
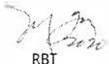

	PROCEDURE MANUAL	Document No.: PM-HR-03-04
		Effective Date: November 25, 2020
	RECRUITMENT OF NON-TEACHING EMPLOYEES	Supersedes: PM-HR-03-03
		Page: 1 of 11

Prepared by:  Maria Elizabeth S. Yap	Reviewed by:  Digitally signed by Raul Victor B. Tan Date: 2020.11.25 12:26:27 +08'00' Raul Victor B. Tan	Approved by:  Reynaldo B. Veja
--	---	--

I. PURPOSE

This manual provides policies and procedures for requesting, recruiting, screening, selecting, and hiring non-teaching employees in the university.

II. SCOPE

This manual covers request for non-teaching employees from all departments, officers, centers including schools and academic units. Recruitment of non-teaching staff is non-discriminatory wherein the University may hire from qualified under-represented groups including ethnic minorities, low income, non-traditional, sexual orientation/gender identity and disabled applicants.

III. DEFINITIONS

1. Personnel Request Form (PRF) - This form shall be used for the hiring of probationary, casual, fixed-term, student assistant and professionals needed by the University. The form shall be filled out by the requesting department to document the number of needed employees, job description, and the required job specifications such as educational qualification, skills, and competencies including specialization.
2. Recommendation Form for Non-Teaching Personnel (RFNT) – This form shall be used for the hiring of project employee (DOST, CHED, etc.), non-teaching employee with teaching load, PAAP member, non-teaching employee with other duties (Lab. Coordinator, 7S auditors, Internal Auditors, BCP Head, IMR, etc.), NSTP/CWTS Facilitators, and ROTC officers. The form shall be filled out by the requesting department to document the number of needed employees, duration of the contract, work schedule and other relevant information.
3. Mapua English Language Test (MELT) – A verbal and written test designed to assess the communication skills of the applicants. The score for this test ranges from 1.0 to 5.0. The acceptable score is 2.5 for both verbal and written tests. However, for Technical Assistant position including those positions with the rank of supervisory and up, the acceptable score is 3.0 for both verbal and written tests. The MELT shall be given on the 3rd and/or 5th month of the probationary period of the employee to be administered by ELC if the employee did not reach the acceptable score.


UNCONTROLLED

Crisanta F. Azcueta 10-Nov-2022
 Signature over Printed Name/Date

APPROVED


 DATE: 11/25/2020

This document is not for reproduction unless approved by the Process Owner.
 Printed copies are uncontrolled unless otherwise stamped as Controlled copy in colored ink.

