



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

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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-RXIII-FAD-PS-12	INTERVIEW ASSESSMENT FORM	PERSONNEL SECTION	Computer / Personnel Files / Assessment	Cabinet / Sealed Envelop	By positions	1 year	1 year	2 years	Shredding/ Re-use
QP-RXIII-FAD-PS-13	RSPB NOTIFICATION LOGSHEET	PERSONNEL SECTION							
QP-RXIII-FAD-PS-14	CHECKLIST OF REQUIREMENTS	PERSONNEL SECTION	Computer / Biometric / DILG Personnel 1 / Forms	Computer (soft copy)	Identified as to Promotion or Newly Hired	3 years	3 years	6 years	
QP-RXIII-FAD-PS-15	CERTIFICATE OF ASSUMPTION TO DUTY	PERSONNEL SECTION	Computer / Biometric / DILG Personnel 1 / Forms	Computer (soft copy)	Identified as to Promotion or Newly Hired	3 years	3 years	6 years	
QP-RXIII-FAD-PS-16	LIST OF NEWLY HIRED / PROMOTED PERSONNEL	PERSONNEL SECTION	Computer / DILG Personnel 1 / Communication/ Advisory	Computer (soft copy) & Outgoing Communication	Sequential by date (Latest on Top)	1 year	1 year	2 years	Shredding/ Re-use
QP-RXIII-FAD-PS-17	RSP PROCESS SUMMARY LOGSHEET	PERSONNEL SECTION	for ADOPTION (standard form from C.O.)						
QP-RXIII-FAD-PS-18	BACKGROUND INFORMATION FORM	PERSONNEL SECTION	Computer / Personnel Files / RPSB Assessment	Cabinet / Sealed Envelop	By positions	1 year	1 year	2 years	Shredding
QP-RXIII-FAD-PS-19	POSITION DESCRIPTION AND QUALIFICATION FORM (PDQ)	PERSONNEL SECTION	for ADOPTION (standard form from C.O.)						

Prepared By:

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 HRMO III
 Process Owner

Reviewed By:

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 Regional OMR





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

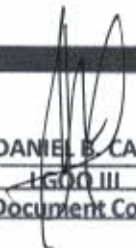
MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

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					
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					
FM-QP-R13-FAD-10-02	Personnel Requisition Form (PRF)	10.16.17					
FM-QP-R13-FAD-10-03	Personnel Requisition Form Logsheet	10.16.17					
FM-QP-R13-FAD-10-04	Notice of Vacancy	10.16.17					
FM-QP-R13-FAD-10-05	Job Application Logsheet	10.16.17					
FM-QP-R13-FAD-10-06	Ssb Validation and Evaluation Form	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-10-11	PQE Notification Logsheet	10.16.17					
FM-QP-R13-FAD-10-12	Selection Line-Up	10.16.17					
FM-QP-R13-FAD-10-13	SSB Interview and Notification Logsheet	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-10-19	RPSB Notification Logsheet	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					




DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
FM-QP-R13-FAD-10-22	Checklist of Requirements	10.16.17					
FM-QP-R13-FAD-10-23	Certificate of Assumption to Duty	10.16.17					
FM-QP-R13-FAD-10-24	List of Newly Hired / Promoted Personnel	10.16.17					

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MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

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		00	01	02	03	04	05
RECRUITMENT, SELECTION AND PROMOTION (RSP) FOR 1ST AND 2ND LEVEL PERSONNEL							
FM-QP-AS-PS-01-07	PQE REQUEST FORM	10.16.17					
	POSITION DESCRIPTION FORM (PDF)	10.16.17					

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

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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) APPLICATION Application Documents	(Recruitment, Selection and Promotion)	Regret Letter Appointment Documents Advisory Unqualified Applicant Hired Applicant/CSC PD/CD/Division Chief

DESCRIPTIVE STATEMENT:
 The 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 the request for publication of vacancy, 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	Receive and evaluate Personnel Requisition Form (PRF)	<ul style="list-style-type: none"> Receive through QP-R13-FAD-11 and review Personnel Requisition Form (PRF) with regard to the following: <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Personnel Requisition Form (PRF) (FM-QP-R13-FAD-10-02) Government Manpower Information System(GMIS) Position Description Form and/or Civil Service Commission (CSC)-approved QS Manual PRF Requisition Form Logsheet





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> 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 PRF to the requesting office/unit with comments for appropriate action. 	(FM-QP-R13-FAD-PS-03)
2	HRMO	Communicate the vacancy	<ul style="list-style-type: none"> Prepare and post notice of vacancy thru: <ul style="list-style-type: none"> 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 Operating Units (FOUs). 	<ul style="list-style-type: none"> Notice of Vacancy (FM-QP-R13-FAD-10-04)
3	Personnel Receiving Clerk (RO/PO)	Receive job applications	<ul style="list-style-type: none"> Receive applications as per QP-R13-FAD-11 	<ul style="list-style-type: none"> Application Letter and other





