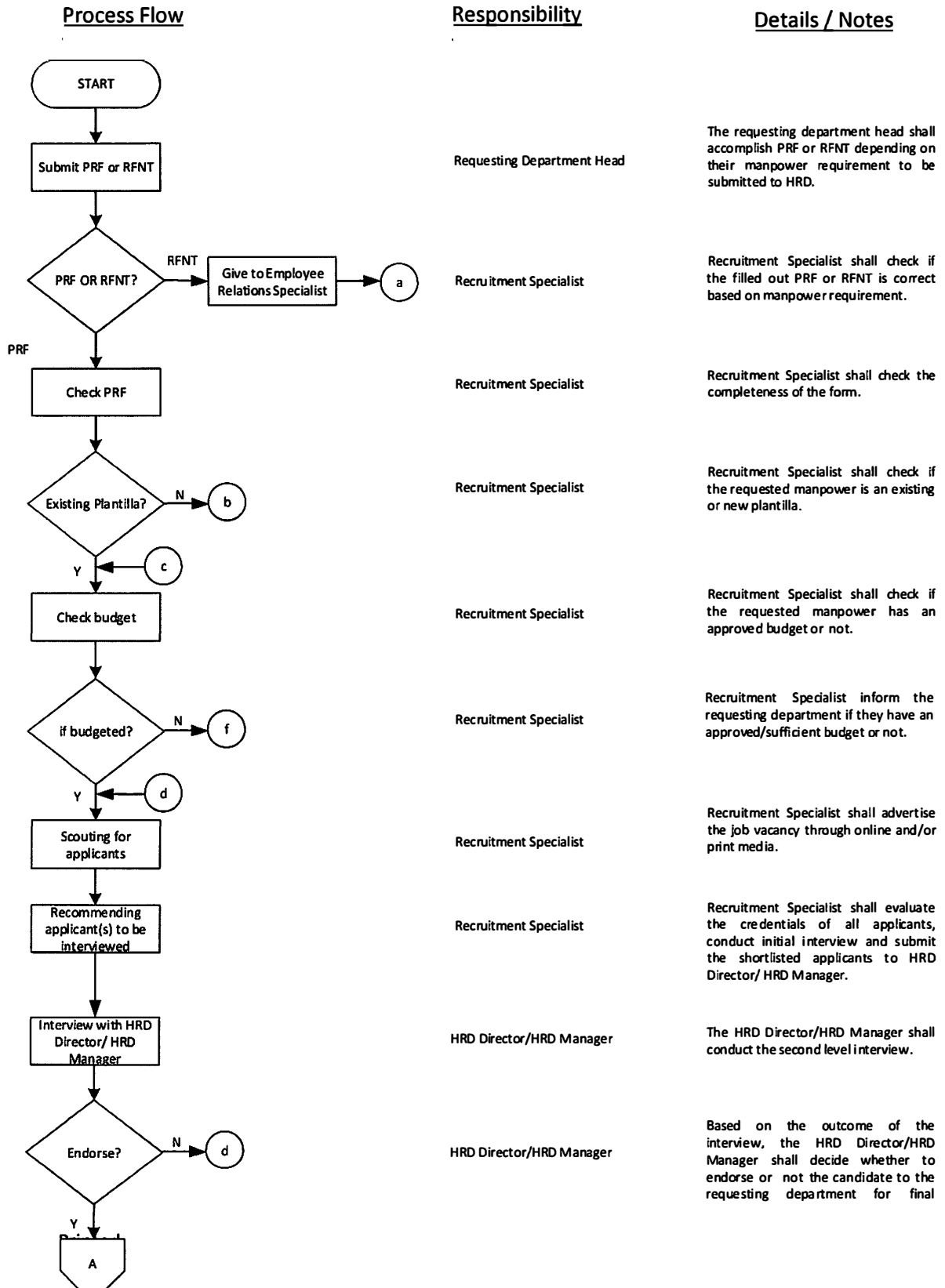
