

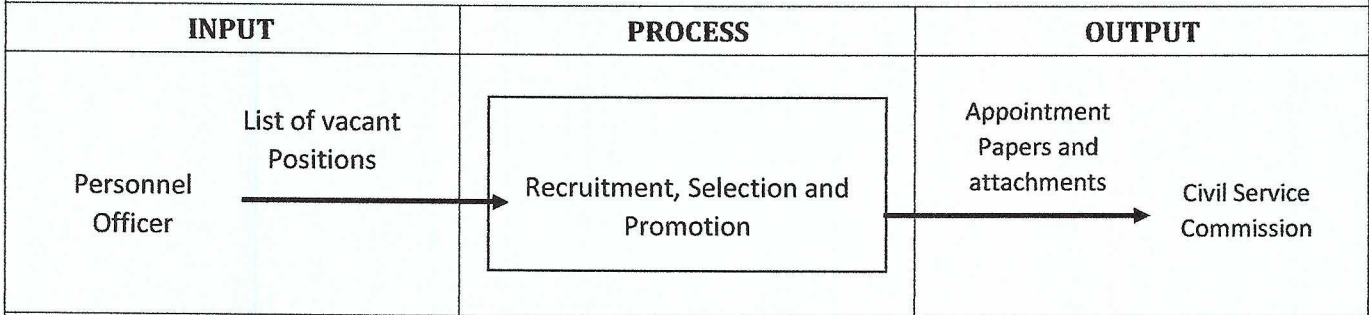


**QUALITY
PROCEDURE (QP)**

Document Code		
QP-R12-FAD-03		
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PROCEDURE TITLE	RECRUITMENT, SELECTION AND PROMOTION
SCOPE	This process commences from the time a position from the first (1 st) and second (2 nd) levels are declared vacant and concludes upon submission of appointment papers for Civil Service Commission attestation.
PURPOSE	To define the standard procedures of recruitment, selection and promotion of personnel.

PROCESS DESCRIPTION



DESCRIPTIVE STATEMENT:

Recruitment, Selection and Promotion activities commence from the time the list of vacant positions are obtained from Personnel Officer until such time appointment papers are approved by the Regional Director.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Personnel Officer	Determination of vacant positions	<ul style="list-style-type: none"> Submits list of vacant positions to CSC Upon receipt of Bulletin of Vacant Positions in the Government, facilitates publication at DILG website and in three (3) conspicuous places for 10 working days Prepare the profile of the applicants/personnel and rating forms/comparative assessment (promotion) of personnel for reference of the RPSPB members. Notify the RPSPB of the scheduled deliberation for the vacant positions. 	<ul style="list-style-type: none"> List of vacant positions Bulletin of Vacant Positions in the Government Notice of Meeting





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
2	Regional Personnel Selection and Promotion Board (RPSPB)	Conducts selection process	<ul style="list-style-type: none"> Administer Written exam and oral/panel interview. Deliberate applications and other relevant matters. Cause the preparation of minutes and resolution of the RPSPB. Recommend qualified applicants to RD. 	<ul style="list-style-type: none"> Approved Minutes and Resolution of the RPSPB
3	Regional Director	Review and approval/disapproval RPSPB Resolution	<ul style="list-style-type: none"> Affix signatures and forwards to Personnel Officer for preparation of appointment papers Review the Resolution and affix signature, indicating approval or disapproval of recommendations. In cases where there is more than one, indicate thru marking the applicant to appoint. 	<ul style="list-style-type: none"> Signed RPSPB Resolution
4	Personnel Officer	Preparation of Administrative documents	<ul style="list-style-type: none"> Notify the appointees of the appointment and direct them to submit Administrative requirements. Upon receipt of all requirements, forward to RD. 	<ul style="list-style-type: none"> Appointment Paper, Oath of Office, Position Description Form, Statement of Assets and Liabilities Net Worth, SPMS Targets (for newly hired employees) and Accomplishments (for promotion), Marriage Certificate (if