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> 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. If there are no received applications, recommunicate again the vacancy (Step 2). 	<ul style="list-style-type: none"> supporting documents (PDS, TOR, Eligibility, Certificate of Trainings attended) Checklist of required documents
4	Regional / Provincial Selection Board Secretariat	Initial review of job applications	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Educational records; Employment records; Proof of Eligibility (eg. Certificates/ Licenses, etc.); Relevant trainings If Qualification Standard is met and validated, prepare consolidated / summary list signed by Regional/ Provincial Selection Board Secretariat and forward to the Regional/Provincial 	<ul style="list-style-type: none"> Job Application Logsheet (FM-QP-R13-FAD-10-05) Consolidated / summary list of applicants who met the minimum QS (FM-QP-R13-FAD-10-06) Application / other supporting documents Provincial Selection Board Validation and Evaluation Form(FM-QP-R13-FAD-10-06) Civil Service





Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>Selection Board Chair together with the Application Documents.</p> <ul style="list-style-type: none"> If QS is met and documents are validated, send communication letter to applicant for the initial assessment (QP-R13-FAD-11) If QS is not met, send regret letter to the applicant/s (QP-R13-FAD-11) 	<p>Commission (CSC)- approved Qualification Standard Manual.</p> <ul style="list-style-type: none"> Position Description Form Letter informing the schedule of assessment Regret Letter to applicant, if QS is not met
5	Regional/ Provincial Selection Board	Receive and evaluate job applications	<ul style="list-style-type: none"> Conduct initial assessment/ interview to qualified applicants who meet the QS and forward the result of the assessment to R/PPSB Secretariat 	<ul style="list-style-type: none"> Comparative Assessment Results from PPSB and Indorsement
6	R/PPSB Secretariat	Indorse and consolidate applicants for PQE administration	<ul style="list-style-type: none"> For PPSB Secretariat: indorse to Regional Personnel Selection Board the qualified applicants [going through QP-R13-FAD-11 (A-E)] For RPSB Secretariat: - Consolidate applicants to undergo 	<ul style="list-style-type: none"> Comparative Assessment Results from PPSB and Indorsement Comparative Assessment Results and





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> For non passers, communicate results through regret letter (QP-R13-FAD-11) Log in PQE Notification Logsheets 	<ul style="list-style-type: none"> Regret letter for non-passing PQE Takers (FM-QP-R13-FAD-10-09) <p>PQE Notification Logsheets (FM-QP-R13-FAD-10-11)</p>
			<ul style="list-style-type: none"> Proceed to Step 9 	
PROMOTIONS (INTERNAL APPLICANTS)				
8	RPSB SECRETARIAT	Notify qualified next-in-rank personnel regarding RPSB interview; and summarize applicants' Qualification Standard	<ul style="list-style-type: none"> 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 RPSB Interview to qualified next in rank personnel through QP-R13-FAD-11, log in RPSB Notification Logsheets Provide photocopy of all PDS / applicants profile and other supporting 	<ul style="list-style-type: none"> Selection Line-up (FM-QP-R13-FAD-10-12) SSB Interview and Notification Logsheets (FM-QP-R13-FAD-10-13) Notice of Interview for qualified next-in-rank personnel (FM-QP-R13-FAD-10-14) RPSB Notification logsheets (FM-QP-R13-FAD-10-19)





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			documents for the RPSB as reference. <ul style="list-style-type: none"> Proceed to Step 9 	
SELECTION				
9	RPSB	Conduct 2 nd to 3 rd stages of assessment	<ul style="list-style-type: none"> Conduct 2nd stage of interview – panel interview Conduct 3rd stage, using any of the following: <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Application letter, PDS, TOR, /Eligibility, Comparative Assessment Results from PPSB and <i>Indorsement</i> Position Description Form CSC Qualfication Standard PQE Testing Center Results Report from Background Investigation (FM-QP-R13-FAD-10-1611) Potential Assessment Form (FM-QP-R13-FAD-10-17)
10	RPSB SECRETARIAT	Consolidate interview results	<ul style="list-style-type: none"> Consolidate interview results. 	<ul style="list-style-type: none"> Comparative Assessment Matrix (FM-QP-R13-FAD-10-18A) Insider; (FM-QP-R13-FAD-10-18B) Outsider