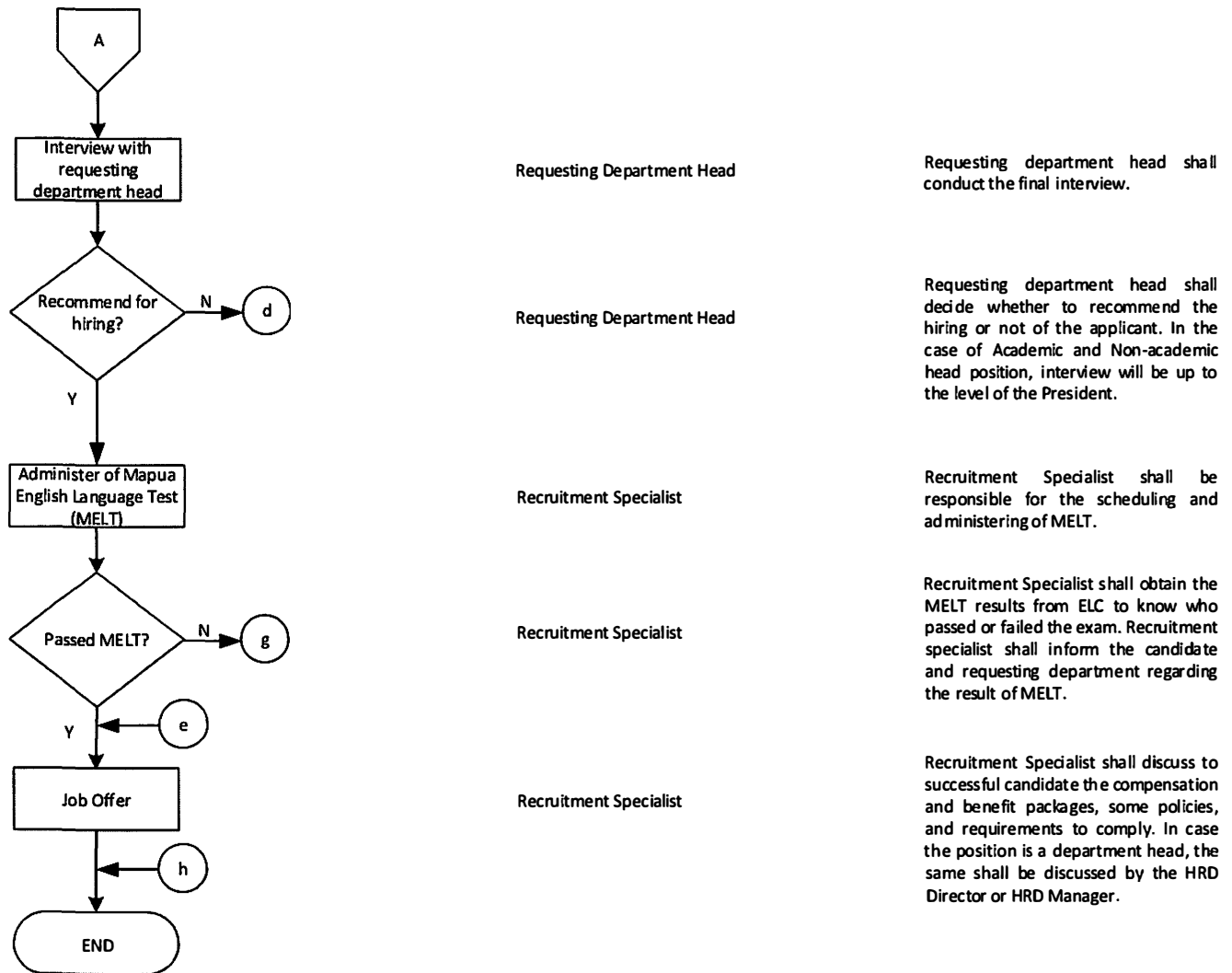