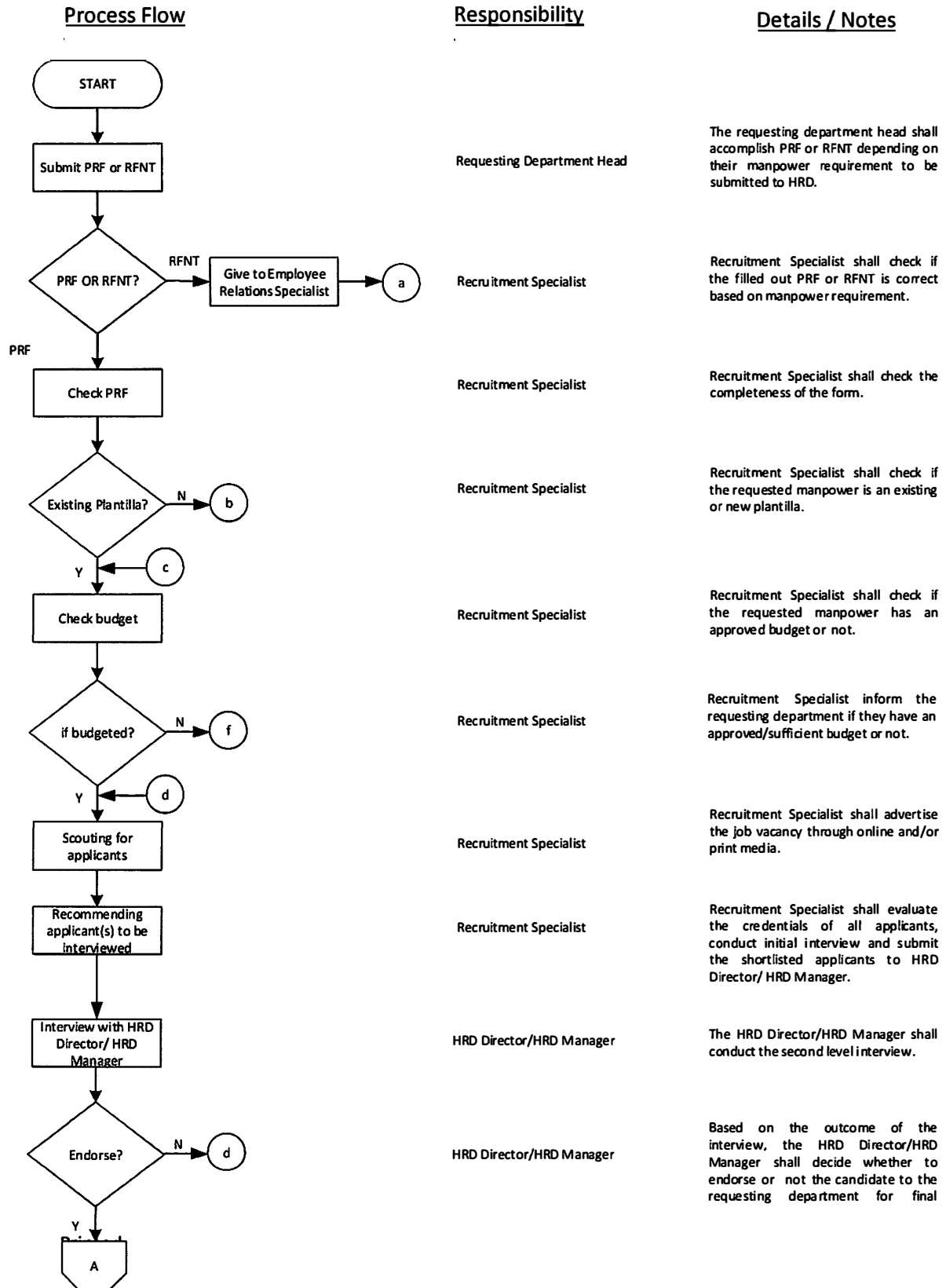
	PROCEDURE MANUAL	Document No.: PM-HR-03-04
		Effective Date: November 25, 2020
	RECRUITMENT OF NON-TEACHING EMPLOYEES	Supersedes: PM-HR-03-03
		Page: 2 of 11