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> Prepare minutes of meeting and attached comparative assessment results for RPSB signature Indorse minutes of the meeting and list of recommended applicants to the Higher Authority for consideration and for the issuance of appointments. 	<ul style="list-style-type: none"> RPSB 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	<ul style="list-style-type: none"> Select applicants for appointment from the Comparative Assessment Result Return to HRMO the Comparative Assessment Result with annotations/ instructions 	<ul style="list-style-type: none"> Comparative Assessment Result
12	HRMO	Prepare appointments	<ul style="list-style-type: none"> Prepare appointments and sign certifying that the selection went through publication requirements Forward to RPSB Chairman for signature 	<ul style="list-style-type: none"> Comparative Assessment Result with annotations/ instructions CSC Appointment Form[CSC Form No. 33 (Revised 1998)]
13	RPSB Chairman	Sign Appointment	<ul style="list-style-type: none"> Sign certifying that the selection underwent prescribed process 	<ul style="list-style-type: none"> CSC Appointment Form[CSC Form No. 33 (Revised 1998)]





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
14	Appointing Authority	Sign Appointments	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> CSC Appointment Form [CSC Form No. 33 (Revised 1998)] CSC Resolution No. 051057
15	HRMO	Receive signed appointments and notify appointee	<ul style="list-style-type: none"> Communicate to FOU's 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. 	<ul style="list-style-type: none"> Advisory Letter notification to appointee with checklist of Requirements for Newly Hired/ Promoted/ Transferred Employees (FM-QP-R13-FAD-10-22)
16	Appointee	Assumption to duty	<ul style="list-style-type: none"> Assume duty/report to office within thirty (30) days upon issuance of appointment. 	<ul style="list-style-type: none"> Oath of Office [CSC Form No. 32]





Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> Take oath before appropriate administering authority. Submit requirements. 	<ul style="list-style-type: none"> Certificate of Assumption to Duty (FM-QP-R13-FAD-10-23) Checklist of Requirements for Newly Hired/ Promoted/ Transferred Employees (FM-QP-R13-FAD-10-22)
17	HRMO	Submission of signed appointments	<ul style="list-style-type: none"> Enter signed Appointments to CSC-FO through their Oasis portal for approval within 30 calendar days based on the date of issuance with the following attachments: <ol style="list-style-type: none"> CSC Appointment Form; CSC Form No. 212(PDS); Original authenticated Certificate/s of Eligibility, or other proof of Eligibility (e.g., certificates, licenses, etc.) CAV - TOR If appointment is invalidated / disapproved, take appropriate action to appeal cause of disapproved. Else, proceed to the next step. 	<ul style="list-style-type: none"> CSC Appointments with required supporting documents Appeals form





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
18	HRMO	For new employee, conduct initial orientation on Personnel matters	<ul style="list-style-type: none"> Orient new employee on relevant personnel transactions and services 	<ul style="list-style-type: none"> PDF Office Policies QMS Policies
19	HRMO	Post List of Newly Hired/ Promoted Employees	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> List of Newly Hired/ Promoted Employees (FM-QP-R13-FAD-10-24)
20	HRMO / Records Office	Maintain Records	<ul style="list-style-type: none"> Update the PSL 	<ul style="list-style-type: none"> Process Summary Logsheet (FM-QP-R13-FAD-10-01)
		Retain all records	<ul style="list-style-type: none"> Retain all records generated in accordance with Control of Retained Documented Information Procedure and Masterlist of Records (SP-R13-02) 	<ul style="list-style-type: none"> 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



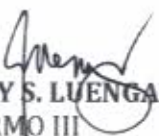




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Legal References:

- 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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Process Owner	Regional QMR	Top Management





