

DRN: III-FO-HRMDD-A-COMM-23-03-14576-S

MEMORANDUM

TO : **DIR. MARIBEL M. BLANCO**
Assistant Regional Director for Administration
MR. ARMONT C. PECINA
OIC - Assistant Regional Director for Operations
ALL DIVISION CHIEFS
ALL SECTION, PROGRAM & UNIT HEADS
ALL CENTER HEADS

FROM : **THE REGIONAL DIRECTOR**
DSWD Field Office III

SUBJECT : **HR ADVISORY NO. 02 RE REGIONAL GUIDELINES
STREAMLINING OF THE RECRUITMENT, SELECTION
AND PLACEMENT PROCESS FOR VACANT NON-
CAREER POSITIONS**

DATE : **2 APR 2024**

This advisory is issued to provide guidance on refining and streamlining the recruitment, selection and placement process for vacant non-career positions specifically **Casual, Contractual, and Coterminous** positions. In close adherence to such guidelines issued by the Secretary in May, 2023, we aim to enhance efficiency, standardization, compliance, and talent acquisition within our department.

IMPORTANT POINTS:

1. Appointments to non-career positions are **EXEMPTED** from the publication (*unless the Hiring Office deems it necessary*);
2. It shall **NO LONGER BE SUBJECT** to the screening of Human Resource Merit Promotion and Selection Board (HRMPSB);
3. Such appointments **NEED NOT PASS** through the initial Qualifying Test (IQT) (*unless requested by the Hiring Office*);
4. The Hiring Office may **RECOMMEND** an applicant to a vacant non-career position, **PROVIDED** that the applicant met the **Civil Service Commission "Minimum" Qualification Standards (CSC MQS)** of the position, except for the eligibility.

However, for all non-career positions whose duties involve the practice of profession, appropriate eligibility should be met.

Further, appointees to Primarily Confidential positions are exempt from the qualification requirements.

STREAMLINED PROCEDURES:

STEPS	PROCEDURE	TURN-AROUND TIME
1	The recommendation should pass through the Human Resource Management and Development Division (HRMDD) for evaluation complete with documents enumerated in Step 2.	
2	<p>It must be submitted COMPLETE with the following supporting documents:</p> <ul style="list-style-type: none"> a. APPROVED Competency Based Job Description (CBJD)/Terms of Reference (TOR) of the position; b. Duly accomplished and updated Personal Data Sheet (PDS) with Work Experience Sheet; c. Photocopy of Diploma/transcript; d. Photocopy of certificates of relevant training/seminars attended; e. Photocopy of Certification with actual duties and responsibilities as certified by the Human Resource Management Officer or any authorized representative/ Special Order should also be attached as additional supporting document/s (for Division Chief positions only); f. Copy of NBI Clearance or Police Clearance (for extremal applicants); and g. Certificate of No Relative (template attached as Annex A signed by the Immediate Supervisor and noted by the Division Chief concerned). <p>Note: Items a, c, e and g are not applicable for Primarily Confidential positions</p>	<p>FIVE (5) working days</p>
3	The recommendation together with the supporting documents shall be endorsed by the HRMDD to the Regional Director for selection/approval coursed through the Recommending Authority in accordance with the existing Delegation and Delineation of Authority.	<p>Within SEVEN (7) working days after the evaluation</p>

	For Contractual and Casual Employees (First & Second Level) Recommending Authority: ARDA (AO 16, Series of 2019) A Background Investigation (BI) may be conducted to verify the information declared by the Recommendée.		
4	The Regional Director shall act on the recommendation either approving or denying the approval.	Within THREE (3) working days upon receipt	
5	For positions SG 15 and above , the Hiring Office must submit a list of THREE (3) recommendees who have successfully completed and passed their internal screening following the day Screening Activities mentioned below. The recommendation must also be supported with pertinent exemplary contribution and achievement of its recommendees.		
TURN AROUND TIME FROM RECEIPT OF RECOMMENDATION		FIFTEEN (15) DAYS	

DETERMINATION OF MERIT AND FITNESS

OPTIONAL SCREENING PROCESS

The Hiring Office, however, may still establish a **Screening Process** which shall not be more than TWENTY (23) working days (*unless shortened depending on the screening activities to be executed by the Hiring Office*) in order to facilitate the filling up of their vacancies.

SCREENING ACTIVITY	WORKING DAYS
Review of Longlist	Within SEVEN (7) working days
Invitation, Administration of Technical/ Skills/ Special Examination and Checking/ Scoring of Answer Sheets of the Applicants	Within FIVE (5) working day
Invitation for Panel Interview to the Applicants (<i>Background Investigation included.</i>)	Within THREE (3) working days
Panel Interview and Deliberation	Within ONE (1) working day
Preparation of Documents to Support the Recommendation for Appointment	Within SEVEN (7) working days

TURN AROUND TIME	TWENTY-THREE (23) WORKING DAYS
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SPECIAL REQUESTS

The Hiring Office is NOT PRECLUDED from requesting the Human Resource Management and Development Division (HRMDD) to PUBLISH the noncareer position and/or administer the IQT/ Technical Examination.

