenging situations; thinking out of the box; taking initiative and accountability; considering feedback.</i> <ul style="list-style-type: none"><li>• What are evidences of success of a certain task/project you handled? Goals? Outcome? Impact?</li><li>• How do you address gaps/weaknesses?</li><li>• Why is monitoring and evaluation important?</li></ul>		





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<p><b>ORGANIZATIONAL SENSITIVITY</b></p> <p><i>Understanding the organization's mandate, structure, culture, stakeholders, resources and major policies and PPAs which influence DILG operations.</i></p> <ul style="list-style-type: none"> <li>• What is the DILG mission? Vision?</li> <li>• Cite projects/programs that the DILG is engaged in?</li> </ul>		
<p><b>OTHERS</b></p>		
<p><b>COMMUNICATION SKILLS</b></p> <p><i>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.</i></p> <ul style="list-style-type: none"> <li>• How do you show tact and clarity in the way you speak and or write communications?</li> <li>• How do you handle verbal bullying/explosive verbal situations?</li> <li>• What are media (print, visual, social etc.) you can use to convey your message? Advantage &amp; disadvantage?</li> </ul>		
<p><b>INTERPERSONAL SKILLS: CONFLICT MANAGEMENT</b></p> <p><i>Effectively communicating and interacting with others.</i></p> <ul style="list-style-type: none"> <li>• How do you work around each other's differences at work? Give instances.</li> <li>• Describe someone who is a good listener?</li> <li>• What is the result of team work?</li> </ul>		
<p><b>TECHNICAL KNOWLEDGE/ EXPERTISE/ SKILLS</b></p> <ul style="list-style-type: none"> <li>• How do you use the learning/s acquired from training and post grad programs to prepare yourself for challenges at work?</li> <li>• How do you aim to improve yourself in terms of knowledge?</li> <li>• What are innovative/creative means to acquire information?</li> </ul>		
<p><b>STRESS TOLERANCE</b></p> <p><i>Maintaining effective performance under pressure; handling stress in a manner that is consistent with DILG core values.</i></p> <ul style="list-style-type: none"> <li>• How do you stay focused on work given stressful working conditions?</li> <li>• How do you personally manage stress?</li> </ul>		
<p><b>PERSONAL ATTRIBUTE</b></p> <p><i>The overall observed personal characteristics which include pleasant and resonant voice and speech, well groomed appearance and favorable impression, wholesome confidence and emotional stability.</i></p>		



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<b>FOR SUPERVISOR POSITIONS ONLY (SG 18 AND ABOVE)</b>		
<b>LEADING CHANGE**</b>  <i>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.</i>		
<b>CRITICAL AND ANALYTICAL THINKING*</b>  <i>The ability to explore and evaluate facts and information; use evidence to support ideas.</i> <ul style="list-style-type: none"> <li>• How do you evaluate and assess evidence?</li> <li>• Does the interviewee have a personal position on issues?</li> <li>• How do you persuade others to adopt your perspective/s?</li> </ul>		
<b>BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS**</b>  <i>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.</i>		
<b>MANAGING PERFORMANCE AND COACHING FOR RESULTS**</b>  <i>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.</i>		
<b>CREATING AND NURTURING A HIGH PERFORMING ORGANIZATION**</b>  <i>The ability to create a high performing organizational culture that is purpose driven, results based, client focused and team-oriented.</i>		
<b>TOTAL</b>		

**Interviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Department of the Interior and Local Government (DILG) Competency Framework 2015

\*\*Civil Service Commission (CSC) Leadership Competency Framework for Certification Program (C-Pro) 2015





DILG CENTRAL OFFICE  
**BACKGROUND  
INFORMATION FORM**

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<b>Name of applicant:</b>	<b>Position applied for:</b>
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*INSTRUCTIONS: Accomplish at least one (1) among sections A to C. Answer section D accordingly.*

**SECTION A: RECENT EMPLOYMENT** (Information to be gathered from past employers/ immediate supervisors/ co-workers/ HR Office)