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/Logsheets, Summary Logsheets, Report, Memo etc)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> Recruitment, Selection and Promotion of 1st and 2nd Level Personnel 	1.Publication of vacant positions in DILG Region XIII	<ul style="list-style-type: none"> 80% of vacant positions in DILG Region XIII 	Number of Vacant Positions filled up on or before expected process completion date/ Total number of vacant positions published	<ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> HRMO III/ HR Staff 	<ul style="list-style-type: none"> Notice of Vacancy (FM-QP-R13-FAD-PS-3)
	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	<ul style="list-style-type: none"> 80% of total qualified applicants processed 	<ul style="list-style-type: none"> Total number of qualified applicants processed on or before expected completion date/ Total number of applicants evaluated, interviewed 	<ul style="list-style-type: none"> Quarterly 	<ul style="list-style-type: none"> HRMO III/ HR Staff 	<ul style="list-style-type: none"> Job application Log Sheet (FM-QP-RXIII-FAD-PS-4) 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. PQE takers are indorsed to the Provincial Personnel Selection Board (PPSB) and sent a congratulatory / regret letter within 5 working days upon receipt of the PQE result	<ul style="list-style-type: none"> 80% of PQE Takers processed 	<ul style="list-style-type: none"> Total number of PQE passers processed on or before expected completion date/ Total number of applicants endorsed to take the PQE 	<ul style="list-style-type: none"> Semestral 	<ul style="list-style-type: none"> HRMO III & Staff 	<ul style="list-style-type: none"> Copy of PQE results / Copy of indorsement / congratulatory / regret letter
	4. RPSB/ PSPB recommendations are included to the agenda in the Notice of RSPB Meeting	<ul style="list-style-type: none"> 80% RPSB/ PSPB recommendations processed 	<ul style="list-style-type: none"> Total number of RPSB/PSPB recommendations processed on or before expected completion date/ Total number of PSPB recommendations 	<ul style="list-style-type: none"> Semestral 	<ul style="list-style-type: none"> HRMO III/ HR Staff 	<ul style="list-style-type: none"> Minutes of the RPSB/ PSPB Meeting Comparative Assessment
	5. 100% of RSPB Recommendations per approved RSPB Minutes received, are prepared with Appointments and	<ul style="list-style-type: none"> 80% of RSPB Recommendations per approved RSPB Minutes processed within 5 working days upon receipt. 	<ul style="list-style-type: none"> Total number of RSPB recommendations processed on or before expected completion date/ Total number of RSPB recommendations 	<ul style="list-style-type: none"> Semestral 	<ul style="list-style-type: none"> HRMO III/ HR Staff 	<ul style="list-style-type: none"> Minutes of the RSPB 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)			
	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	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	<ul style="list-style-type: none"> Total number of Appointments processed on or before expected completion date / Total number of appointments processed 	<ul style="list-style-type: none"> Semestral 	<ul style="list-style-type: none"> HRMO III/ HR Staff 	<ul style="list-style-type: none"> Electronic Transmittal

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





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

Document Code		
QME-QP-R13-FAD-10		
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DIVISION/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 trans action	No trans action	No trans action	
B	Total number of vacant positions published													
C	Formula: $\frac{A}{B} \times 100$	Target Result: 80%												
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
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 trans action	No trans action	No trans action	
B	Total number of applicants evaluated, interviewed													





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

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C	Formula: $\frac{A}{B} \times 100$	Target Result: 80%																		
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met																			
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: $\frac{A}{B} \times 100$	Target Result: 80%																		
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met																			
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: $\frac{A}{B} \times 100$	Target Result: 80%																		
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met																			
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: $\frac{A}{B} \times 100$	Target Result: 80%																		

CONTROLLED COPY
 REGIONAL OFFICE - CARAGA
 DILG - QMS



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

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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: $\frac{A}{B} \times 100$	Target Result: 80%												
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
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			
 MARIE JOY S. LUENGAS HRMO III		 MAREGIL A. VILLASAN Administrative Officer IV		 DONALD A. SERONAY CAO / OIC-Asst. Regional Director		 LILIBETH A. FAMACION, CESO III Regional Director	
Process Owner				Regional QMR		Top Management	





DILG REGION XIII (CARAGA)

Recruitment, Selection & Promotion Process Summary Logsheet (PSL)

Document Code		
FM-QP-R13-FAD-10-01		
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QUALITY OBJECTIVE 1: 80% of concurred PRFs are prepared with Notice Of Vacancy (NOV), transmitted to ISTMS for posting, and posted in 3 conspicuous spaces within 3 working days, upon receipt.

FREQUENCY OF MONITORING: Monthly

CURRENT PERIOD:

NO.	PRF CONTROL NO.	DATE CONCURRED PRF RECEIVED	DATE CONCURRED NOV TRANSMITTED TO ISTMS	DATE POSTED IN CONSPICUOUS SPACES	NOV NO.	NO. OF DAYS ELAPSED		OBJECTIVE 1 RESULTS		
						ISTMS (D-C)	CONSPICUOUS SPACES (E-C)	MET	UNMET	REMARKS (Why Unmet/Others)
								Put 1 if G & H = ≤ 3WD	Put 1 if G or H = > 3WD	
A	B	C	D	E	F	G	H	I	J	K
1										
2										
3										
4										
5										
6										
7										
8										
9										
nth										
						TOTAL		0	0	
						%				





DILG REGION XIII (CARAGA)

Recruitment, Selection & Promotion Process Summary Logsheet (PSL)

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QUALITY OBJECTIVE 2: 80% of applications received are either indorsed to the SSB or sent a regret letter within 5 working days from deadline of submission of applications.