IV. RESPONSIBILITY AND AUTHORITY

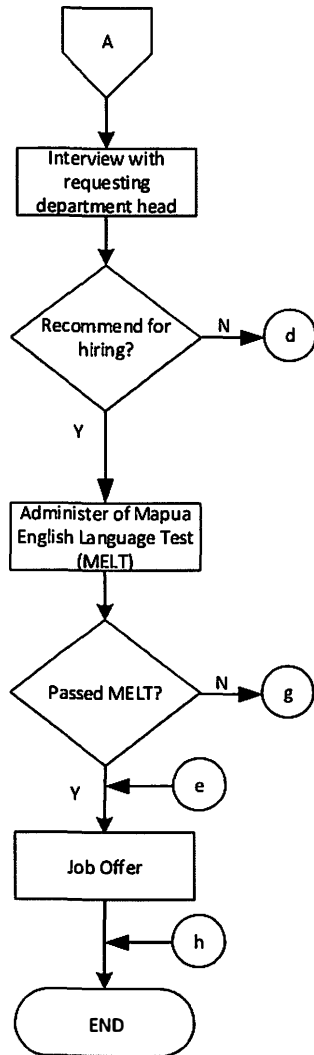
President & CEO	Shall conduct final interview with School/Academic Head and renders the hiring decision.
EVP for Academic Affairs	Shall conduct interview with School/Academic Head and recommends final interview with the President.
School/Academic Head and Department/Office Head	Shall conduct final interview with the applicant and renders the hiring decision.
HR Director	Shall conduct behavioral-based interview for applicant with the rank of manager and up and recommends said applicant for interview by the requesting party.
HR Manager	Shall review the results of pre-employment screening of non-teaching employee, conducts behavioral-based interview for applicant with the rank of supervisor and below and recommends said applicant for interview by the requesting party.
Talent Acquisition	<p>Shall advertise the need for non-teaching employee, evaluates the qualification of applicants and administers the screening process.</p> <p>In case the applicant did not meet the position requirements such as the educational qualification, professional license, or work experience, but the concerned Department Head would want to hire the applicant, the HR-Asst. for Recruitment shall require the concerned department head to submit a justification letter to be approved by the HR Director.</p> <p>Shall be responsible for the preparation of all pre-employment contracts of non-teaching.</p>
ELC Assistant	<p>Shall be responsible for the MELT administration including the checking of the written and verbal exam to be approved by the ELC Director. He/She shall also be responsible for the intervention through workshop just in case the applicant did not meet the required score in order for the applicant to be allowed to re-take the written and/or verbal exam.</p> <p>The result of the verbal and written exam shall be given at least two weeks after the exam was given.</p>

 MAPUA UNIVERSITY	PROCEDURE MANUAL	Document No.: PM-HR-03-04
		Effective Date: November 25, 2020
		Supersedes: PM-HR-03-03
	RECRUITMENT OF NON-TEACHING EMPLOYEES	Page: 3 of 11

V. DETAILS OF PROCEDURE



	PROCEDURE MANUAL	Document No.: PM-HR-03-04
		Effective Date: November 25, 2020
	RECRUITMENT OF NON-TEACHING EMPLOYEES	Supersedes: PM-HR-03-03
		Page: 4 of 11



Requesting Department Head

Requesting department head shall conduct the final interview.

Requesting Department Head

Requesting department head shall decide whether to recommend the hiring or not of the applicant. In the case of Academic and Non-academic head position, interview will be up to the level of the President.

Recruitment Specialist


Recruitment Specialist shall be responsible for the scheduling and administering of MELT.

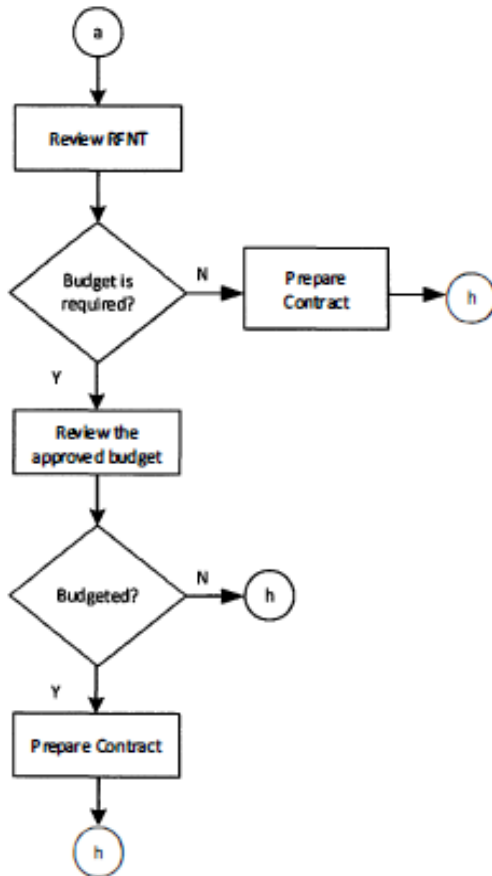
Recruitment Specialist

Recruitment Specialist shall obtain the MELT results from ELC to know who passed or failed the exam. Recruitment specialist shall inform the candidate and requesting department regarding the result of MELT.