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
				applicable), Medical Certificates and Clearances
5	Regional Director	Review and approve Appointment Papers	<ul style="list-style-type: none"> Affix signature and forwards to Personnel Officer if in order, the return to HRMO. 	<ul style="list-style-type: none"> Signed Appointment Papers and other Administrative Documents
6	Personnel Officer	Submission of Appointment Papers to CSC for attestation	<ul style="list-style-type: none"> Compile all Administrative Documents and prepare transmittal. Secure received transmittal from CSC. 	<ul style="list-style-type: none"> Transmittal
7	Process Owner	Retain records	<ul style="list-style-type: none"> Update the Process Summary Log Sheet Retain records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of RDI 	<ul style="list-style-type: none"> Process Summary Log Sheet Control of Documented Information Procedure Masterlist of Records

Definition of Terms:

- Appointment** - Refers to an act of appointing; assigning a job or position to someone.
- Appointee** - Refers to a person who is appointed to a position.
- Attestation** - Refers to approval of appointments.

Legal References:

- 2017 Omnibus Rules on Appointments and Other Human Resource Actions
- CSC Resolution No. 1300979 Clarifying Qualification Requirements for Appointment to Executive/Managerial Positions in the Second Level
- CSC Qualification Standards Manual series 1997
- CSC MC No. 46 series 1993 Policies on Qualification Standards
- CSC MC no. 12 series 2003 Revised Policies on Qualification Standards
- DILG Competency Dictionary

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Republic of the Philippines
 DILG - REGION 12 (SOCCSKSARGEN)
**QUALITY
 OBJECTIVE (QO)**

Document Code		
QO-QP-R12-FAD-03		
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OFFICE	FINANCE & ADMINISTRATIVE DIVISION - PERSONNEL SECTION
QUALITY PROCEDURE TITLE	RECRUITMENT, SELECTION AND PROMOTION

Function	Key Performance Indicators (KPIs)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
• RECRUITMENT, SELECTION AND PROMOTION	• Appointment/s processed within 20 WD from the time RPSPB is convened	100%	Total No. of appointment processed within 30CD from the time RPSPB convened -----x100 Total No. of appointments processed	• Quarterly	• Personnel Officer	• Monitoring Log Sheet • Appointment Papers
	• Appointment/s processed and submitted to CSC within 30 CD from RD's approval	100%	Total No. of appointments processed and submitted to CSC within 10 CD from RD's approval -----X100 Total No. of appointments approved	• Quarterly		

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DILG XII QMS





Republic of the Philippines
 DILG - REGION 12 (SOCCSKSARGEN)
**PROCESS QUALITY MONITORING AND
 EVALUATION (QME)**

Document Code		
QME-QP-R12-FAD-03		
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OFFICE	FINANCE & ADMINISTRATIVE DIVISION - PERSONNEL SECTION
PROCEDURE TITLE	RECRUITMENT, SELECTION AND PROMOTION
OBJECTIVE STATEMENT	1. 100% of appointment/s processed within 20 WD from the time RPSPB is convened 2. 100% of appointment/s processed and submitted to CSC within 30 CD from RD's approval
CURRENT PERIOD	

INDICATORS		PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	TOTAL
Objective 1: 100% of appointment/s processed within 20 WD from the time RPSPB is convened						
A	Total No. of appointment processed within 20 WD from the time RPSPB convened					
B	Total No. of appointments processed					
C	Formula: $\frac{A}{B} \times 100$ Target Result : 100%					
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					
Objective 2: 100% of appointment/s processed and submitted to CSC within 30 CD from RD's approval						
A	Total No. of appointments processed and submitted to CSC within 30 CD from RD's approval					
B	Total No. of appointments approved					
C	Formula: $\frac{A}{B} \times 100$ Target Result : 100%					
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)					

Note: For unmet targets, concerned QMS Secretariat shall initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.





Republic of the Philippines
 DILG - REGION 12 (SOCCSKSARGEN)
**PROCESS QUALITY MONITORING AND
 EVALUATION (QME)**

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Process Owner	Division Chief / Deputy Q,MR

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		<i>JOSEPHINE CABRIDO-LEYSA, CESO V</i> JOSEPHINE CABRIDO-LEYSA, CESO V Regional Director

DILG XII QMS





Republic of the Philippines
DILG - REGION 12 (SOCCSKSARGEN)

RECRUITMENT, SELECTION AND PROMOTION Process Summary Logsheets (PSL)

Document Code		
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1. QUALITY OBJECTIVE: 1.100% of appointment/s processed within 20 WD from the time RPSPB is convened
2.100% of appointment/s processed and submitted to CSC within 30 CD from RD's approval