FREQUENCY OF MONITORING: Monthly

CURRENT PERIOD:

NO.	DATE RECEIVED BY PERSONNEL DIVISION (PD)	DATE RECEIVED BY PD ACTION OFFICER	NAME OF APPLICANT (last, first, middle)	POSITION APPLIED FOR		DEADLINE OF SUBMISSION	DATE INDORSED TO SSB / DATE LETTER OF REGRET SENT	NO. OF DAYS ELAPSED (H-G)	OBJECTIVE 2 RESULTS		
				ITEM NO.	NOV NO.				MET	UNMET	REMARKS
									Put 1 if I = < 5 WD	Put 1 if I = > 5 WD	(Why Unmet/Others)
A	B	C	D	E	F	G	H	I	J	K	L
1											
2											
3											
4											
5											
6											
7											
8											
9											
nth											
TOTAL									0	0	
%											





DILG REGION XIII (CARAGA)

Recruitment, Selection & Promotion Process Summary Logsheets (PSL)

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QUALITY OBJECTIVE 3: 100% of SSB recommendations are prepared with Notice of Meeting of CSPB within 3 working days upon receipt.
 FREQUENCY OF MONITORING: Monthly
 CURRENT PERIOD:

NO.	DATE SSB RECOMMENDATION RECEIVED	PRF CONTROL NO.	ITEM NO.	DATE OF NOTICE OF MEETING to CSPB Chair & members seeking confirmation of their availability to convene/deliberate	STATUS OF CONFIRMATION	DATE OF CSPB MEETING (upon availability of CSPB Chair and Members)	NO. OF DAYS ELAPSED (E-B)	OBJECTIVE 3 RESULTS		
								MET	UNMET	REMARKS
								Put 1 if H = ≤ 3WD	Put 1 if H = > 3WD	(Why Unmet/Others)
A	B	C	D	E	F	G	H	I	J	K
1										
2										
3										
4										
5										
6										
7										
8										
9										
nth										
TOTAL								0	0	
%										





DILG REGION XIII (CARAGA)

Recruitment, Selection & Promotion Process Summary Logsheet (PSL)

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QUALITY OBJECTIVE 4: 100% of CSPB Recommendations per approved CSPB Minutes received, are prepared with Appointments and transmitted to appointing authority for approval within 5 working days upon receipt.

FREQUENCY OF MONITORING: Monthly

CURRENT PERIOD:

DATE APPROVED CSPB MINUTES RECEIVED	PRF CONTROL NO.	CSPB RECOMMENDATION			DATE APPOINTMENT PAPER TRANSMITTED TO APPOINTING AUTHORITY	NO. OF DAYS ELAPSED (F-A)	OBJECTIVE 4 RESULTS		
		NO.	ITEM NO.	NAME			MET	UNMET	REMARKS
							Put 1 if G = ≤ 5WD	Put 1 if G = > 5WD	(Why Unmet/Others)
A	B	C	D	E	F	G	H	I	J
		1							
		2							
		3							
		4							
		7							
		8							
		9							
		nth							
Total							0	0	
%									





DILG REGION XIII (CARAGA)

Recruitment, Selection & Promotion Process Summary Logsheet (PSL)

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QUALITY OBJECTIVE 5: 100% of approved appointments are submitted to CSC for attestation on or before the 15th of the succeeding month.
 QUALITY OBJECTIVE 6: 100% of approved appointments are posted in 3 conspicuous spaces within 30 days from the date of issuance of appointment.
 FREQUENCY OF MONITORING: Monthly
 CURRENT PERIOD:

NO.	DATE APPROVED APPOINTMENT RECEIVED	DATE OF ISSUANCE OF APPOINTMENT	APPOINTEE		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 on or before the 15th day of the succeeding month	Put 1 if G is beyond the 15th day of the succeeding month	(Why Unmet/Others)		Put 1 if K is on or before the 30th day from the date of issuance of appointment	Put 1 if K is beyond the 30th day from the date of issuance of appointment	(Why Unmet/Others)	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1														
2														
3														
4														
5														
6														
7														
8														
9														
nth														
TOTAL							0	0			0	0		
%														

Prepared By
MARIE JOY S. LUENGAS
 AO V / HRMO II
 Process Owner

Reviewed By
DOÑALD M. SERONAY
 Chief Admin. Officer/OIC-Asst. Regional Director
 Regional QMR

Approved By
LIUBETH 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 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 of Standard 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





PERSONNEL REQUISITION FORM

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	<i>Office</i>		
Proposed No. of processing days			
Expected Completion Date			
CONCURRENCE:			
<i>Head, Requesting Office</i>		<i>Head, Personnel Section, FAD</i>	
<i>Date</i>		<i>Date</i>	