Recruitment Specialist

Recruitment Specialist shall discuss to successful candidate the compensation and benefit packages, some policies, and requirements to comply. In case the position is a department head, the same shall be discussed by the HRD Director or HRD Manager.

	PROCEDURE MANUAL	Document No.: PM-HR-03-04
		Effective Date: November 25, 2020
	RECRUITMENT OF NON-TEACHING EMPLOYEES	Supersedes: PM-HR-03-03
		Page: 5 of 11



Employee Relations Specialist

Employee Relations Specialist shall check the completeness of the form.

Employee Relations Specialist

Employee Relations Specialist shall check if the requirement(s) of the requesting department needs to have an approved budget or not.

Employee Relations Specialist

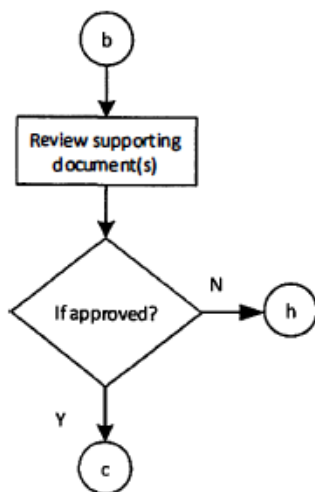
Employee Relations Specialist shall check if there is an approved/sufficient budget or not.

Employee Relations Specialist

Employee Relations Specialist shall inform the requesting department if they have an approved/sufficient budget or not. If no sufficient budget or no budget, Employee Relations Specialist shall inform the requesting department.

Employee Relations Specialist

Employee Relations Specialist shall prepare the contract of the employee.

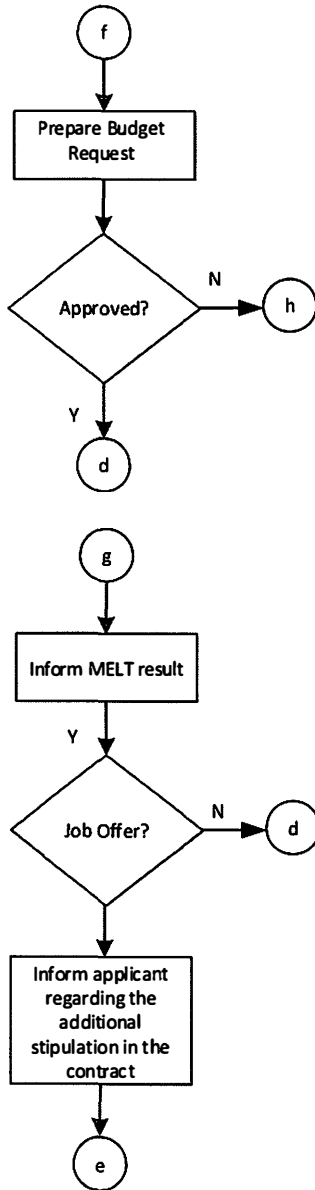


Recruitment Specialist

Recruitment Specialist shall check if the requesting department has an approved plantilla which should be attached to the PRF (FM-HR-35-01).

Recruitment Specialist

Recruitment Specialist shall determine if the request will be processed or not which will be relayed to the requesting department head.



Requesting Department Head

Requesting department head shall prepare the budget request to be submitted to the Controller and/or CFO for approval.

Requesting Department Head

Requesting department head shall inform the HRD if their request has been approved or not.

Recruitment Specialist


Recruitment Specialist shall inform the requesting department head regarding the result of the exam.

Requesting Department Head

Requesting department head shall inform HRD whether to continue with the offer or find a new applicant.

Recruitment Specialist

Recruitment Specialist shall inform the applicant about the result of the exam and the stipulation in the contract if the applicant will accept our job offer. Recruitment Specialist shall explain to the applicant that he/she may have a conditional probationary contract or will be required to undergo an intervention depending on the position he/she is applying for. During probationary period, the newly-hired employee is required to re-take the exam until such time he/she will pass the exam.

