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1.0 PURPOSE


The Personnel Office, which is under the Management Services Division, shall ensure the implementation of the Civil Service Commission (CSC) memoranda, issuances, rules and regulations. It shall also provide leadership and assistance in the development and retention of qualified and efficient work force and formulate standards for training and staff development.

2.0 SCOPE

The Personnel Section is in-charge of manpower planning, recruitment/selection/placement of personnel, training and development, performance appraisal, compensation and benefits of the employees, in accordance with law.

3.0 DEFINITION OF TERMS

- 3.1 Biometrics is the machine used to measure and analyze a person's unique physical (or behavioral) characteristics (ex. fingerprint)
- 3.2 Career Development Plan is a written list of the short and long-term goals that employees have pertaining to their current and future jobs, and a planned sequence of formal and informal experiences to assist the employees in achieving their goals.
- 3.3 Career Service refers to the positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; (3) security of tenure
- 3.4 Compensatory Time-off refers to the time off received by an employee who worked extra hours instead of receiving overtime pay
- 3.5 Manpower Planning which is also called as Human Resource Planning consists of putting right number of people, right kind of people at the right place, right time, doing the right things for which they are suited for the achievement of goals of the organization.
- 3.6 Merit Selection Plan is the system used for selection of employees in the government service
- 3.7 Non-career Service refers to positions expressly declared by law to be in the non-career; or those whose entrance in the service is characterized by (1) entrance on basis other than those of the usual tests of merits and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made
- 3.8 Performance Appraisal is the systematic evaluation of the performance of employees and to understand the abilities of a person for further growth and development
- 3.9 Psycho-social Attributes refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way

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he/she perceived things, ideas, beliefs and understanding and how he/she acts and relates these things to others in social situations

3.10 Qualification Standards is a statement of the minimum qualifications for a position which shall include education, experience, training and civil service eligibility; and physical characteristics and personality traits required in the performance of the job

3.11 Selection Line-up is the listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited, to the comparative information of their education, experience, training and civil service eligibility, performance rating, relevant to work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential assessment

3.12 Strategic Performance Management System is a mechanism used to measure the employee's work performance

3.13 Training Analysis (sometimes called Training Needs Analysis (TNA)) is the process of identifying the gap in employee training and related training needs.

4.0 REFERENCE DOCUMENTS

4.1 Civil Service Law and Rules

4.2 PSC Merit Selection Plan

4.3 PSC Strategic Performance Management System



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5.0 PROCESS FLOW

RECRUITMENT AND SELECTION

RESPONSIBLE	FLOW	REFERENCE
Personnel Staff	<div style="text-align: center;"> <div style="background-color: #e67e22; color: white; padding: 5px; border-radius: 5px;">Publication and posting of vacant positions</div> <div style="text-align: center; margin: 5px 0;">↓</div> </div>	<p>Civil Service Law & Rules; PSC Merit Selection Plan</p>
Personnel Staff	<div style="text-align: center;"> <div style="background-color: #95a5a6; color: white; padding: 5px; border-radius: 5px;">Acceptance of applications</div> <div style="text-align: center; margin: 5px 0;">↓</div> </div>	
Head, Personnel Office	<div style="text-align: center;"> <div style="background-color: #f1c40f; color: white; padding: 5px; border-radius: 5px;">Endorsement to the Personnel Selection and Promotion Board (PSPB)</div> <div style="text-align: center; margin: 5px 0;">↓</div> </div>	
PSPB	<div style="text-align: center;"> <div style="background-color: #3498db; color: white; padding: 5px; border-radius: 5px;">PSPB: Deliberation and Interview</div> <div style="text-align: center; margin: 5px 0;">↓</div> </div>	
Personnel Staff	<div style="text-align: center;"> <div style="background-color: #27ae60; color: white; padding: 5px; border-radius: 5px;">Computation of ratings</div> <div style="text-align: center; margin: 5px 0;">↓</div> </div>	
PSPB	<div style="text-align: center;"> <div style="background-color: #e67e22; color: white; padding: 5px; border-radius: 5px;">Submission of report/ranking to the Head of the Agency</div> <div style="text-align: center; margin: 5px 0;">↓</div> </div>	
Chairman	<div style="text-align: center;"> <div style="background-color: #95a5a6; color: white; padding: 5px; border-radius: 5px;">Recommendation of Head of Agency</div> <div style="text-align: center; margin: 5px 0;">↓</div> </div>	
Personnel Office	<div style="text-align: center;"> <div style="background-color: #f1c40f; color: white; padding: 5px; border-radius: 5px;">Preparation/Issuance of appointments</div> </div>	