FREQUENCY OF MONITORING: **Quarterly**

COVERED PERIOD:

Due Date of Submission:

No.	Particulars	Date RPSB covered	Date of Appointment	OBJECTIVE NO. 1 RESULTS				OBJECTIVE NO. 2 RESULTS					
				No. of Days Target = 30 CD	Met	Unmet	REMARKS, IF UNMET	Date of Appointment	Date forwarded to CSC	No. of Days (Target= 10 WD)	Met	Unmet	REMARKS, IF UNMET
1													
TOTAL													

Prepared by:	Noted by:
Process Owner	Deputy Q,MR

DILG XII QMS


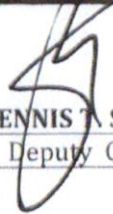



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Republic of the Philippines
DILG - REGION 12 (SOCCSKSARGEN)
RECRUITMENT, SELECTION AND PROMOTION
Process Summary Logsheet (PSL)

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DILG XII QMS



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Name of Division/Unit: QMS Secretariat


MASTERLIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
QUALITY MANUAL							
QM-R12-01	INTRODUCTION	10.01.17	07.01.19				
QM-R12-02	DEFINITION OF TERMS	10.01.17	07.01.19				
QM-R12-03	ORGANIZATIONAL BACKGROUND	10.01.17	07.01.19				
QM-R12-04	CONTEXT OF ORGANIZATION	10.01.17	07.01.19				
QM-R12-05	LEADERSHIP	10.01.17	07.01.19				
QM-R12-06	PLANNING	10.01.17	07.01.19				
QM-R12-07	SUPPORT	10.01.17	07.01.19				
QM-R12-08	OPERATION	10.01.17	07.01.19				
QM-R12-09	PERFORMANCE EVALUATION	10.01.17	07.01.19				
QM-R12-10	IMPROVEMENT	10.01.17	07.01.19				
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Regional Document Controller

Reviewed By


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Division: **FINANCE AND ADMINISTRATIVE DIVISION (RECORDS SECTION)**

MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
RECRUITMENT, SELECTION AND PROMOTION							
CSC MC No. 24 series 2017	2017 Omnibus Rules on Appointments and Other Human Resource Actions	2017					
CSC Resolution No. 1300979	Clarifying Qualification Requirements for Appointment to Executive/Managerial Positions in the Second Level	2013					
CSC Qualification Standards	CSC Qualification Standards Manual series 1997	1997					
CSC MC No. 46 series 1993	Policies on Qualification Standards	1993					
CSC MC No. 12 series 2003	Revised Policies on Qualification Standards	2003					
	DILG Competency Dictionary	2017					

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Division: **FINANCE AND ADMINISTRATIVE DIVISION (ACCOUNTING SECTION)**

MASTER LIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
RECRUITMENT, SELECTION AND PROMOTION									
	Bulletin of Vacant Positions in the Government	Personnel Officer	QMS Shelf Civil Service Commission Folder	Civil Service Commission Folder	Chronological Order	1 year	1 year	2 years	Shredding/ Re-use
	Notice of Meeting	Personnel Officer	QMS Shelf Regional Personnel Selection and Promotion Board Folder/Computer Desktop Selection Folder	Regional Personnel Selection and Promotion Board Folder	Chronological Order	1 year	1 year	2 years	Shredding/ Re-use
	Minutes of Meeting	Personnel Officer	QMS Shelf Regional Personnel Selection and Promotion Board Folder/Computer Desktop Selection Folder	Regional Personnel Selection and Promotion Board Folder	Chronological Order	1 year	1 year	2 years	Shredding/ Re-use
	Resolution	Personnel Officer	QMS Shelf Regional Personnel Selection and Promotion Board Folder/Computer Desktop Selection Folder	Regional Personnel Selection and Promotion Board Folder	Chronological Order	1 year	1 year	2 years	Shredding/ Re-use
FM-QP-R12-FAD-18-01	Process Summary Logsheet	Personnel Officer	QMS Shelf Regional Personnel Selection and Promotion Board Folder/Computer Desktop Selection Folder	Regional Personnel Selection and Promotion Board Folder	Chronological Order	2years	3years	5years	Shredding

