	<h1 style="text-align: center;">Recruitment, Selection, & Placement</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		Document Number: 2P-SS-05.31
	Department: Human Resource	Effective Date: January 14, 2023	Revision No 5

Scope

This policy covers all the vacant positions across functions, levels and hierarchy.

To streamline the recruitment process, and to ensure that we hire the *right* people for the *right* job.

Ownership

The Human Resource (HR) Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

Responsibility

Hiring of employees is the exclusive prerogative of the Company. The job recruiting and selecting is assigned solely to HR which then assists the SBUs/Department Heads on the task.

1. The department head is responsible for:
 - Reading and understanding this policy on Recruitment, Selection, and Placement.
2. The Human Resources Department is responsible for:
 - Recruitment, Selection, and Placement to respective SBU


Definition of Terms

Recruitment means the process of identifying and hiring the best-qualified candidate from within or outside the organization for a job vacancy, in a most timely and cost-effective manner.

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Policies

1. SBUs/Department Heads shall communicate their manpower needs to HR using the Manpower Request Form (MRF) at least a month before the actual date needed. The MRF must be approved by the Chief Resources Officer.

Recruitment

1. All qualified applicants are to be processed by Human Resources following the procedures in recruitment.

Filing of Application:

- a. All applicants file their resume and to the HRD Office.
 - b. Applicants accomplish the Application Form at the HRD.
2. The active pools of application are maintained for three (3) months.
 - a. Returning personnel within a two (2) year period need not go thru the regular recruitment procedure. He/she must update his files and apply in writing.


Selection

1. Preliminary Selection:
The applicant will undergo initial interview by HR personnel and once passed, will be referred to the Department Head for interview.
2. Final Selection:
The SBU Head shall conduct final interview and makes the decision on hiring.

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Offer of Employment

1. SBU/Department heads shall prepare salary offer sheet (SOS). SOS must be approved by the Chief Resources Officer.
 - a. Applicant's complete name
 - b. Salary/benefit package
 - c. Start date
2. Salary offer shall be made by the Department Head to the successful applicant.
3. The applicant shall complete all the pre-employment requirements within *30 days from hiring date*. Pre-employment requirements are as follows:
 - a. Pre-employment Physical Medical Result (PPE) – Basic 5 procedure and COVID-19 Negative Antigen Test Result
 - b. (1) 4r portrait half body picture (yellow collared shirt with background for company ID purposes)
 - c. PSA Birth Certificate (photocopy)
 - d. PSA Birth Certificate of Dependent/s (if applicable)
 - e. Marriage certificate (if married; photocopy)
 - f. Photocopy of Transcript of Records or Copy of Grades for fresh graduates
 - g. Photocopy of Diploma or Certificate of Graduation (if applicable)
 - h. Copy of the Certificate of Good Morals from the University for Fresh Graduates (if applicable)
 - i. Certificate of Employment from previous employer (if applicable)
 - j. Certificate of Clearance from previous employer (if applicable)
 - k. NBI Clearance
 - l. Any proof of SSS Number (Photocopy of SSS form E-1, SSS I.D. Card or any SSS form reflecting your accurate SSS number)
 - m. Any proof of your Tax Identification Number (Photocopy of TIN card or any BIR form reflecting your accurate TIN)
 - n. BIR 2316 Form (if worked within same calendar year)
 - o. Any proof of Pag-IBIG Number (Photocopy of Pag- IBIG Loyalty Card or MDF reflecting your accurate Pag- IBIG number)

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- p. Any proof of PHILHEALTH Number (Photocopy of PHILHEALTH Member's Data Record and PHILHEALTH ID reflecting your accurate PHILHEALTH number)
- q. 3 sets of clear photocopies of 2 government issued valid IDs with 3 specimen signatures
- r. Residence Sketch
- s. Barangay San Dionisio Working Permit (for Head-office based employees only)
- t. Cash Payment of Php 100 for ATM payroll processing
- u. Accomplished and signed Application for Employment Form

Placement

1. After completing the process and submitting requirements, HR personnel informs the immediate leader that the applicant is ready to report to work.


