

Recruitment and Selection Flowchart



1 Identification of Vacant Position to be Filled-up
 The Appointing Authority with the coordination of MHRMO and Dep't Head evaluate and decide which among the funded vacant positions in the Plantilla of Personnel to be filled up.
Responsible: Appointing Authority, MHRMO/Department Head

2 Publication and Posting
 The Appointing Authority submits the funded vacant positions identified to be filled-up to the Civil Service Commission for publication within 15 calendar days. The Appointing Authority through the MHRMO causes the posting of said vacant positions at least 3 conspicuous places and in the LGU Hall, SB, Maniki Public Market/Terminal, Economic Enterprise Office, other government offices and official website of LGU within 15 calendar days. *Responsible: Appointing Authority, MHRMO, CSC Field Office*

3 Screening of Applicants
 MHRMO conducts initial screening to ensure that applicants meet the minimum requirements set by CSC on education, experience, training and eligibility.
Responsible: MHRMO

4 Assessment Process
 MHRMO profiles applicants for the perusal of HRMPSB members. HRMPSB members conduct deliberation before conducting interview. MHRMO conduct Pre-employment written exam. HRMPSB screen the applicants through conducting Behavioral Event Interview (BEI) and skills test if necessary. MHRMO consolidates screening results and prepares the Ranking list. MHRMO conducts background investigation to the top 5 ranked applicants. HRMPSB reviews Ranking List and submits it to the Appointing Authority. *Responsible: PSB, MHRMO*

5 Selection of Appointee
 The Appointing Authority may choose the appointee among the top 5 ranked applicants and return the Ranking List to MHRMO with the specific instruction for the preparation of appointment.
Responsible: Appointing Authority

6 Preparation of Appointment
 MHRMO prepares the appointment papers and notify the appointee to comply the appointment requirements. MHRMO processes the appointment documents and subsequently endorses to Appointing Authority for approval and signature.
Responsible: MHRMO

7 Conduct of Oath Taking
 Appointing Authority administer the oath taking ceremony with the HRMO.
Responsible: Appointing Authority, MHRMO

8 Conduct of Orientation & On-Boarding
 MHRMO spearhead the conduct of orientation and on-boarding to appointee with the Office Department Head.
Responsible: MHRMO

9 Assumption of Office
 MHRMO endorses the appointee to the official office to assume his/her responsibilities and functions.
Responsible: MHRMO

10 Preparation of Reports
 MHRMO includes the appointment in the Appointment Transmittal and Action Form (ATAF) which will be submitted to CSCFO on or before the 30th day from the date of the issuance of the appointment.
Responsible: MHRMO

11 Filing of Appointment Papers
 MHRMO files appointment papers in the 201 file of the Newly- hired appointee.
Responsible: MHRMO

