

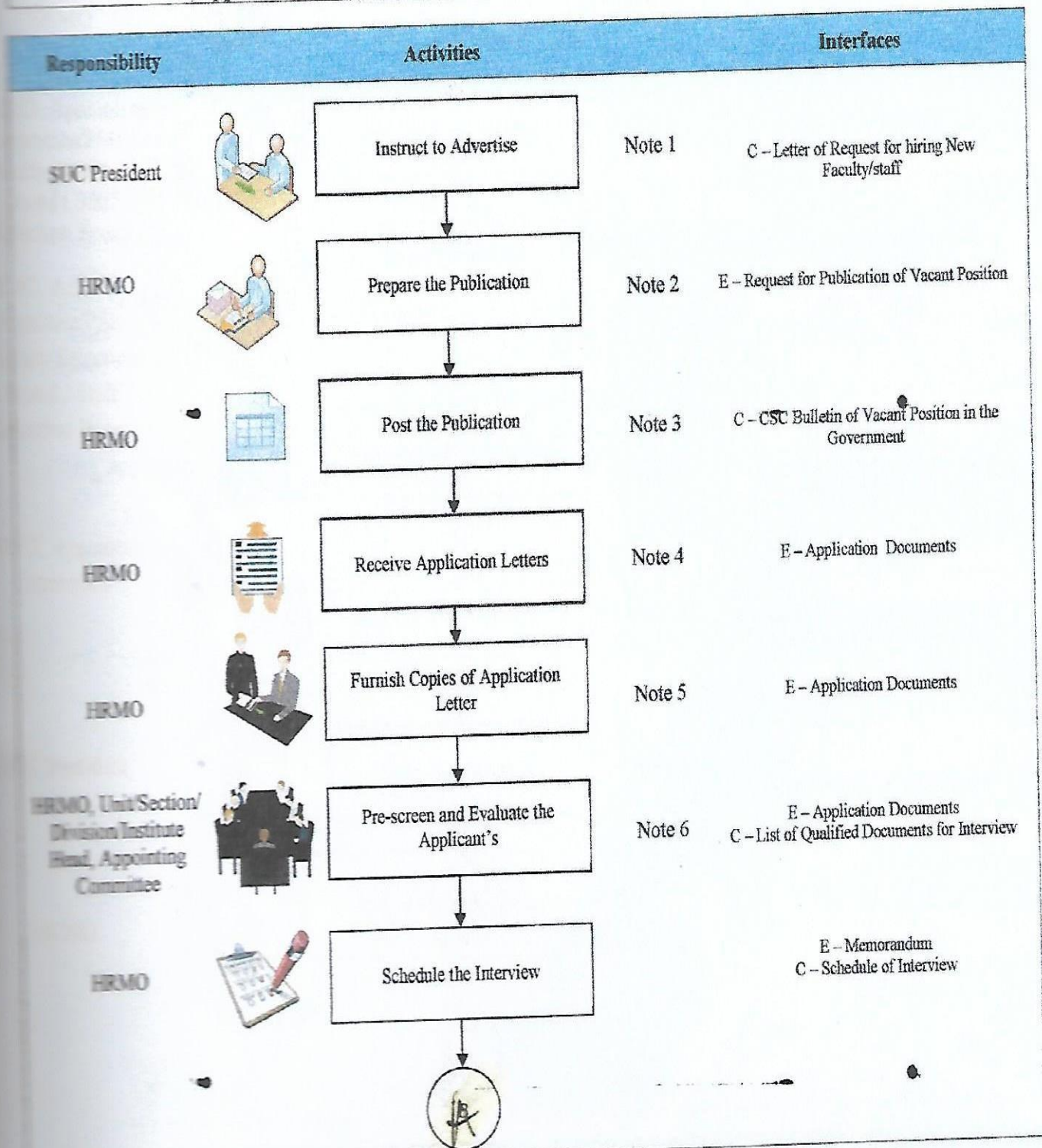


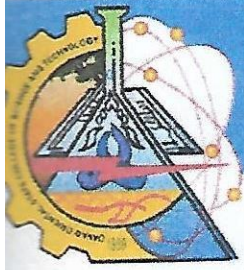
DAVAO ORIENTAL STATE COLLEGE OF SCIENCE AND TECHNOLOGY

SYSTEM PROCEDURES MANUAL

Section No.: 16 Document No.: SP-HRM-01 Effective Date: 07/15/2017 Revision No.: 0 Page No.: Page 1 of 6

TITLE	HIRING OF PERMANENT/REGULAR EMPLOYEES
OBJECTIVE	To hire competent and trustworthy members of the faculty and staff
SCOPE	This procedure covers activities from acting on instruction from the Office of the President to advertise and publish the vacant positions to filing the pertinent Documents (consisting of the appointment, oath-taking document, Personal Data Sheet, Medical Certificate, eligibilities, clearances and other pertinent documents). This is applicable to DOSCST Main Campus and its branches.