Orientation/Introduction

1. The newly hired employee is oriented on company policies, rules, and regulations.

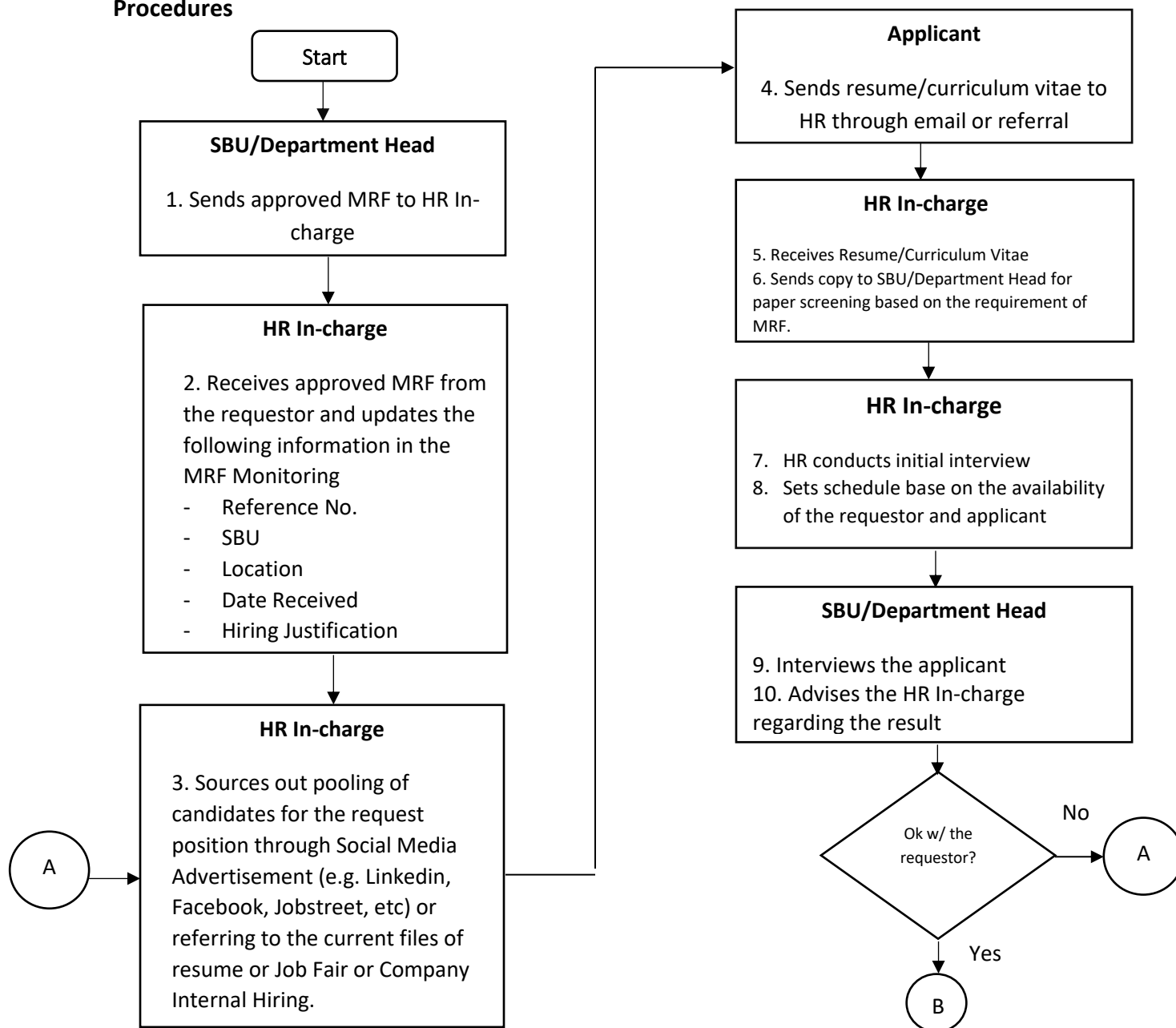
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Procedures