In this case, below are the following actions to be taken:

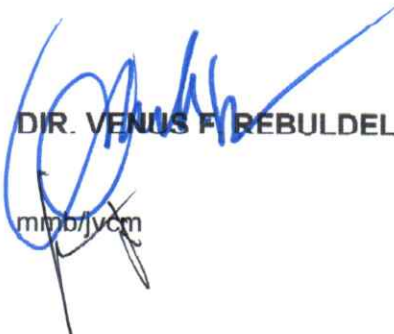
STEP	ACTIONS	TURN AROUND TIME
1	Upon receipt of Request for Publication from the Hiring Office, the HRMDD shall PUBLISH the position	Within THREE (3) working days
	Publication Period under Item VI (1) of AO No. 12, Series of 2020, Revised MSP of DSWD	TEN (10) Calendar Days
2	After the publication period, the HRMDD shall submit to the Hiring Office the Longlist of Applicants	Within SEVEN (7) working days
3	Should the Hiring Office opt to request for IQT and/or Technical Examination, the HRMDD shall facilitate the same as well as with the submission of the IQT result and decoded answer sheets of the applicants	Within TEN (10) working days upon receipt of the OBSU request.
4	Review of Longlist	Within SEVEN (7) working days
	Invitation, Administration of Technical/ Skills/ Special Examination and Checking/ Scoring of Answer Sheets of the Applicants	Within FIVE (5) working day
	Invitation for Panel Interview to the Applicants <i>(Background Investigation included.)</i>	Within THREE (3) working days
	Panel Interview and Deliberation	Within ONE (1) working day
	Preparation of Documents to Support the Recommendation for Appointment	Within SEVEN (7) working days
5	After the Screening Process above-mentioned, the Hiring Office shall submit their recommendation to HRMDD	Within THREE (3) working days
6	For positions SG 15 and above , the Hiring Office must submit a list of THREE (3) recommendees .	
6	HRMDD shall then endorsed the recommendation complete with supporting documents to the Regional	Within SEVEN (7) working days after the evaluation

	Director for selection/approval coursed through the Recommending Authority in accordance with the existing Delegation and Delineation of Authority.	
7	The Regional Director shall act on the recommendation either approving or denying the approval.	Within THREE (3) working days upon receipt
TOTAL TURN-AROUND TIME		SIXTY-SIX (66) WORKING DAYS

In light of the benefits associated with adopting these guidelines, all Hiring Offices are hereby directed to prioritize its implementation. By embracing streamlined recruitment practices for non-career positions, we can enhance organizational efficiency, improve service delivery, and ultimately, achieve our shared goals of empowering and uplifting the lives of our fellow citizens.

Corresponding request for the issuance of Regional Special Order (RSO) reconstituting your Merit, Promotion and Selection Committee must be endorsed thru HRMDD in the event the Hiring Office intends to conduct Panel Interviews.

For your reference and strict observance.


DIR. VENUS F. REBULDELA
 mmb/jcm

DRN: _____

MEMORANDUM

FOR : VENUS F. REBULDELA
Regional Director

FROM : [NAME OF DIVISION CHIEF]
[Position/Designation]

SUBJECT : RECOMMENDATION OF _____ FOR THE VACANT
CONTRACTUAL POSITION

DATE : DD MMM YYYY

[Narrative recommendation here.]

Attached are the following documents required for recommendation:

- Competency Based Job Description (CBJD) of the position;
- Duly accomplished and updated Personal Data Sheet (PDS) with Work Experience Sheet (WES);
- Photocopy of Diploma/Transcript of Records;
- Photocopy of Training and Seminar Certificates attended;
- Copy of NBI Clearance; and
- Certificate of No Relative

For your consideration and approval.

[SIGNATURE OVER PRINTED NAME OF DIVISION CHIF]

RECOMMENDING APPROVAL/DISAPPROVAL:

[NAME OF ARD]
ARD for _____

APPROVED/DISAPPROVED:

DIR. VENUS F. REBULDELA

Regional Director

Date: _____



DSWD-GF-010A | REV 00 | 22 SEP 2023

CERTIFICATE OF NO RELATIVE

This is to certify that **[Complete Name of Recommendee]**, being recommended for the **[vacant position – ex: Contractual Administrative Officer II]** position, Salary Grade **[##]**, with item number **[item number]**, under the Office of **[Place of Assignment]**, is not related within third (3rd) degree either by consanguinity or by affinity to the undersigned.

This certification is issued in compliance to the Civil Service Commission Memorandum Circular No. 14, series of 2018 or the 2017 Omnibus Rules on Appointments and Other Human Resource Actions Revised July 2018 specifically Section 125 thereof.

Issued this ___ day of ____ 2024, City of San Fernando, Pampanga.

[NAME OF IMMEDIATE SUPERVISOR]
Position/Designation

[NAME OF DIVISION CHIEF]
Position/Designation

[ARD CONCERNED]
ARD for _____

DIR. VENUS F. REBULDELA
Regional Director
Date: _____



DD MMMM YYYY

[MR./MS. COMPLETE NAME OF APPLICANT]

[1st Line Address]

[2nd Line Address]

Dear Mr./Ms. [Surname]:

After careful evaluation of the required qualification standards, assessment, and deliberation of the candidates for the [vacant position – ex: Contractual Administrative Officer II], under [place of assignment – ex: Promotive Services Division], the Undersigned together with Selection Board of the Hiring Office regret to inform you that you have not been selected/appointed for the said position.

Nevertheless, your performance, commitment and interest were gratefully appreciated and we thank you for the time and effort you placed into this application. We wish you well and may future employment opportunities in the Department suit you in time.

Thank you.

Yours Truly,

[NAME OF DIVISION CHIEF]

[Position/Designation]