






SECSIME NO. RO-04. RECRUITMENT AND SELECTION PROCESS




Description: The process of Recruitment and Selection following the approved Merit, Selection and Promotion Process (MSPP) duly approved by the Civil Service Commission and implemented by the Human Resource Merit Promotion and Selection Board (HRMPSB).

Office or Division:	Personnel Section, Administrative Division, Management Services, DENR Region CAR			
Classification:	Simple to Complex			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Internal: Regular Employee of DENR, including its Bureaus and Attached Agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PDS, IPCR (recent rating period), TOR, Eligibility/License, Certificate of Training and Experience, Proof of Masteral/Doctorate		Provided by the Applicant/Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.1 Submission of Application Letters with Complete Attachments	1.1 Acceptance of Application letters within the prescribed period of time (Office of the RED)	None	10 days	 Mariza A. Basali Receiving/Releasing







2.1 None	2.1 Preliminary Assessment of Applications	None	5 days	 Narda A. Garcia Administrative Officer V
2.2 None	2.2 Posting of List of Applicants (Qualified and Disqualified) and Notice to Next-in-Rank Employees	None	5 days	
2.3 None	2.3 Scheduling and Conduct of Examinations and Panel Interview	None	3 days	
2.4 None	2.4 Finalization of Comprehensive Evaluation Results (CER) - General, Long, and Short List (for the selection of the Appointing Authority)	None	5 days	 Narda A. Garcia Administrative Officer V




3.1 None	3.1 Deliberation of the HRMPSB	None	2 days	 Atty. Cleo D. Sabado-Andrada ARED for Management Services HRMPSB Chair
3.2 None	3.2 Conduct of Background Investigation for Short-Listed Applicants	None	5 days	 Narda A. Garcia Administrative Officer V
3.3 None	3.3 Selection of the Appointing Authority from the Short List (Top 5 applicants)	None	5-10 days	 Engr. Ralph C. Pablo Regional Executive Director Appointing Authority



4.1 None	4.1 Posting of selected applicants in the DENR-CAR website or in the office bulletin board	None	7 days	 Florence S. Espejo Administrative Officer IV
4.2 None	4.2 Submission of complete requirements of the selected applicants to the Personnel Section	None	5 days	
4.3 None	4.3 Preparation of Appointments of Selected Applicants	None	5 days	
5.1 None	5.1 Issuance of Appointments	None	5 days	 Engr. Ralph C. Pablo Regional Executive Director Appointing Authority  Atty. Cleo D. Sabado-Andrada ARED for Management Services HRMPSB Chair  Narda A. Garcia



				Administrative Officer V
5.2 Receipt of Appointment by the Appointee	5.2 Posting of Notice Announcing the Appointments Issued	None	15 days	 Narda A. Garcia Administrative Officer V
TOTAL:		None	72 days	