




REPUBLIC OF THE PHILIPPINES
METROPOLITAN NAGA WATER DISTRICT
40 J. MIRANDA AVENUE, NAGA CITY

ADMINISTRATIVE SERVICES DEPARTMENT

PROCEDURES AND WORK INSTRUCTIONS MANUAL (PAWIM) (ASDPW05) RECRUITMENT AND SELECTION

	METROPOLITAN NAGA WATER DISTRICT	Document Code: ASDPW05	
	PROCEDURE	Revision No.:	0
	RECRUITMENT AND SELECTION	Effectivity Date:	March 2017
		Page No.:	Page 2 of 4

1. PURPOSE

1.1. This document describes the procedures for recruitment and selection as one of the support processes of the MNWD.

1.2. The objectives of the recruitment and selection process are:

- 1.2.1. To select potential and qualified employees
- 1.2.2. To ensure compliance with the employment and labor laws

2. SCOPE

This procedure will apply to the MNWD- Quality Management System of one support process which is the Recruitment and Selection, which focuses on the:

- 2.1. Recruitment
- 2.2. Selection
- 2.3. Placement/Onboarding


3. DEFINITION OF TERMS AND ACRONYMS

Refer to "[Annex A](#)" for the ACRONYMS.

4. RESPONSIBILITIES

4.1. HUMAN RESOURCE DIVISION

- 4.1.1. Commits to create, encourage, and maintain an environment that supports, develops and sustains the well-being of MNWD employees, clients and broader community.
- 4.1.2. Responsible for the recruitment, selection and placement of personnel, as well as the learning and development aspect of human resource.
- 4.1.3. Publication of vacant positions; initial screening of applicants; issuance of appointment, assumption of duties and position description form; deployment and orientation of office policies, rules and regulations to all employees.
- 4.1.4. Maintains the 201/120 Files of all regular and casual employees.
- 4.1.5. Submission of reports to other government agencies, like the Department of Budget and Management and the Civil Service Commission.
- 4.1.6. Processes involving leave administration, monetization of accrued leave credits; certification of services rendered for payroll preparation; and other personnel welfare and benefits.

	METROPOLITAN NAGA WATER DISTRICT	Document Code: ASDPW05	
	PROCEDURE	Revision No.:	0
	RECRUITMENT AND SELECTION	Effectivity Date:	March 2017
		Page No.:	Page 3 of 4

5. PROCEDURES

This section describes the procedures involved in one of the support processes of the District which is the Recruitment and Selection.

PROCEDURE DETAILS: **RECRUITMENT AND SELECTION** ([Figure 1](#))

5.1.RECRUITMENT

- 5.1.1. HRD updates list of vacant positions and the General Manager endorses positions for publications.
- 5.1.2. HRD publishes vacant positions duly endorsed by the GM.
- 5.1.3. OGM receives the application letter of the applicant and forwards to the HRD for review.

5.2.SELECTION


- 5.2.1. HRD conducts paper screening of applicants based on the Qualification Standards.
- 5.2.2. Applicants qualify on the paper screening based on the standards, he/she is notified of the result. Otherwise, the applicants receives regret letters from the HRD. List of Qualified applicants forwarded to the PSB and the Selection Line-Up posted in 3 conspicuous places for 15 days.
- 5.2.3. PSB conducts assessment of competencies and qualifications of the applicants and schedule Behavioral Events Interview (BEI).
- 5.2.4. PSB evaluates and deliberate, and the list of qualified candidates posted in 3 conspicuous places for 15 days.
- 5.2.5. PSB prepares a resolution to be submitted to the GM for endorsement for appointment.
- 5.2.6. HRD conducts Background Investigation and prepare Nepotism report and requires candidate to undergo medical examination.
- 5.2.7. HRD prepares necessary documents relative to the appointment and the GM issues the appointment to the qualified candidates.
- 5.2.8. Supervisory position, appointment is endorsement from the BOD.
- 5.2.9. HRD post newly appointed/ promoted employees

5.3.PLACEMENT/ ON-BOARDING

- 5.3.1. HRD to conduct on-boarding for the newly appointed/ promoted employees

6. FORMS AND TEMPLATES

6.1.RECRUITMENT

	METROPOLITAN NAGA WATER DISTRICT		Document Code: ASDPW05	
	PROCEDURE		Revision No.:	0
	RECRUITMENT AND SELECTION		Effectivity Date:	March 2017
			Page No.:	Page 4 of 4