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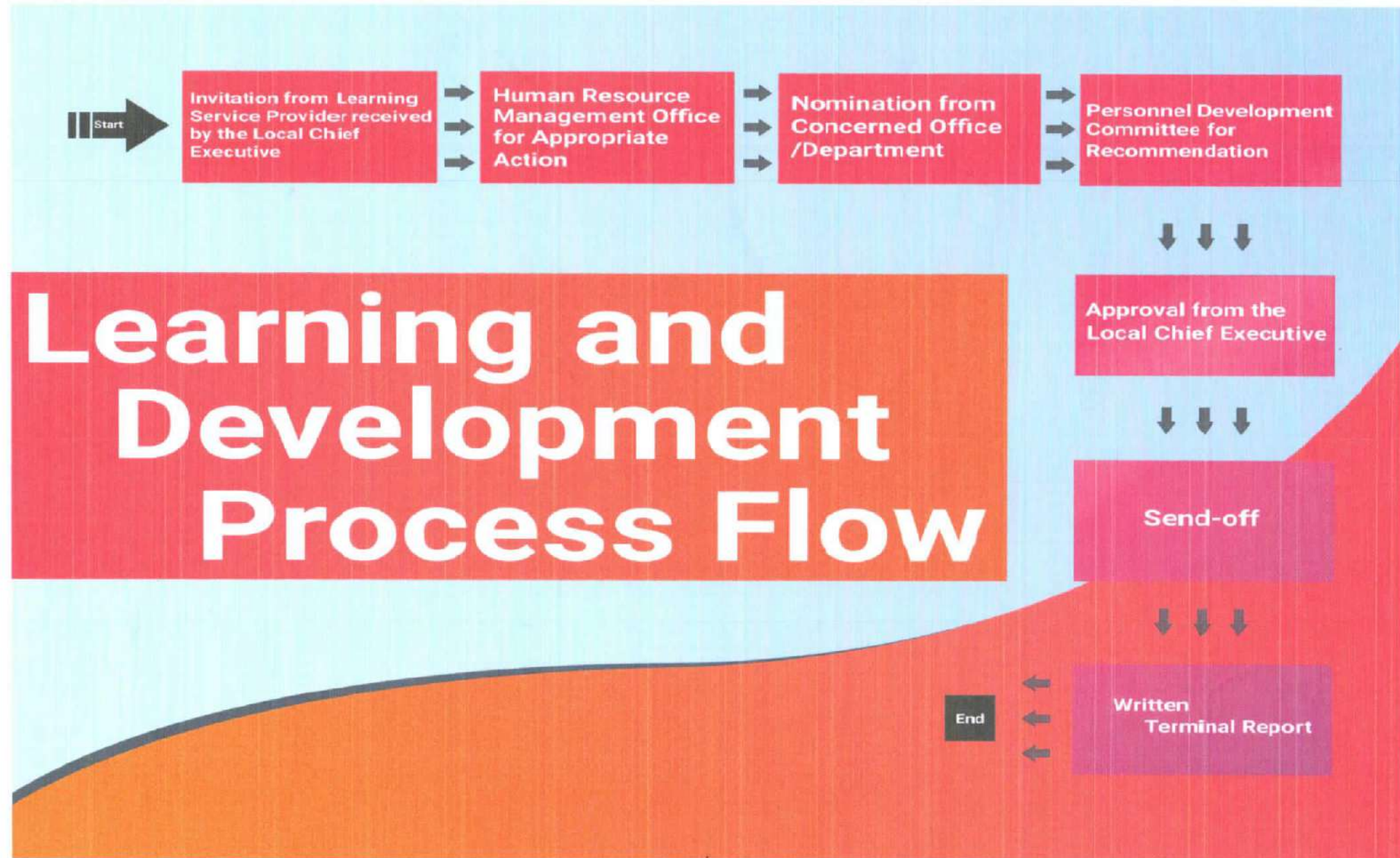
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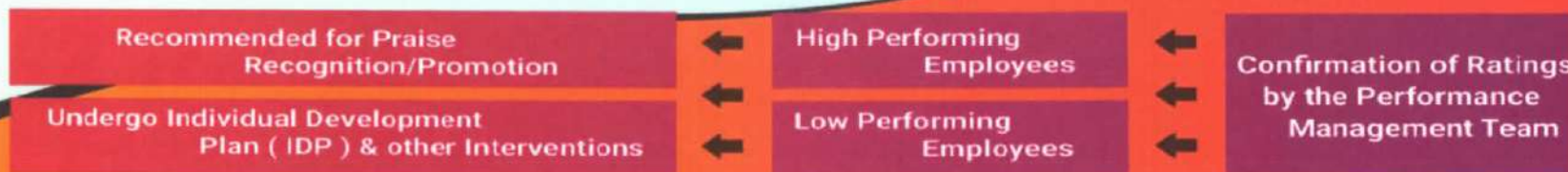
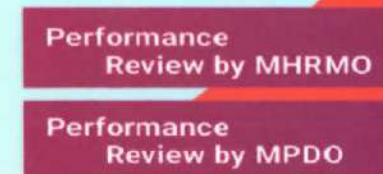
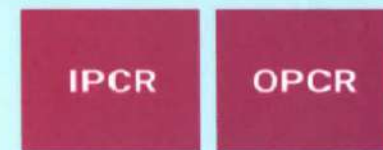

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End

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1 The Praise Committee, Through the Municipal Human Resource Management Office will Distribute Nomination Forms to all Departments



2 Nominees will be pre-listed by the Praise Committee and MHRMO



Rewards and Recognition Process Flow

3 The Praise Committee /MHRMO will Prepare The Final List of Awardees



End

5 The Final List of Awardees will be Announced During the Civil Service Month Culmination and will Receive Incentives and Rewards



4 The MHRMO will Prepare the Necessary Documents for the Awards and Incentives

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