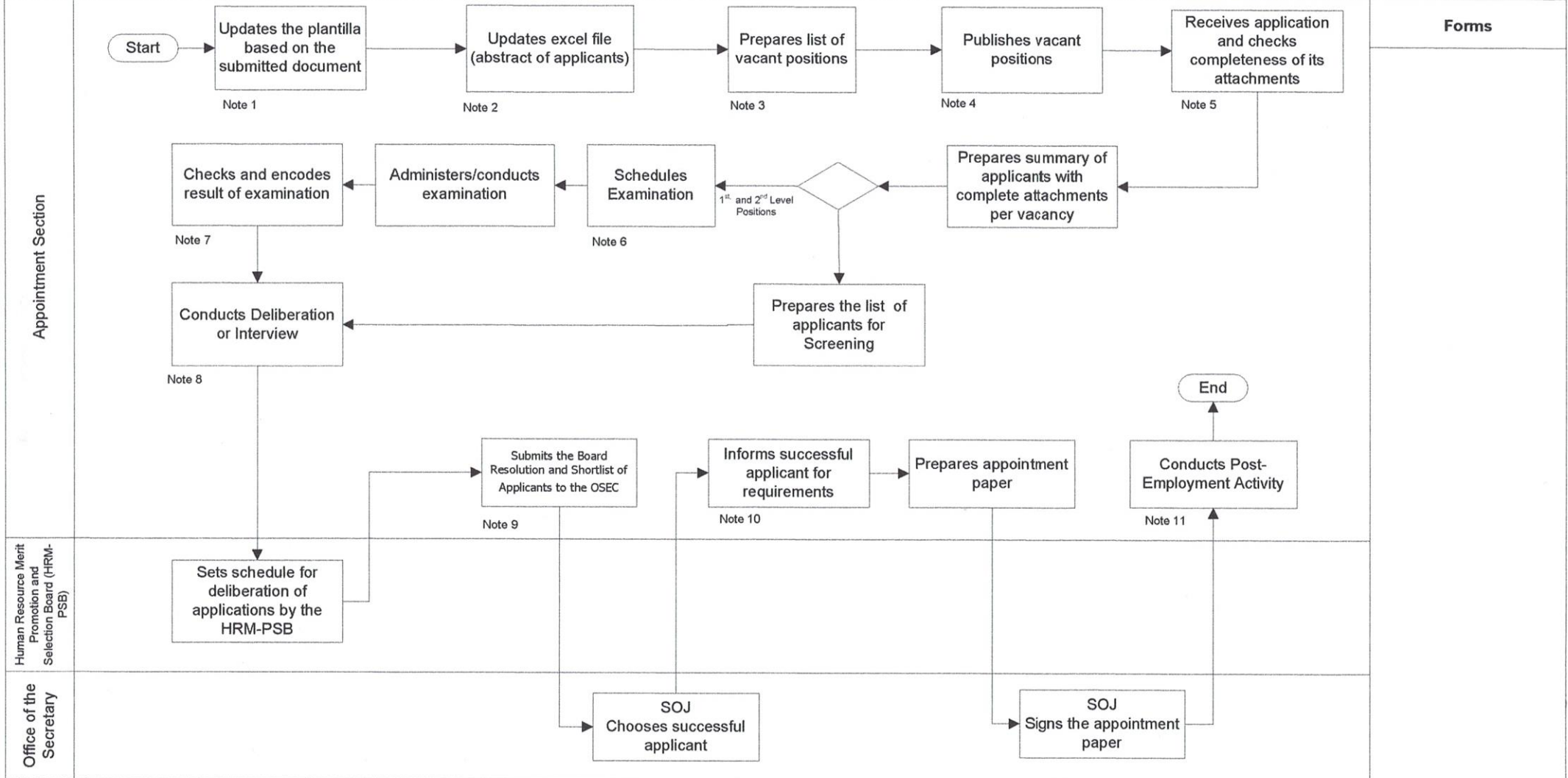




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|---------------|---|-----------------|------------------|-------------|
| Process Title | Application Process for Recruitment, Selection and Placement of Personnel | Document Number | DOJ-PM-ADS02-002 | Page 1 of 2 |
| | | Revision | 1 | |
| | | Effective Date | 03 OCT 2019 | |
| Objective | To establish process in the recruitment, selection and placement of qualified personnel | | | |



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| Prepared by: | Verified by/Reviewed by: | Approved by: |
| LEONYDA V. ANGOSTORA Head, Appointment Section | LIZA B. DE LEON Director, Administrative Service | ADONIS P. SULIT Assistant Secretary |



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|---------------|---|-----------------|------------------|-------------|
| Process Title | Application Process for Recruitment, Selection and Placement of Personnel | Document Number | DOJ-PM-ADS02-002 | Page 2 of 2 |
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| | | Effective Date | 03 OCT 2019 | |

WORK INSTRUCTIONS

Note 1
Vacancy to a position may occur as a result of promotion, separation (resignation, retirement, death, dropping from the rolls), transfer of employee to other agency and /or creation of new positions

Note 2
Database may either be Service Record, HRIS (online), PSISOP-DBM (online) and matrix of vacant positions.

Note 3
Prepares list of vacant positions using the database indicated in Note 2 when accomplishing CSC Form No. 9, s. 2018. Vacancies as a result of promotion are published only when CSC has validated the appointment of the newly promoted appointee.

Note 4
The duly accomplished CSC Form No. 9, s. 2018 is submitted to the Civil Service Commission- Manila Field Office (CSC-MFO) in electronic copy (e-copy) and printed copy a duly accomplished CSC Form No. 9, s. 2017.
 - e-copy shall be used by CSC-MFO in uploading to the CSC Bulletin of Vacant Positions.
 - The printed copy is posted at the CSC-MFO.
 - The stamp received copy is posted at the DOJ bulletin board and is likewise be uploaded at the DOJ website (<https://doj.gov.ph/careers.html>).
 When necessary, use of newspaper advertisement, job fair, career-orientation and/or social media are used when advertising vacancies in the Department.

Note 5
Checks The completeness of documents based on the Pre-Employment Checklist of Requirements. The validity period of accepting applications for published positions is ten (10) days from date of publication.
 A. Only applicants with complete requirements shall be entertained and included in the list of applicants.
 B. For applications sent online, applicants are requested to complete the necessary requirements on a certain deadline if found incomplete.

Note 6
Examination date of applicants is set monthly. Special examination shall be conducted as may be necessary

Note 7
Checking and encoding of examination result for 5 days for more than 30 applicants.

Note 8
Offices where the vacancy exist may conduct interview of the applicants as may be necessary

Note 9
Shortlist of applicants are identified by the HRM-PSB in conducting the deliberation. Prepares Board Resolution for the Secretary of Justice to be signed by the Chair and Members of the HRM-PSB.

Note 10
Notification of successful applicants may either be through e-mail, calls, text message and/or letters for requirements.

Note 11
Notifies the appointee of his/her appointment. The process ends when the appointee takes his/her oath of office and assumes the position to which he/she was appointed.

References

1. CSC Rules and Regulations
2. Personal Data Sheet (CSC Form No. 212)
3. Agenda for selection of Human Resource Merit Promotion and Selection Board)
4. Appointment Paper (CSC Form No. 33-B, s. 2017)
5. CSC Form No. 9, s. 2018

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