6.1.1. Checklist of Basic Requirements –“[ASDF016](#)”

6.1.2. PDS form–“[ASDF017](#)”

6.2.SELECTION


6.2.1. Behavioral Events Interview Form–“ [ASDF018](#)”

6.2.2. Background Investigation Report Template–“ [ASDF07](#)”


6.2.3. Nepotism Report Template–“ [ASDF08](#)”

6.3.PLACEMENT/ ON-BOARDING

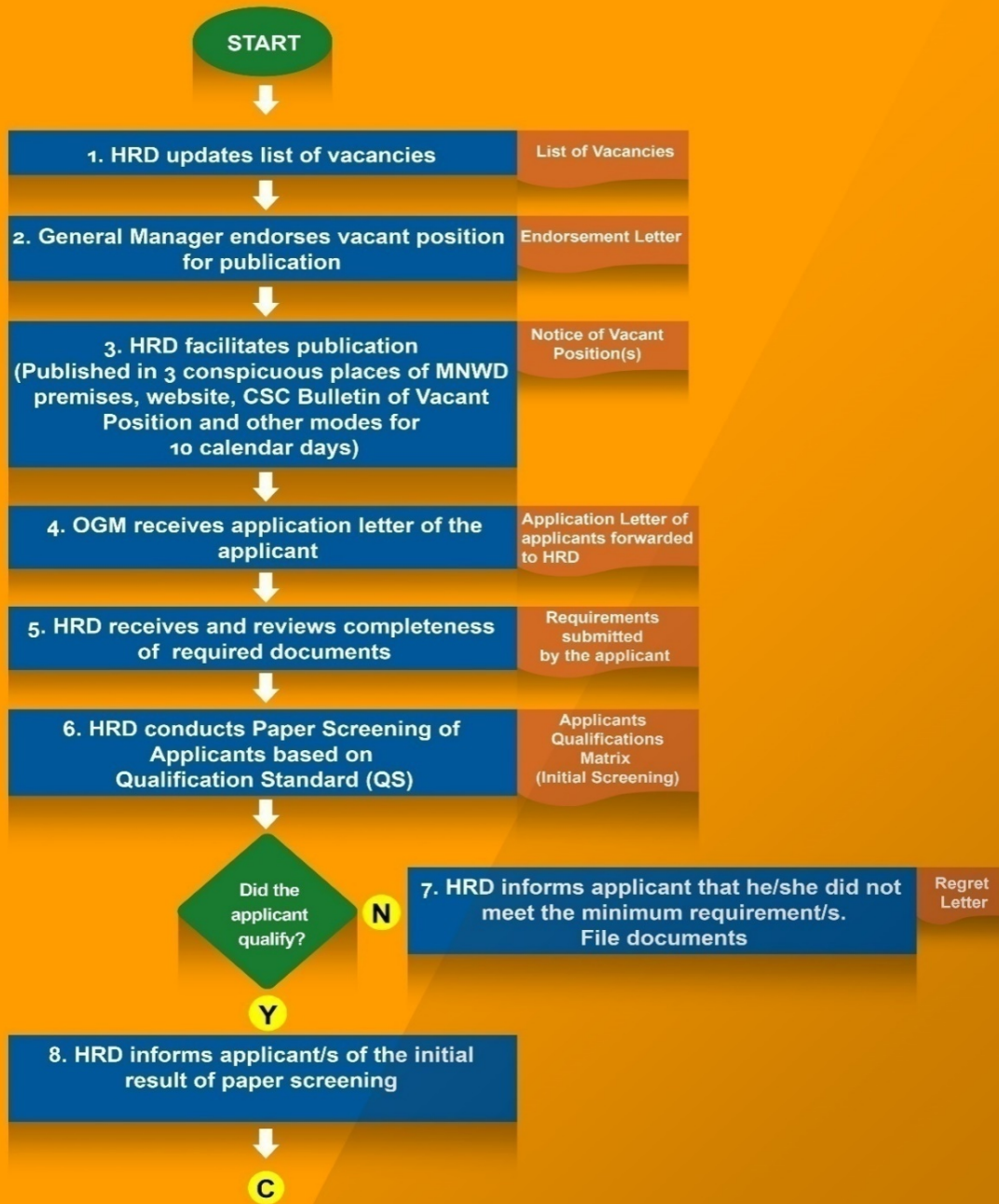
6.3.1. Contract–“[ASDF09](#)”


	METROPOLITAN NAGA WATER DISTRICT		Document Code:	
	ANNEX A		Revision No.:	0
	ACRONYMS		Effectivity Date:	March 2017
			Page No.:	Page 1 of 1

ACRONYM	DEFINITION
MNWD	METROPOLITAN NAGA WATER DISTRICT
OGM	OFFICE OF THE GENERAL MANAGER
PSB	PERSONNEL SELECTION BOARD
HRD	HUMAN RESOURCE DIVISION
QS	QUALIFICATION STANDARD
BEI	BEHAVIORAL EVENTS INTERVIEW
BOD	BOARD OF DIRECTORS
PDS	PERSONAL DATA SHEET
GM	GENERAL MANAGER
PRAISE	PROGRAM ON AWARDS INCENTIVES OF SERVICE EXCELLENCE
OPCR	OFFICE PERFORMANCE COMMITMENT AND REVIEW
DPCR	DEPARTMENT PERFORMANCE COMMITMENT AND REVIEW
IPCR	INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW

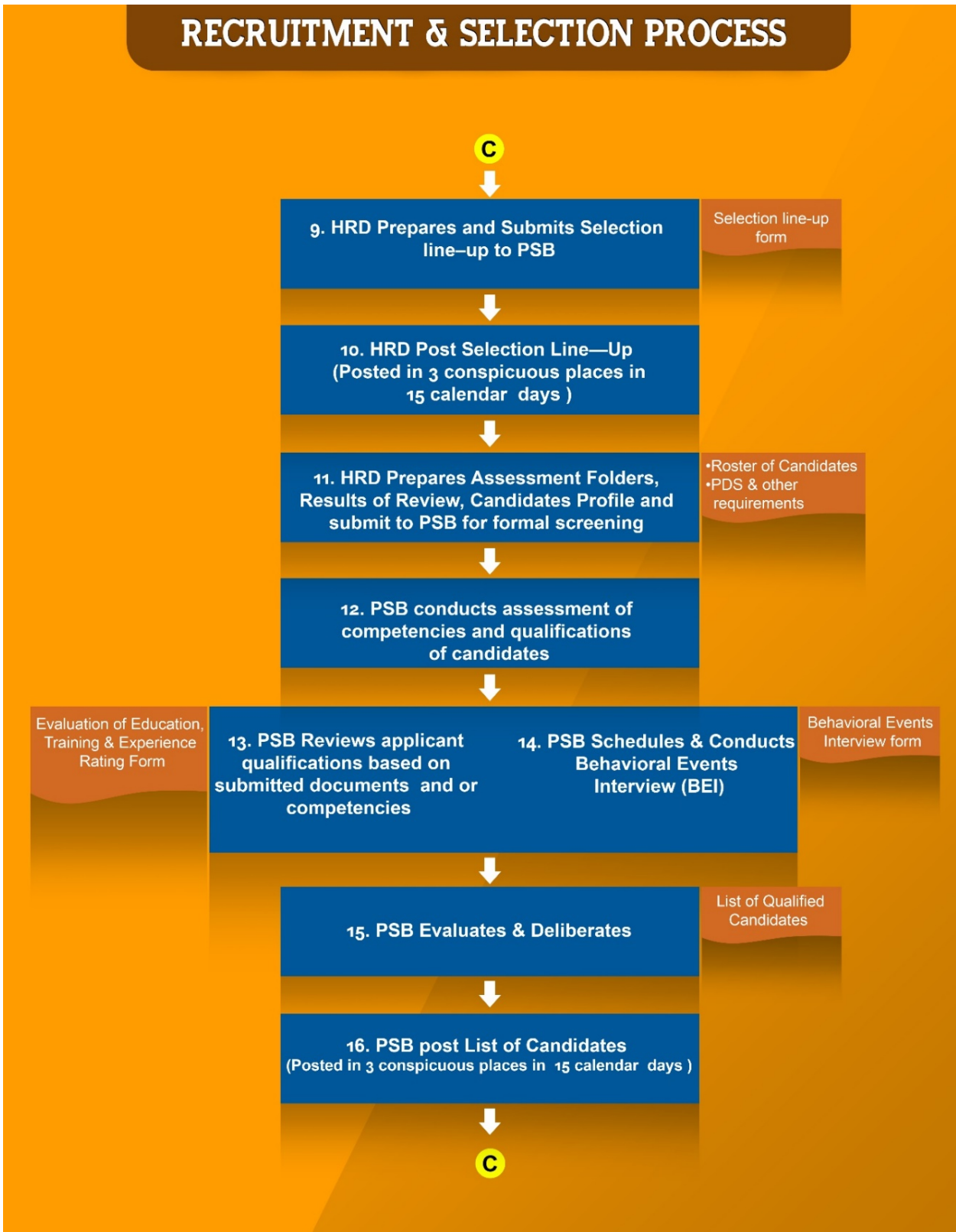
	METROPOLITAN NAGA WATER DISTRICT		Document Code:
	FLOWCHART		Revision No.: 0
	RECRUITMENT AND SELECTION		Effectivity Date: March 2017
			Page No.: Page 1 of 3

RECRUITMENT AND SELECTION PROCESS FLOWCHART



	METROPOLITAN NAGA WATER DISTRICT	Document Code:	
	FLOWCHART	Revision No.:	0
	RECRUITMENT AND SELECTION	Effectivity Date:	March 2017
		Page No.:	Page 2 of 3

RECRUITMENT & SELECTION PROCESS



RECRUITMENT & SELECTION PROCESS