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 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 <i>3- receive & approve request; 5-notify applicants; conduct PQE (every 3rd Friday of the month); 5-checking & release of results</i>
SSB of Concerned Office/Unit (Secretariat)	7 Notify applicants of SSB interview; prepare pertinent documents and records	50
SSB of Concerned	8	





PERSONNEL REQUISITION FORM

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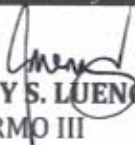


Office/Unit	Conduct SSB interview and deliberation	
SSB of Concerned Office/Unit (Secretariat)	9 Prepare and submit SSB minutes of the meeting / resolution; Notify applicants of RSPB interview	
RSPB	10 Conduct RSPB interview and deliberation	
RSPB (Secretariat)	11 Prepare and submit RSPB minutes of the meeting / resolution	40
Personnel Section, FAD	12 Prepare appointments	5
Appointing Authority	13 Approve appointments	10
Personnel Section, FAD	14 Receive approved appointments and notify head of requesting office/unit and appointee	3
SSB of Concerned Office/Unit (Secretariat)	Notify appointee	
Appointee	15 Assume duty and submit requirements	20 <i>(appointee is given up to 1 month to assume duty)</i>
Personnel Section, FAD	16 Submit Appointments to CSC-Field Office for approval	10 <i>(before 30 calendar days based on the date of the issuance of appointments)</i>
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





DILG REGION XIII
**PERSONNEL REQUISITION
FORM**

Document Code		
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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





PERSONNEL REQUISITION FORM (PRF) LOG SHEET

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QUALITY OBJECTIVES: 1. 70% of total PRFs acted upon, acted within the agreed number of days.
 2. 70% of Due PRFs for the quarter, acted upon.

FREQUENCY OF MONITORING: Quarterly

No.	PRF Control No. (YYYY-MM-XX)	Date Concurred PRF Received (YYYY-MM-DD)	Agreed No of Processing Days			Expected Completion Date	Actual Posting Date		Actual Receiving of Applications Date		Actual Job Applications Review Date		Date Indorsed to SSB	Conduct of PQE			PQE Result Letter Date
			Steps 7-9	Steps 1-6, 10-18	Total		FROM	TO	FROM	TO	FROM	TO		Date Received	Date Confirmed	Date Conducted	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
TOTAL																	





DILG - REGION XIII (CARAGA)
NOTICE OF VACANCY

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NOV No.: _____
 (YY-MM-XXX-yyyymmdd)

Date Posted: _____

JOB APPLICATION REQUIREMENTS:

- Application Letter
- Personal Data Sheet (Civil Service Commission (CSC) Form No. 212)
- Authenticated Transcript of Records and Diploma
- Authenticated Proof of Eligibility [e.g. CSC Certificate of Eligibility [original], Certificate/License/ID - Professional Regulatory Commission (PRC), Integrated Bar of the Philippines (IBP), Driver's License, etc.]

DEADLINE OF SUBMISSION

(yyyymmdd): _____

INSTRUCTION:

- Indicate the NOV No. and ITEM No. in the application letter.
- Submit requirements to Personnel Section, Finance and Administrative Division, at DILG-Regional Office XIII, Km. 4 Libertad, Butuan City; or email to official@caraga.dilg.gov.ph.
- **APPLICATION WITHINCOMPLETE REQUIREMENTS WILL NOT BE ACCEPTED.**

PRF NO.	POSITION	OFFICE	ITEM NO.	MONTHLY SALARY/ SALARY GRADE	QUALIFICATION STANDARDS (Minimum Requirements)	NATURE OF APPOINTMENT	DUTIES & RESPONSIBILITIES

Prepared by: _____
 Signature/Name of PD Action Officer




Reviewed by: _____
 Signature/Name of Personnel Division Head





DILG - REGION XIII (CARAGA)
NOTICE OF VACANCY

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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





**DILG REGION XIII
JOB APPLICATION LOGSHEET**

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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 (last, first, middle)	POSITION APPLIED FOR ITEM NO. NOV NO.		QUALIFICATION STANDARDS				PQE RESULT Put P if Passed, F if Failed, X if No Show	SSB RECOMMENDATIO N 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
						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





DILG - REGION XIII (CARAGA)
**SSB VALIDATION
 AND EVALUATION FORM**

Document Code		
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OFFICE: _____

VACANCIES: _____

PART I. Qualification Standards. Validate if QS is met by confirming the authenticity of information in job application requirements, particularly (1) Educational Records, (2) Employment Records, (3) Proof of Eligibility, (4) Relevant Trainings. Put a check (✓) under the column of each QS if met and information is proven correct. If not, put a cross (x) and inform the applicant that he/she did not meet the minimum requirements for the position he/she applied for.