Name of interviewee:	Nature of relationship with applicant:
What is the inclusive dates of employment?	
What position does/did the candidate hold in your organization?	
What was/were the reason/s for leaving/separation (if applicable)?	
<b>A.1 Work Performance</b>	
What are/were the duties and responsibilities of the applicant?	
What are the candidate's three strongest qualities?	
Have you had any concerns with his/her performance? If yes, elaborate.	
On a scale of 1 to 10 (with 10 being the highest), rate the applicant's overall performance. Why?	
<b>A.2 Work Attitude</b>	
How does the applicant display professionalism at work? (e.g. tardiness, absenteeism, adherence to policies)	
How well does the applicant deal with stress or pressure in the workplace?	
How would you describe the applicant's relationship with his/her peers, subordinates (if any) and/or superiors?	
MODE OF INFORMATION GATHERING <input type="checkbox"/> Face-to-face interview <input type="checkbox"/> Email <input type="checkbox"/> Phone Interview <input type="checkbox"/> Others _____	

**SECTION B: SCHOLASTIC HISTORY** (Information to be gathered from last school attended where the degree was completed by the candidate/ PRC/ IBP/ others)

Name of interviewee:	Nature of relationship with applicant:	
Is the applicant a former student in your institution? <input type="checkbox"/> YES <input type="checkbox"/> NO	Inclusive dates	From: to:
Has the applicant been involved in any school organizations? If yes, please provide details.	Details: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Has the applicant been dismissed in your institution? If yes, please provide details.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Details:	
<b>B.1 Credentials</b>	
What level of education has been attained by the applicant? Please indicate honors/ awards received, if applicable.	
Diploma presented by the applicant:	<input type="checkbox"/> AUTHENTICATED <input type="checkbox"/> NOT AUTHENTICATED
MODE OF INFORMATION GATHERING <input type="checkbox"/> Face-to-face interview <input type="checkbox"/> Email <input type="checkbox"/> Phone Interview <input type="checkbox"/> Others _____	

<b>SECTION C: COMMUNITY</b> <i>(Information to be gathered from personal preference/ barangay officials/ civic organizations/ others)</i>	
Name of interviewee:	Nature of relationship with applicant:
How long has the applicant been a resident in your area/ community?	
Has the applicant been involved in any organizations in your community? If yes, kindly provide details (e.g. role or position).	<input type="checkbox"/> YES <input type="checkbox"/> NO
Details:	
Were there any complaints/ infractions filed against the applicant? If yes, elaborate details.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Details:	
MODE OF INFORMATION GATHERING <input type="checkbox"/> Face-to-face interview <input type="checkbox"/> Email <input type="checkbox"/> Phone Interview <input type="checkbox"/> Others _____	

<b>SECTION D: OVERALL EVALUATION OF THE APPLICANT BASED ON THE BACKGROUND INVESTIGATION</b> <i>(Indicate the overall assessment on the applicant by checking the appropriate box; to be filled out by the background investigator)</i>	
<input type="checkbox"/> Acceptable <input type="checkbox"/> Slightly Acceptable <input type="checkbox"/> Slightly Unacceptable <input type="checkbox"/> Not Acceptable	
Remarks:	

Background investigation conducted by:	Reviewed by:
_____ SSB Action Officer Date: _____	_____ Head, Personnel Division Date: _____





DILG CENTRAL OFFICE  
**POTENTIAL ASSESSMENT  
FORM**

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Candidate: \_\_\_\_\_

Present Position / SG: \_\_\_\_\_

Position Applied For / SG: \_\_\_\_\_

Age: \_\_\_\_\_

Office: \_\_\_\_\_

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**

<b>1. ABILITY TO ADOPT/ADJUST TO THE ORGANIZATION</b>	<b>SCORE</b>
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?	
<b>2. ABILITY TO RELATE TO SUPERVISORS</b>	<b>SCORE</b>
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?	
<b>3. ABILITY TO INTERFACE WITH OTHERS/ PEERS</b>	<b>SCORE</b>
3.1 Does he/she have the respect and acceptance of his/her peers?	
3.2 Does he/she try to help his/her peers in clarifying points they are trying to resolve?	
<b>4. ABILITY TO DEAL WITH THE CLIENTELE/PUBLIC</b>	<b>SCORE</b>
4.1 Is he/she always cordial and respectful in dealing with transacting public?	