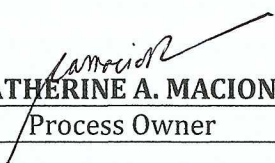
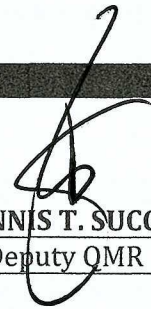




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RISK REGISTRY
(A) OBJECTIVE RISK ASSESSMENT

DIVISION: **FINANCE AND ADMINISTRATIVE DIVISION - PERSONNEL SECTION**
 PROCEDURE: **RECRUITMENT, SELECTION AND PROMOTION**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT							RISK CONTROL PLAN				
							IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RISK CONTROL ACTION	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
• 90 % Appointment/s processed within 30 CD from the time RPSPB is convened	Overlapping of regional and central activities	organic personnel	Delayed processing of Appointment	Focal person/process owner is on travel or is on sick leave	Non-compliance to the established QMS Process and ARTA	NONE	5	1	1	5	L	NS	NO ACTION	3	NA	NA	NA	NA
• 90% Appointment/s processed and submitted to CSC within 10 CD from RD's approval	No alternates/under study;	organic personnel & CSC																

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED	RPN
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 25	LOW	Not Significant	No further action required (Retain risk by in	3
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	26-40	MODERATE	Not Significant	Alert level but no further action required for m	2
DETECTION 1 - Very likely, 2 - Likely; 3 - Low, 4 - R	>40	HIGH	Significant	Control (e.g. Treat/Mitigate Transfer, Termin	1

Risk Rating = Impact X Likelihood X Detection

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RISK REGISTRY
(B) PROCESS RISK ASSESSMENT

DIVISION: **FINANCE AND ADMINISTRATIVE DIVISION – PERSONNEL SECTION**
 PROCEDURE: **RECRUITMENT, SELECTION AND PROMOTION**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT								RISK CONTROL PLAN			
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (If risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Determines vacant positions	No alternates/understudy;	Focal person/process owner is on travel or is on sick leave	delayed submission of vacant positions to CSC for posting in the Bulletin of Vacant Positions in the Government and at DILG website and in three (3) conspicuous places within the prescribed timeframe	none	4	5	1	20	L	NS	3	NA	NA	NA	NA	NA
Conducts selection process	Overlapping of regional and central activities	RPSB members on travel or on sick leave	Delayed conduct of Selection process & no RPSB quorum	substitution on membership/designation of alternates per 2017 OMNIBUS Rules on appointment and other HR actions	1	5	1	5	L	NS	3	NA	NA	NA	NA	NA
Reviews and approves RPSB Resolution	Delayed deliberation of applicants	RPSB members on travel or on sick leave	delayed recommendation of the RPSB of qualified applicants	substitution on membership/designation of alternates per 2017 OMNIBUS Rules on appointment and other HR actions	1	5	1	5	L	NS	3	NA	NA	NA	NA	NA
Reviews and approves of Appointment Papers and other Administrative Documents	Delayed preparation of Appointment papers and other administrative supporting	Focal person/process owner is on travel or is on sick leave	Delayed approval of appointment papers		4	3	1	12	L	NS	3	NA	NA	NA	NA	NA
Submits Appointment Papers to CSC for attestation	Delayed approval of appointment papers	Authorized signatory is on travel or on sick leave	Delayed submission of appointment papers to CSC for attestation	only RD approves appointment papers	4	3	1	12	L	NS	3	NA	NA	NA	NA	NA
Release of Appointment papers	Delayed submission of appointment papers to CSC for	Focal person/process owner is on travel or is on sick leave	Delayed release of appointment papers to the appointed applicant	designated personnel to submit appointment papers for CSC attestation	4	3	1	12	L	NS	3	NA	NA	NA	NA	NA
RISK ASSESSMENT:		RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED							RPN				
IMPACT:		1-Insignificant; 2-Minor;	1 - 25	LOW	Not Significant							3				
LIKELIHOOD:		1-Rare; 2-Unlikely; 3-	26-40	MODERATE	Not Significant							2				
DETECTION		1 - Very likely, 2 - Likely;	>40	HIGH	Significant							1				
Risk Rating = Impact X Likelihood X Detection																





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