V. DETAILS OF PROCEDURE



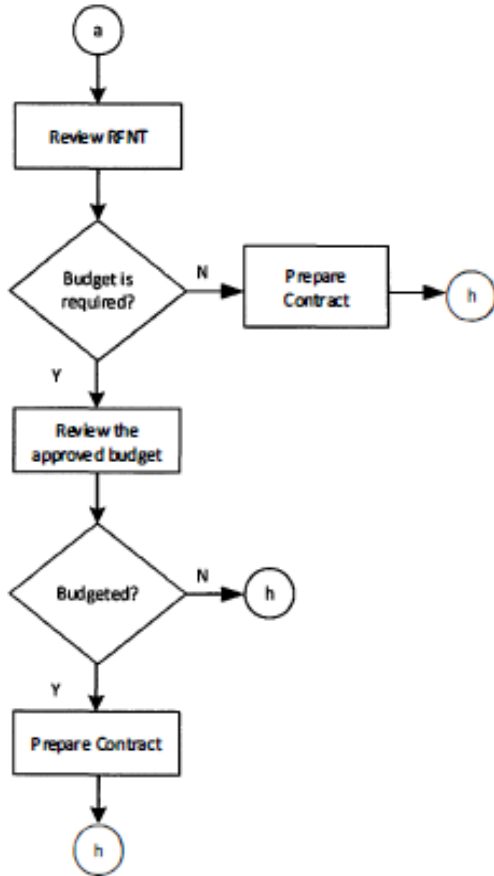




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RECRUITMENT OF NON-TEACHING EMPLOYEES

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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

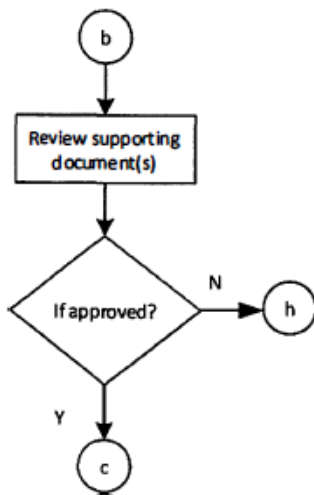
Employee Relations Specialist shall check if there is an approved/sufficient budget or not.

Employee Relations Specialist

Employee Relations Specialist shall inform the requesting department if they have an approved/sufficient budget or no budget. 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

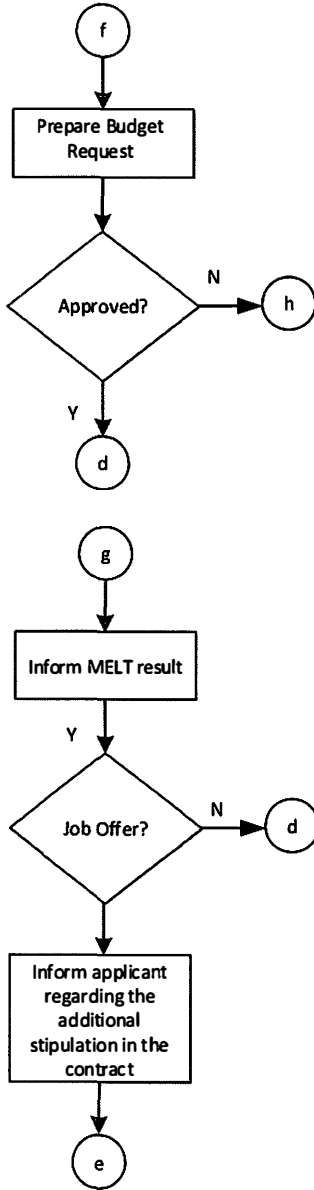
Recruitment Specialist shall determine if the request will be processed or not which will be relayed to the requesting department head.



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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.

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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 refence. 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

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	MMC
Whole RG/V. Details of Procedure	02	Change in procedure and process. Update Forms	July 1, 2018	MMC
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	MMC
II. Scope	04	Update and include the hiring of underrepresented groups	November 25, 2020	MESY



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