DILG CENTRAL OFFICE  
**POTENTIAL ASSESSMENT  
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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. <b>INGENUITY AND INNOVATIVENESS</b>	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. <b>STRESS TOLERANCE</b>	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. <b>DECISIVENESS</b>	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?	
TOTAL POINT SCORE:	

Rater: \_\_\_\_\_

Date: \_\_\_\_\_





DILG CENTRAL OFFICE  
**CHECKLIST OF REQUIREMENTS FOR NEWLY  
HIRED/ PROMOTED/ TRANSFERRED  
EMPLOYEES**

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Name: \_\_\_\_\_  
Office: \_\_\_\_\_

Position: \_\_\_\_\_

☐ Newly Hired/Reemployed    ☐ Promoted    ☐ Renewal / Reappointment    ☐ Transferred

**PART I. ASSUMPTION TO DUTY**

**For Newly Hired/Reemployed**

	Latest Personal Data Sheet (Civil Service Commission Form No. 212) (2 Copies)
	Latest Sworn Statement of Assets, Liabilities and Net Worth (SALN) (3 Copies)
	Certification of Assumption to Duty (CSC Form No. 4)
	Oath of Office (CSC Form No. 32) with documentary stamp
	<i>Original Copy of the Authenticated Certificate of Eligibility:</i> CSC Certificate of Eligibility, Certificate/License/ID – Professional Regulatory Commission (PRC), Integrated Bar of the Philippines (IBP), Driver's License, etc.
	<i>Authenticated Transcript of Records (TOR)</i>
	<i>Authenticated Diploma</i>
	Position Description Form (DBM-CSC Form No. 1)
	Medical Certificate for Employment (CSC Form No. 211)
	National Statistics Office (NSO) Birth Certificate (Photocopy)
	National Bureau of Investigation (NBI) Clearance

**For Promoted**

	Certification of Performance Rating (Individual Performance Commitment and Review –IPCR rating or Division Performance Commitment and Review- DPCR rating if applicable)
	Latest Personal Data Sheet (Civil Service Commission Form No. 212) (2 Copies)
	Latest Sworn Statement of Assets, Liabilities and Net Worth (SALN) (3 Copies)
	Certification of Assumption to Duty (CSC Form No. 4)
	Oath of Office (CSC Form No. 32) with documentary stamp
	<i>Original Copy of the Authenticated Certificate of Eligibility:</i> CSC Certificate of Eligibility, Certificate/License/ID – Professional Regulatory Commission (PRC), Integrated Bar of the Philippines (IBP), Driver's License, etc.
	<i>Authenticated Transcript of Records (TOR)</i>
	<i>Authenticated Diploma</i>
	Position Description Form (DBM-CSC Form No. 1)
	Updated Position Description and Qualification (PDQ)

**For Renewal / Reappointment**

	Latest Personal Data Sheet (Civil Service Commission Form No. 212)
	<i>Original Copy of the Authenticated Certificate of Eligibility:</i> CSC Certificate of Eligibility, Certificate/License/ID – Professional Regulatory Commission (PRC), Integrated Bar of the Philippines (IBP), Driver's License, etc.

**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)
	Certification of Assumption to Duty (CSC Form No. 4)
	Oath of Office (CSC Form No. 32) with documentary stamp
	<i>Original Copy of the Authenticated Certificate of Eligibility:</i> CSC Certificate of Eligibility, Certificate/License/ID – Professional Regulatory Commission (PRC), Integrated Bar of the Philippines (IBP), Driver's License, etc.
	<i>Authenticated Transcript of Records (TOR)</i>





DILG CENTRAL OFFICE  
**CHECKLIST OF REQUIREMENTS FOR NEWLY  
HIRED/ PROMOTED/ TRANSFERRED  
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Authenticated Diploma
Position Description Form (DBM-CSC Form No. 1)
Medical Certificate for Employment (CSC Form No. 211)
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)
<b>PART II. PERSONNEL ORIENTATION</b>
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
Process Owner	Division Chief	Regional QMR