PART II. Job Description Evaluate the applicant against the functional requirements / job description of the position. Put a check (✓) if the applicant is qualified based on the information in job application requirements. If not, put a cross (x) and inform the applicant that he/she did not meet the functional requirements for the position he/she applied for.

DATE RECEIVED BY SSB	NAME	POSITION APPLIED FOR	PART I. QUALIFICATION STANDARDS				TYPE OF VALIDATION CONDUCTED <i>(e.g., telephone, personal visit, etc.)</i>	PART II. JOB DESCRIPTION	
			EDUCATION	EMPLOYMENT	TRAINING	ELIGIBILITY		FUNCTIONAL REQUIREMENTS	REMARKS <i>(e.g., take Prequalifying Exam (PQE), date of regret letter, active file, etc.)</i>

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





DILG REGION XIII
INDORSEMENT FOR PQE

Document Code		
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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



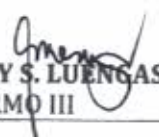




DILG REGION XIII
INDORSEMENT FOR PQE

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List of Selected Employees
For PQE on _____
(Time: _____)

1 st Level	2 nd Level

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





DILG REGION XIII
**LETTER TO APPLICANT
 FOR PQE**

Document Code		
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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





DILG REGION XIII
**LETTER TO PQE
 TAKERS- FAILED**

Document Code		
FM-QP-R13-FAD-10-09		
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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/OIG-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





DILG REGION XIII
**LETTER TO PQE
 TAKERS- PASSED**

Document Code		
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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





DILG REGION XIII
**PQE NOTIFICATION
 LOGSHEET**

Document Code		
FM-QP-R13-FAD-10-11		
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This form is used to monitor the applicants who are to take the Pre Qualifying Examination (PQE).

Office: _____

SCHEDULE OF PQE	
Date:	_____
Time:	_____
Venue:	_____

NO.	NAME	POSITION CONSIDERED FOR	DATE / MODE OF NOTIFICATION	REMARKS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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





DILG-REGION XIII

SELECTION LINE-UP OF QUALIFIED APPLICANTS

Document Code
FM-QP-R13-FAD-10-12

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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





DILG REGION XIII

SSB INTERVIEW AND NOTIFICATION LOGSHEET

Document Code		
FM-QP-R13-FAD-10-13		
Rev. No.	Eff. Date	Page
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This form is used to monitor the applicants who are to be interviewed by the Sub-Selection Board (SSB).

Office / SSB: _____

SCHEDULE OF SSB INTERVIEW	
Date:	_____
Time:	_____
Venue:	_____

NO.	NAME	POSITION CONSIDERED FOR	DATE / MODE OF NOTIFICATION	REMARKS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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





DILG REGION XIII

NOTICE OF INTERVIEW FOR ALL QUALIFIED NEXT IN RANK PERSONNEL

Document Code		
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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.	





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 interested 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/OIG-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





DILG REGION XIII
INTERVIEW ASSESSMENT FORM

Document Code		
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Candidate:
Present Position / SG:
Position Applied For / SG:

Age:
Office:
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		
<p><i>SERVICE ORIENTED</i></p> <p><i>Professionalism, transparency and accountability while working in the public sector.</i></p> <ul style="list-style-type: none"> 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? 		
<p><i>CUSTOMER FOCUS</i></p> <p><i>Responding to customers in a systematic and anticipatory means to address needs.</i></p> <ul style="list-style-type: none"> 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? 		
<p><i>ENSURING EXCELLENT RESULTS</i></p> <p><i>Managing time and resources to complete tasks in challenging situations; thinking out of the box; taking initiative and accountability; considering feedback.</i></p> <ul style="list-style-type: none"> 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? 		
<p><i>ORGANIZATIONAL SENSITIVITY</i></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"> What is the DILG mission? Vision? Cite projects/programs that the DILG is engaged in? 		
OTHERS		
<p><i>COMMUNICATION SKILLS</i></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"> 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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<ul style="list-style-type: none"> • What are media (print, visual, social etc.) you can use to convey your message? Advantage & disadvantage? 		
<p>INTERPERSONAL SKILLS: CONFLICT MANAGEMENT</p> <p><i>Effectively communicating and interacting with others.</i></p> <ul style="list-style-type: none"> • 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? 		
<p>TECHNICAL KNOWLEDGE/EXPERTISE/SKILLS</p> <ul style="list-style-type: none"> • 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? 		
<p>STRESS TOLERANCE</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"> • How do you stay focused on work given stressful working conditions? • How do you personally manage stress? 		
<p>PERSONAL ATTRIBUTE</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>		
<p>FOR SUPERVISOR POSITIONS ONLY (SG 18 AND ABOVE)</p>		
<p>LEADING CHANGE**</p> <p><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></p>		
<p>CRITICAL AND ANALYTICAL THINKING*</p> <p><i>The ability to explore and evaluate facts and information; use evidence to support ideas.</i></p> <ul style="list-style-type: none"> • 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? 		
<p>BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS**</p> <p><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></p>		
<p>MANAGING PERFORMANCE AND COACHING FOR RESULTS**</p> <p><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></p>		