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TIMEKEEPING AND ATTENDANCE

RESPONSIBLE	FLOW	REFERENCE
<p>Personnel Staff (Timekeeper)</p> <p>Personnel Staff Timekeeper</p> <p>Head, Personnel Office</p> <p>Personnel Staff (Payroll)</p>	<pre> graph TD A[Recording and computation of attendance and leave applications] --> B[Submission of timekeeper's report to the Head of the Personnel Office] B --> C[Approval of the Head of the Personnel Office] C --> D[Payroll Preparation] </pre>	



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COMPENSATION AND BENEFITS

RESPONSIBLE	FLOW	REFERENCE
<p>Personnel Staff</p> <p>Administrative Officer</p> <p>Chairman/ Executive Director/ PSC Board</p>	<pre> graph TD A[Approved Benefits] --> B[Preparation of list of Benefits] B --> C[Admin: Approval/Recommends approval] C --> D[Chairman/Executive Dir/PSC Board: Final Approval] </pre>	<p>DBM Issuances, PSC Board Resolution</p>



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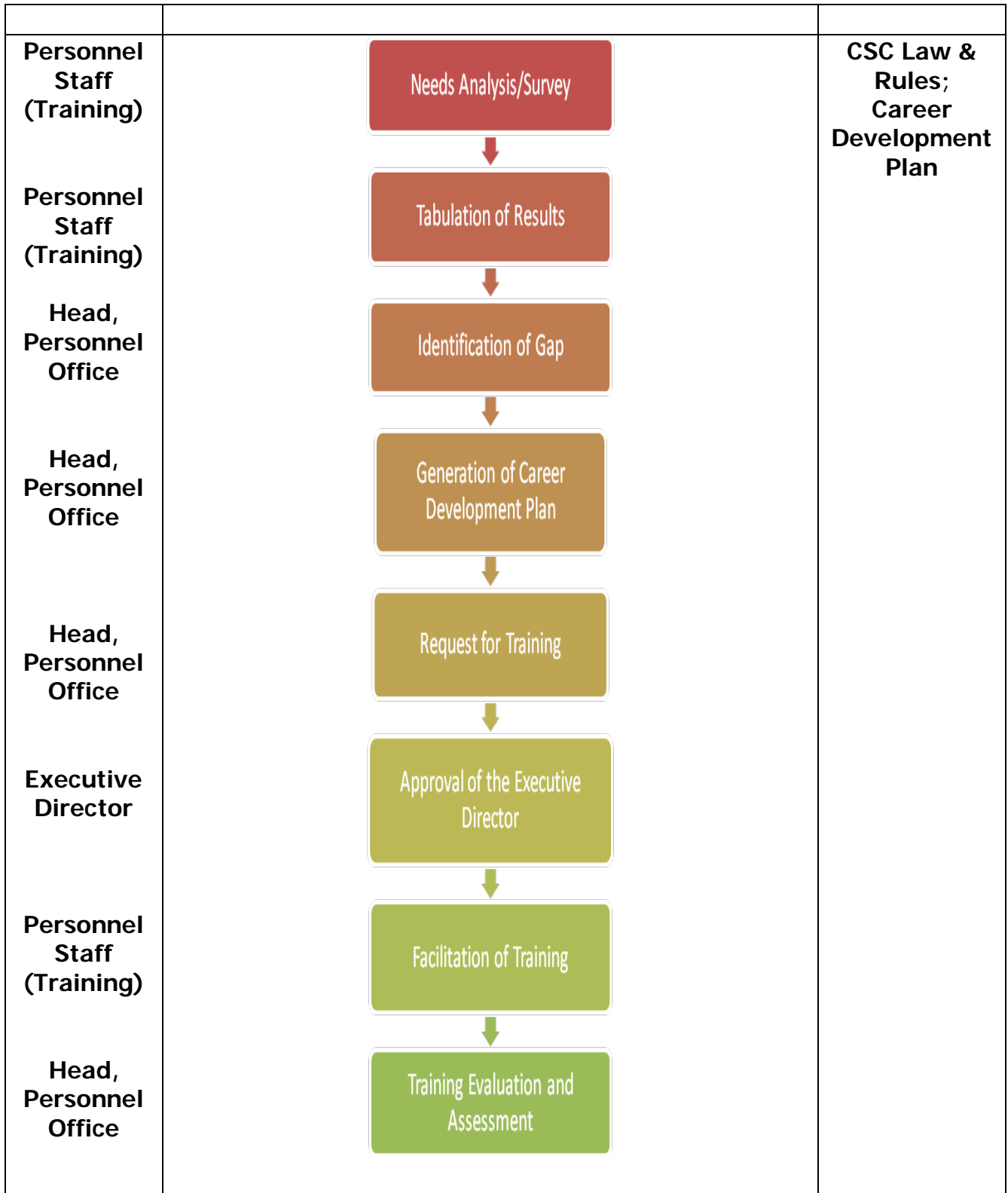
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TRAINING & DEVELOPMENT