	PROCEDURE MANUAL	Document No.: PM-HR-03-04
		Effective Date: November 25, 2020
	RECRUITMENT OF NON-TEACHING EMPLOYEES	Supersedes: PM-HR-03-03
		Page: 7 of 11

VI. REACTION PLAN

In case the procedures for the recruitment of non-teaching employees are not followed whether in full or in part, HR Director shall call the attention of the individual who did not adhere with the procedures, document the reasons behind deviation and file as reference. Additionally, said individual shall be re-oriented with the proper procedures for the recruitment of non-teaching employees.

VII. PERFORMANCE INDICATOR


Just in time hiring of non-teaching employees in accordance with the job specification indicated in the Personnel Request form (PRF) through the proper procedures indicated herein.

VIII. REPORTORIAL REQUIREMENTS


Report Title	Frequency of Update	Responsible Personnel
Recruitment Turnaround Time	As needed	Hr-Asst. for Recruitment
Recruitment Update (Status)	As needed	Hr-Asst. for Recruitment

IX. REFERENCE DOCUMENTS

	Document Code	Title
1.	FM-HR-03-01	Application Form for Non-Teaching
2.	FM-HR-13-02	Personnel Requisition Form
3.	FM-HR-23-02	Non-Teaching Interview Form
4.	FM-HR-24-01	Job Offer Form
5.	FM-HR-47-01	Recommendation for Non-Teaching Personnel
6.	FM-HR-54-00	Organizational Change Form

	PROCEDURE MANUAL	Document No.: PM-HR-03-04
		Effective Date: November 25, 2020
	RECRUITMENT OF NON-TEACHING EMPLOYEES	Supersedes: PM-HR-03-03
		Page: 8 of 11

Section / Page	Rev. No.	Reason for Revision	Effective Date	By
Whole RG/V. Details of Procedure	01	Change in procedure and process	July 28, 2017	MVC
Whole RG/V. Details of Procedure	02	Change in procedure and process. Update Forms	July 1, 2018	MVC
Whole RG/V. Details of Procedure	03	Change in procedure and process. Update and include additional forms FM-HR-54-00 and FM-HR-47-01	April 1, 2019	MVC
II. Scope	04	Update and include the hiring of underrepresented groups	November 25, 2020	MESY

	PROCEDURE MANUAL	Document No.: PM-HR-03-04
		Effective Date: November 25, 2020
	DISTRIBUTION LIST	Supersedes: PM-HR-03-03
		Page: 9 of 11

COPY HOLDERS	#		Document Custodian	Signature / Date
Continuous Quality Improvement Office	1	<input type="checkbox"/>	Cristian Jay C. Nuyda	
Office of the President	2	<input type="checkbox"/>	Rose Marie P. Lantin	
Office of the Executive Vice President for Academics Affairs	3	<input type="checkbox"/>	Mathew Dela Cruz	
Office of the Executive Vice President for Finance and CFO	4	<input type="checkbox"/>	Ellen G. Reglos	
Office of the EVP-COO for Operations and Treasury Head	5	<input type="checkbox"/>	Jeresa May C. Ochave	
Office of the AVP for CMDO	6	<input type="checkbox"/>	Jeresa May C. Ochave	
Office of the Prefect of Discipline	7	<input type="checkbox"/>	Merly D. Cereno	
Office of the Registrar	8	<input type="checkbox"/>	Nelia B. dela Cruz	
Campus Development & Maintenance Office - Intramuros	9	<input type="checkbox"/>	Carlos C. Hortinela III	
Campus Development & Maintenance Office - Makati	10	<input type="checkbox"/>	Maria Fe L. Gregorio	
Center for Continuing Education and Special Competencies	11	<input type="checkbox"/>	Rochelle Fabellon - Nnadiri	
Center for Guidance and Counseling	12	<input type="checkbox"/>	Mary Jane D. Lagapa	
Center for Teaching and Learning	13	<input type="checkbox"/>	Jeffrey C. Dizon	
Corporate Communications Office	14	<input type="checkbox"/>	Bert Dominic G. Quito	
Development Office for Information Technology	15	<input type="checkbox"/>	Abegail D. Manzon	
English Language Center	16	<input type="checkbox"/>	Leizel R. Waniwan	
Faculty Development Office	17	<input type="checkbox"/>	Erick F. Veal	
Health Services Department	18	<input type="checkbox"/>	Jhoanna T. Narciso	

