



PROCESS MANUAL

BUREAU OF LOCAL GOVERNMENT FINANCE

BLGF-PM-04-13

Revision Code: 00

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Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **HR – RECRUITMENT, SELECTION, HIRING, AND PROMOTION**

1. PURPOSE:

To ensure that the job applicants will go through the proper screening and evaluation process for selection of the best fit candidate for the job in accordance with Civil Service regulations.

2. SCOPE:

This procedure covers activities from the identification of vacant positions, sourcing of applicants; testing, interview, and evaluation; selection of new hire, on-boarding activities of appointees, and preparation of reports for regulatory bodies.

NOTE: The steps for Promotion follows the same procedure as hiring except there will be no need to undergo background examination for existing employees and only an update of the personnel file is needed as per requirements of the new position. The criteria used in promotion is the BLGF Merit Selection Plan.

3. DEFINITION OF TERMS:

- a. **AFMS** – Administrative Financial Management Service
- b. **HRMSB** – Human Resource Management Selection Board
- c. **DED** – Deputy Executive Director
- d. **ED** – Executive Director
- e. **PISOPOP** – Personnel Services Itemization and Plantilla of Personnel

4. RECORDS:

TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1. Application letters (HR-006)	AFMS HR files	NAP R.A. 9470	Archived	NA
2. Employment Test results (HR-011)	AFMS HR files	NAP R.A. 9470	Archived	NA
3. Comparative Matrix of Applicants (HR-007)	AFMS HR files	NAP R.A. 9470	Archived	NA
4. Resolution of HRMSB shortlist of candidates (HR-012)	AFMS HR files	NAP R.A. 9470	Archived	NA
5. Memorandum of final selection by ED (HR-013)	AFMS HR files	NAP R.A. 9470	Archived	NA
6. Appointment Papers (201 File) (HR-008)	AFMS HR files	NAP R.A. 9470	Archived	NA
7. Personnel Service Requirement Report (HR-009)	AFMS HR files	NAP R.A. 9470	Archived	NA
8. Personnel Services Itemization and Plantilla of Personnel (PISOPOP) (HR-010)	AFMS HR files	NAP R.A. 9470	Archived	NA

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5. REFERENCES:

5.1 ISO Clause Reference

Clause 6 - Planning : 6.1.1, 6.1.2, 6.2.1

Clause 7 - Resources: 7.1, 7.1.2, 7.2, 7.3, 7.4

Clause 10 - Improvement: 10.1, 10.3

5.2 A document which supports the implementation of the procedure:

Civil Service Code of the Philippines

Local Government Code of 1991

2017 Omnibus Rules on Appointment and Other Human Resource Actions

BLGF Merit Selection Plan

5.3 Related documents linked to the procedure :

Corrective Action Procedure

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6. PROCEDURE:

ACTIVITY FLOW	RESPONSIBLE	DETAILS
<p>START</p> <p>↓</p> <p>IDENTIFY VACANT POSITIONS</p> <p>↓</p>	HR Committee	Identify vacant positions based on requirements of the organization.
<p>↓</p> <p>PREPARE LIST OF VACANT POSITIONS</p> <p>↓</p>	Administrative Officer V	List of vacant positions for approval of higher authority.
<p>↓</p> <p>REVIEW AND APPROVE MATRIX OF VACANT POSITIONS</p> <p>↓</p>	Admin Division Chief Director AFMS Deputy Executive Director Admin, Executive Director	Approves sourcing of vacant positions.
<p>↓</p> <p>POST VACANCY IN WEBSITE AND RECEIVE APPLICATIONS</p> <p>↓</p>	Admin Officer V	Post vacancies in Civil Service website, BLGF website, and three conspicuous places. Records Section receives applications and forwards to Admin Officer. Applications can also be walk-in or received online via ISMD.
<p>↓</p> <p>CONDUCT PRE-SCREENING OF APPLICATIONS</p> <p>↓</p> <p>A</p>	Admin Officer V	Review applications if they are qualified. Emails qualified applicants for testing and examination. Informs applicants who did not qualify via email.

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<p>A</p> <p>PREPARE AND CONDUCT EMPLOYMENT EXAMINATIONS</p>	Admin Officer V, Assigned BLGF Personnel	Prepares employment examinations: GMAT, Psychological, and Functional exams. To be conducted a BLGF personnel assigned by the Executive Director.
<p>CHECK RESULTS OF THE EXAMINATIONS</p>	Admin Officer V	Checks and tallies the scores of the examinations. For applicants who passed, schedule and facilitate interviews. Inform applicants who did not pass.
<p>CONDUCT EMPLOYMENT INTERVIEW</p>	BLGF Directors	Conducts employment interviews based on the requirements of the job.
<p>EVALUATE APPLICANTS THROUGH METRIC SELECTION PLAN</p>	Admin Officer V	Metric Selection Plan is a document containing the measures or criteria selection with numerical weights per factor.
<p>PREPARE COMPARATIVE MATRIX OF APPLICANTS</p> <p>B</p>	Admin Officer V	Prepare Comparative Matrix of Applicants per position. Identify the Top 5 based on the results of the evaluation.