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PERFORMANCE APPRAISAL: SPMS CYCLE

RESPONSIBLE	FLOW	REFERENCE
Employee & Supervisor		PSC-SPMS
Supervisor		
Personnel Office		
Personnel Office Top Management		

6.0 PROCEDURE

6.1 RECRUITMENT & SELECTION


- 6.1.1 PUBLICATION & POSTING OF VACANT POSITION - vacant positions in the career service shall be published in the PSC website and posted in at least 3 conspicuous places in PSC for at least ten (10) working days. Vacant positions which are not filled within six (6) months shall be re-published.
- 6.1.2 The following positions are exempt from the publication requirements; (1) primarily confidential positions; (2) positions which are policy determining; (3) highly technical positions; (4) other non-career positions; (5) positions to be filled by existing regular employees in the agency in case of reorganization
- 6.1.3 Conduct preliminary evaluation of the qualifications of all candidates taking into consideration the required minimum qualifications for each vacant position.
- 6.1.4 A Selection Line-up of those who meet the minimum qualification requirements shall be posted in at least three (3) conspicuous places in PSC.
- 6.1.5 Submit the selection line-up to the PSPB for deliberation en banc.
- 6.1.6 The PSPB shall make a systematic assessment of the competence and qualifications of the candidates for appointment to the corresponding level of positions

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- 6.1.7 The PSPB shall submit to the Appointing Authority the list of candidates recommended for appointment from which the Appointing Authority shall choose the applicant to be appointed.
- 6.1.8 The Appointing Authority shall assess the merits of the PSPB's recommendation for appointment and in the exercise of sound discretion, select in so far as practicable, from among the top five (5) ranking applicants deemed most qualified for appointment to the vacant position.
- 6.1.9 Issue appointment in accordance with the provisions of the PSC's CSC Approved Merit Selection Plan.
- 6.1.10 Post a notice announcing the appointment of an employee in three (3) conspicuous places in PSC a day after the issuance of the appointment for at least fifteen (15) days.
- 6.2 **ATTENDANCE & PAYROLL PREPARATION**
 - 6.2.1 Using the biometrics as a device for recording the attendance of an employee, the timekeeper shall compute the number of days in attendance, taking into consideration all official travels, approved leave of absence, compensatory time-off/official business, etc.
 - 6.2.2 The approved record of attendance shall be forwarded for payroll preparation
 - 6.2.3 The approved payroll shall then be forwarded to the Accounting Division for voucher preparation
- 6.3 **COMPENSATION & BENEFITS**
 - 6.3.1 Benefits/incentives provided for under the law are prepared and submitted to the top management for approval.
 - 6.3.2 Once approved, it is forwarded for payroll preparation then to Accounting for voucher preparation.
- 6.4 **TRAINING & DEVELOPMENT**
 - 6.4.1 The Personnel Office conduct, on annual basis, a Training Needs Analysis (TNA),
 - 6.4.2 Based on the Training Needs and Analysis, the training goals for each employee, shall be identified;
 - 6.4.3 The Head of the personnel Office shall generate a Career Development Plan for each employee of the agency and submit to the Executive Director for approval;
 - 6.4.4 The training needs should be done within the specified period;
 - 6.4.5 A training evaluation shall be conducted after each training to assess its effectively.
- 6.5 **PERFORMANCE APPRAISAL**
 - 6.5.1 Using the PSC's CSC Approved Strategic Performance Management System (SPMS), the Personnel Office shall monitor the submission of the Individual Performance Commitment & Review Form (IPCR)
 - 6.5.2 Computes the average of the Performance Rating and reviews the Summary List of the Individual Performance Rating
 - 6.5.3 Provides analytic data on retention, skill/competency gaps, talent development plans that align with strategic plans
 - 6.5.4 Coordinates developmental interventions that will form part of the HR plan

7.0 FORMS ATTACHED

- 7.1 Appointment Paper
- 7.2 Comparative Assessment Form
- 7.3 Compensatory Time-off (CTO) Form
- 7.4 Daily Time Record (DTR)
- 7.5 Individual Performance Commitment Review Form (IPCR)

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- 7.6 Leave Card
- 7.7 Office Performance Commitment Review Form (OPCR)
- 7.8 Payroll
- 7.9 Personnel Locator Form
- 7.10 Potential Assessment Form
- 7.11 Pyscho-social and Personality Traits (PCPT) Form
- 7.12 Travel Order