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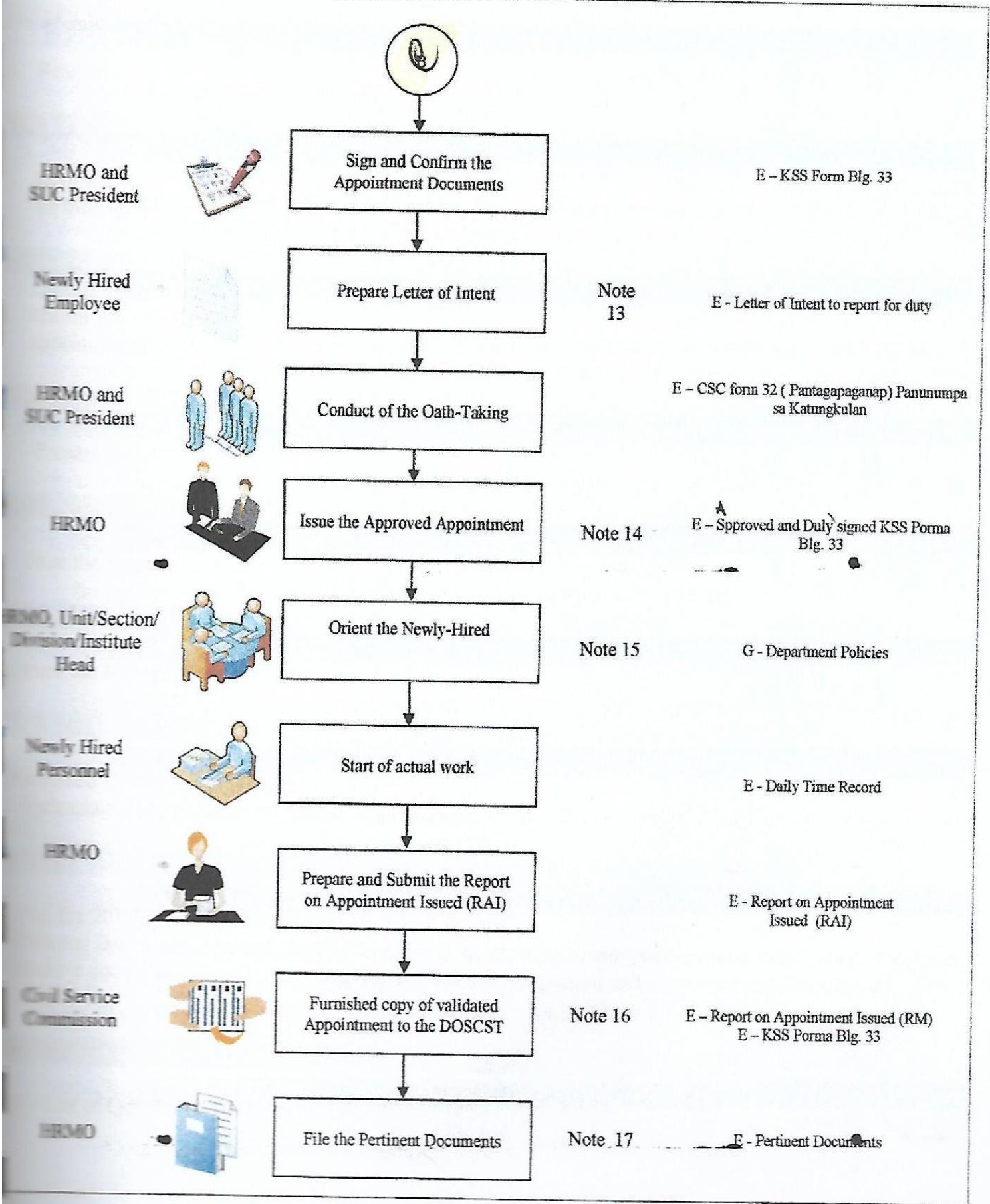
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Responsibility	Activities	Interfaces
	(A)	
HRMO	 Inform Qualified and Non - qualified applicants	Note 7 SMS
HRMO, Appointing Committee/PSB – Faculty Selection Board / Staff Selection Board	 Conduct of the interview	Note 8 E - Application documents
HRMO, Appointing Committee/PSB – Faculty Selection Board / Staff Selection Board	 Screen, Review and Recommend	Note 9 F – Criteria for Screening of Applications (Non-Teaching Staff) F – Criteria for Screening of Applications (Teaching Position) E – Application Documents
HRMO, Appointing Committee	 Recommend for the Hiring	Note 10 F - Minutes of the Faculty Selection Board F – Minutes of Staff Selection Board
SUC President	 Review, Evaluate and Approve	Note 11 F - Minutes of the Faculty Selection Board F – Minutes of staff selection Board
HRMO	 Inform Hired Applicants	Note 12 C - Letter confirmation of appointment
	(B)	



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NOTE 10:

1. Recommend for the hiring of the qualified candidate/s.

NOTE 11:

1. Review, Evaluate and approve the merits of the Selection Board's Recommendation and shall exercise his discretion to choose among the qualified applicants to fill-up the existing vacancy of an office.

NOTE 12:

1. Inform the applicant of his/her appointment and submission of pertinent documents relative to his/her appointment through a formal letter and post the same (whether through text or written communication).

NOTE 13:

1. Prepare the Letter of Intent to report for duty, addressed to the College President

NOTE 14:

1. Issue the approved and duly signed Appointment to the Newly-Hired Personnel.

NOTE 15:

1. Orient the Newly-Hired personnel on Department Policies and work assignments

NOTE 16:

1. Furnish Confirmed and Validated Appointments to the Davao Oriental State College of Science and Technology Human Resource and Management Office.

NOTE 17:

1. File the 201 File of the newly-hired employee (consisting of the appointment, oath-taking document, Personal Data Sheet, Medical Certificate, eligibilities, clearances and other pertinent documents).
Archive documents of not hired but qualified applicants for posting and remain active file for a year.

DOCUMENTED INFORMATION GENERATED:

1. F - List of Qualified Applicants for Interview.