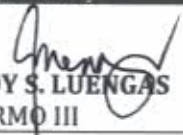

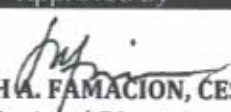


INTERVIEW ASSESSMENT FORM

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





BACKGROUND INFORMATION FORM

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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/OIG-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





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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 <i>advice</i> 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?	





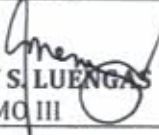

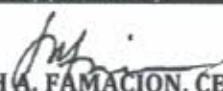
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POTENTIAL ASSESSMENT FORM

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TOTAL POINT SCORE:	
---------------------------	--

Rater: _____ Date: _____

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





DILG-REGION XIII
COMPARATIVE ASSESSMENT MATRIX- INSIDER

Form No.		
FM-QP-R13-FAD-10-10A		
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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	G E N D E R	S T A T U S	A G E	PERFORMANCE		EXPERIENCE		EDUCATION		TRAINING		POTENTIAL										EMOTIONAL AND SOCIAL ATTRIBUTES & PERSONALITY TRAITS					OUTSTANDING ACCOMPLISHMENT		GRAND TOTAL SCORE	R A N K I N G											
				MEMBERS OF THE PANEL RATINGS		MEMBERS OF THE PANEL RATINGS		MEMBERS OF THE PANEL RATINGS		MEMBERS OF THE PANEL RATINGS		MEMBERS OF THE PANEL RATINGS					IMMEDIATE SUPERVISOR		MEMBERS OF THE PANEL RATINGS					AWARDS/ STATTS / COMMENTS / 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:

Admin. Officer IV

Attested:

Admin. Officer V

Supervising Admin. Officer

LG00 VI / 2nd Level Representative

LG00 VI / DILG - RXIII Union President

LGMED, Chief

Provincial Director's Authorized Representative

LG00 VI, Chief

RPSB, Chairperson

Notes:

Regional Director

Prepared By MARIE JOY S. LUENGAS HRMD III Process Owner	Received By DONALD A. SERONAY CAD / OIC Asst. Regional Director Regional QMR	Approved By LILIBETH A. FAMACION, CESO III Regional Director Top Management
---	--	---





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This form is used to monitor the applicants who were endorsed by the Sub-Selection Board (SSB) to be interviewed by the Regional Selection and Promotion Board (RSPB).

Office: _____

SCHEDULE OF RSPB INTERVIEW	
Date:	_____
Time:	_____
Venue:	_____

NO.	NAME	POSITION CONSIDERED FOR	DATE / MODE OF NOTIFICATION	REMARKS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Prepared By	Reviewed By	Approved By
 MARIE JOY S. LUENGAS HRMC 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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MINUTES OF THE ASSESSMENT CONDUCTED BY THE REGIONAL PERSONNEL SELECTION BOARD

(Date & Place)

PRESENT:

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

AGENDA:





DILG REGION XIII
RPSB MINUTES OF MEETING

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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/OIG-Asst. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management





DILG REGION XIII
RPSB RESOLUTION

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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





DILG REGION XIII
RPSB RESOLUTION

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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





DILG REGION XIII

CHECKLIST OF REQUIREMENTS

Document Code

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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 [<i>PanunumpasaKatungkulan</i>] (CSC Form No. 32)
	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)
	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 [<i>PanunumpasaKatungkulan</i>] (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 [<i>PanunumpasaKatungkulan</i>] (CSC Form No. 32)
	Authenticated Proof of Eligibility: CSC Certificate of Eligibility (Original), Certificate/License/ID - Professional Regulatory Commission (PRC), Integrated Bar of the





DILG REGION XIII
**CERTIFICATION
 OF ASSUMPTION TO DUTY**

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CERTIFICATION

This is to CERTIFY that [name of employee] has assumed his/her duties and responsibilities on [date of assumption] as [position] in the [office/unit].

Issued this ____ day of [month][year].

Division Chief/ Immediate Supervisor

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





DILG - REGION XIII (CARAGA)
**LIST OF NEWLY HIRED/
 PROMOTED EMPLOYEES**

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FM-QP-R13-FAD-10-24		
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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. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management