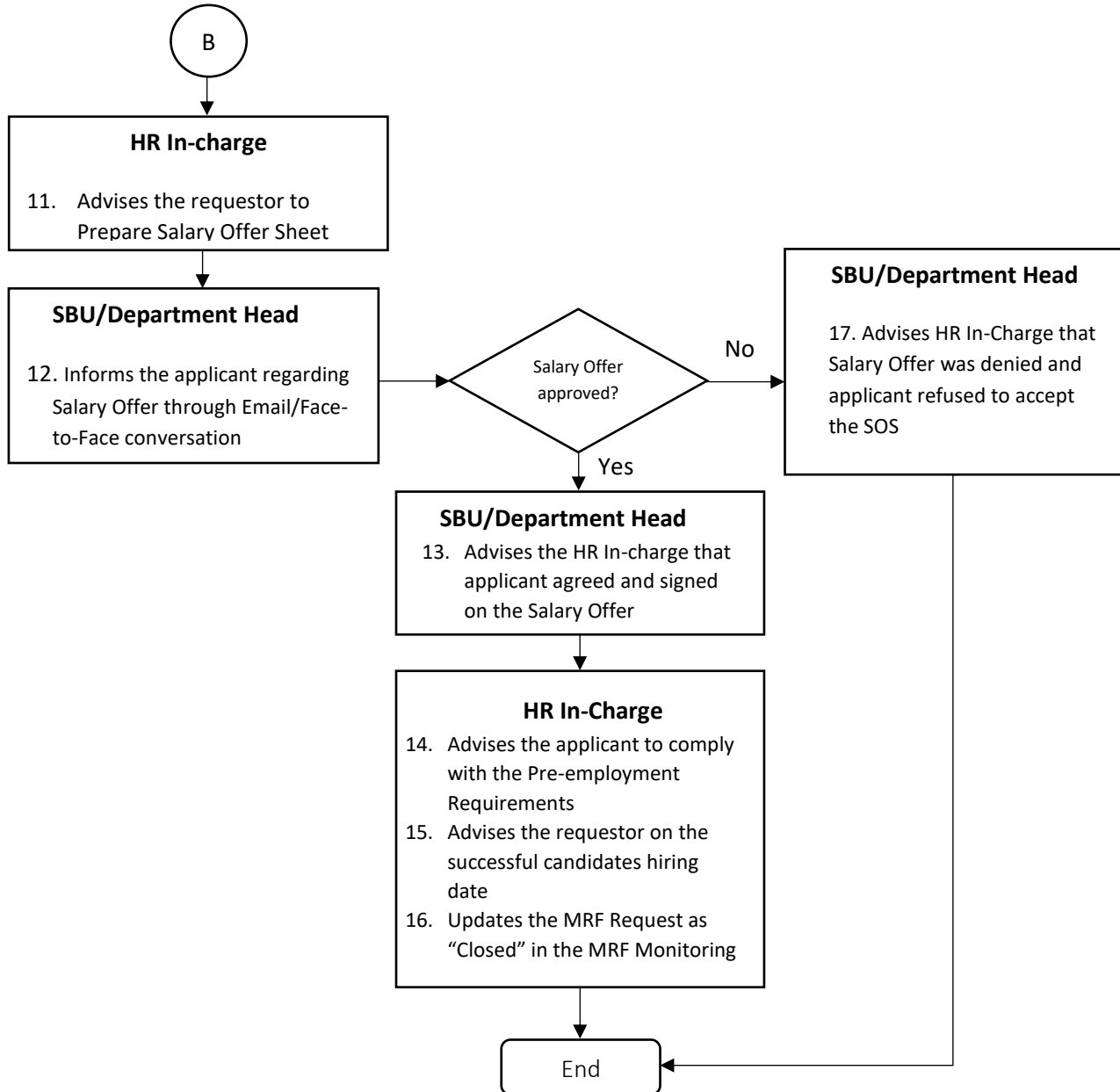


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