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<p style="text-align: center;">B</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">SCREEN AND DELIBERATE THE TOP 5 CANDIDATES</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">HRM Selection Board (HRMSB) BLGF Directors</p>	<p>Screen and deliberate Top 5 candidates per position.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">PREPARE RESOLUTION ON HRMSB DELIBERATION</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">Admin Officer V</p>	<p>Prepare resolution re: deliberation of Top 5 candidates per position. To be signed by all members of the HRMSB.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">MAKE FINAL SELECTION OF CANDIDATES PER POSITION</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">Executive Director</p>	<p>ED makes the final selection of the best fit candidate for hiring per position.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">PREPARE MEMORANDUM RE: FINAL CHOICE</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">Executive Director</p>	<p>Prepares memorandum to the AFMS Director regarding final choice of candidate for hiring per position.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">PREPARE APPOINTMENT PAPERS</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">C</p>	<p style="text-align: center;">Admin Officer V</p>	<p>Prepares appointment papers and coordinates with candidate for documentation requirements of Civil Service, DBM, and 201 file.</p> <p>Prepare memorandum to ED for signature of appointment papers.</p>

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<p style="text-align: center;">C</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">REVIEW APPOINTMENT PAPERS</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">Division Chief Service Director HRSMB Chairperson Deputy Executive Director</p>	<p>Division Chief reviews the appointment papers.</p> <p>Service Director review and certifies publication of the vacancy.</p> <p>HRSMB Chairperson review and certifies that the proposed appointment went through the prescribed screening and selection process.</p> <p>Deputy Executive Director reviews and initials proposed appointment.</p> <p>When there are corrections on the appointment, returns the documents to HR for editing and finalization.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">SIGN APPOINTMENT PAPERS</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">Executive Director</p>	<p>Makes final review and approves hiring by signing the appointment papers.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">COORDINATE WITH APPOINTEE ON HIRING REQUIREMENTS</p> <p style="text-align: center;">↓</p>	<p style="text-align: center;">Admin Officer V</p>	<p>Advice appointee to receive and sign the appointment papers.</p> <p>Note: Appointees should assume within 30 days from receipt of their appointment and complete documentary requirements during that period.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">PREPARE REPORTS FOR CIVIL SERVICE AND DBM</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">D</p>	<p style="text-align: center;">Admin Officer V</p>	<p>Prepare reports for the following:</p> <ul style="list-style-type: none">a. Civil Service – Report on Appointment Issued (per hiring)b. DBM - Personnel Service Requirement Report is for funding requirements.c. Updating of PSIPOP (Personnel Services Itemization and Plantilla of Personnel)

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<p style="text-align: center;">D</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">CONDUCT ORIENTATION FOR NEW HIRES</p> <p style="text-align: center;">↓</p>	Admin Officer V	<p>Conduct orientation for new hires. Covers topics on the following:</p> <ul style="list-style-type: none">a. Fundamental information about BLGF (history, mandate, organization, functions),b. Office rules and regulations,c. Appointee's duties and responsibilities,d. Compensation and benefits,e. Basic policies found in Civil Service Code. <p>The Employee Orientation shall also include information about the Bureau's Quality Management System.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">TURN OVER NEW HIRE TO DIVISION(S)</p> <p style="text-align: center;">↓</p>	Admin Officer V	<p>After orientation, turns over the new hires to their respective divisions.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">REVIEW AND IMPROVE ACTIVITIES</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">E</p>	Division Chief	<p>Reviews activities of the process to see where quality improvements can be done in the process.</p>

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<pre>graph TD; E{{E}} --> D{TARGETS ACHIEVED?}; D -- NO --> CAP[CORRECTIVE ACTION PROCEDURE]; CAP --> D; D -- YES --> PMR[PREPARE MONTHLY REPORT]; PMR --> END([END]);</pre>	Division Chief	<p>Determine if performance targets were achieved.</p> <p>For unmet targets: Refer to Corrective Action Procedure.</p> <p>Submit complete monthly accomplishment report and performance report to immediate superior every first week of the month</p>

PREPARED BY: DIVISION CHIEF

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