**PROCEDURE MANUAL**

Document No.: PM-HR-03-04

Effective Date: November 25, 2020

Supersedes: PM-HR-03-03

DISTRIBUTION LIST

Page: 10 of 11

Human Resources Department	19	<input type="checkbox"/>	Crisanta F. Azcueta	
Institutional Laboratory Management Office - Intramuros	20	<input type="checkbox"/>	Mharichini Christine L. Farnacio	
Institutional Laboratory Management Office - Makati	21	<input type="checkbox"/>	Mharichini Christine L. Farnacio	
Legal Affairs Department	22	<input type="checkbox"/>	Jeresa May C. Ochave	
Library	23	<input type="checkbox"/>	Leonisa E. Maghuyop	
International Linkages for Research and Development	24	<input type="checkbox"/>	Rhea P. Carnate	
Makati Administration Office	25	<input type="checkbox"/>	Maria Fe L. Gregorio	
Office for Social Orientation and Community Involvement Program	26	<input type="checkbox"/>	Karl Andrew L. Santiago	
Office for Student Affairs	27	<input type="checkbox"/>	Grace D. Macaballug	
Office of Admission	28	<input type="checkbox"/>	Annabell M. Lee	
Center for Scholarship And Financial Assistance	29	<input type="checkbox"/>	Eden G. Brasileno	
International Career and Exchange Programs	30	<input type="checkbox"/>	Raymond T. Dela Cruz	
Office of Directed Research for Innovation and Value Enhancement	31	<input type="checkbox"/>	Maria Elaine P. Tan	
Purchasing Department	32	<input type="checkbox"/>	Anna Rose M. Dionisio	
Student Advising Office	33	<input type="checkbox"/>	Jude Anthony M. Marcelo	
Treasury Department	34	<input type="checkbox"/>	Olga R. Perez	

**PROCEDURE MANUAL**

Document No.: PM-HR-03-04

Effective Date: November 25, 2020

Supersedes: PM-HR-03-0

Page: 12 of 12

DISTRIBUTION LIST

Department of Arts and Letters	35	<input type="checkbox"/>	Leizel R. Waniwan	
Department of Mathematics	36	<input type="checkbox"/>	Angela Nicole R. Factor	
Department of Physical Education and Athletics	37	<input type="checkbox"/>	Pia Karla Francisco - Sumaoy	
Department of Physics	38	<input type="checkbox"/>	Eden C. Jacob	
E.T Yuchengco School of Business and Management	39	<input type="checkbox"/>	Maricris Felizco - Nadala	
School of Architecture, Industrial Design and Built Environment	40	<input type="checkbox"/>	Marican I. Velasco	
School of Chemical, Biological, and Materials Engineering & Sciences	41	<input type="checkbox"/>	Ma. Josefa L. Umali	
School of Civil, Environmental, and Geological Engineering	42	<input type="checkbox"/>	Mary Grace F. Alico	
School of Electrical, Electronics, and Computer Engineering	43	<input type="checkbox"/>	Rowena A. Ramido	
School of Graduate Studies	44	<input type="checkbox"/>	Rosie Ann C. Pascual	
School of Industrial Engineering and Engineering Management	45	<input type="checkbox"/>	Myra Contreras - Nazariga	
School of Information Technology	46	<input type="checkbox"/>	Sally I. Zara	
School of Social Sciences and Education	47	<input type="checkbox"/>	Ma. Victoria M. Mirabueno	
School of Mechanical and Manufacturing Engineering	48	<input type="checkbox"/>	Maricel A. Dadiz	
School of Media Studies	49	<input type="checkbox"/>	Ruby Merza - Sagun	

