

PROCEDURE IN RECRUITMENT, SELECTION AND PLACEMENT

STEP	TASK	DETAILS	EMPLOYEE CONCERNED	DOCUMENTS NEEDED
1	PUBLICATION OF VACANT POSITIONS	Vacant Positions shall be published and posted in three (3) conspicuous places (CSC and PDEA Website and Guard House) for a period of ten (10) calendar days.	VIN	CSC Form No. 9 (Publication of Vacant Position)
2	RECEIPT OF APPLICATIONS	<p>Acceptance of applications via email (Recruitment email, mail (LBC via HRMS message center), and/or walk-in applicants ten (10) days <i>after</i> the vacant plantilla positions are published at the CSC and PDEA websites and PDEA Guard House.</p> <p>Classification of application: drug enforcement officer (DEO) or Admin/Tech applicant. Upon receipt of the application for DEOs, the HRMOs in HRMS forwards the Intelligence Officer I applicants to PDEA Academy (as DEOs have separate screening handled by the PDEA Academy; the process owners are the Admin Staff in PDEA Academy.</p> <p>Logging of application of applicants to registry/logbook. However, if not qualified shall immediately inform the applicant via email and/or mail/courier.</p> <p>Encode name of applicants to the Database Matrix of Applicants.</p>	<p>ERNA JOY BUBOY</p> <p>LACY VIN</p>	<p>a. Intent/Application Letter b. Personal Data Sheet c. Work Experience Sheet (as attachment to the PDS) d. Authenticated Eligibility (if applicable) e. Latest IPCR Rating of at least 4.0 or Very Satisfactory (if applicable) g. Memo endorsement for the Service/Regional Office where the vacant position exists. h. Local Agency Check / Local Background Investigation Result i. Certificate of Correctness from ROs/National Services j. Certification of No Qualified Eligible (if applicable) k. Reply Template j. Local Agency Check (LAC) Result</p>
3	EVALUATION	<p>Assess qualification of applicants vis-à-vis the qualification standard set by the Civil Service Commission.</p> <p>Qualified applicants are informed thru e-mail, mail, call and/or text message about the pre-screening / pre-assessment of the Assessment Team from Regional Office and forward qualified applicants to HRMPSB thru HRMS for schedule of final interview / deliberation. Non-qualified applicants are also informed via e-mail and mail.</p> <p>Second Level Positions</p>		
4		<p>Qualified applicants are informed thru e-mail, mail, call and/or text message about the initial screening/initial interview by the Local Recruitment Team of Regional Offices. Non-qualified applicants are also informed via e-mail and mail.</p> <p>First Level Positions</p>	VIN	

	BACKGROUND AND LIFESTYLE CHECK	HRMS requests for the National Agency Check (NAC) on the endorsed applicant/s from Regional and National Services, upon receipt of "recommended" BI results, HRMO schedules HRMPSB Deliberation	LACY VIN	a. Request for Background Investigation (National Agency Check/NAC) b. Notice of Deliberations
5	DELIBERATION	The HRMPSB members deliberate on the final candidates for first and second level qualified applicants to be endorsed to DG, PDEA, through a resolution, for selection and eventually, for approval.	LACY VIN Secretariat	a. Notice of Deliberation b. HRMPSB Attendance c. HRMPSB Minutes of the Meeting d. HRMPSB Resolution e. Agency Order f. CS Form No. 33-A (KSS) d. DBM-CSC Form No. 1 (PDF)
6	PREPARATION OF APPOINTMENTS	Upon DG, PDEA's approval of the resolution, the HRMO prepares the necessary documents for appointment: Agency Orders, CS Form No. 33-A (KSS), DBM-CSC Form No. 1 (PDF), etc. for DG's approval and signature.	LACY VIN	a. Board Resolutions b. Appointment (cs Form No. 32-A) c. Position Description Form (DBM-CSC Form No.)
8	APPOINTMENT	DG, PDEA approves the HRMPSB Resolutions, signs the Appointments and Position Description Form (PDFs) and approves Agency Order of the Newly Hired Personnel	ODG, PDEA	a. Board Resolutions b. Appointment (cs Form No. 32-A) c. Position Description Form (DBM-CSC Form No. 1) d. Agency Orders
9	PLACEMENT	Upon approval and signature of appointments, PDFs etc., the HRMO, HRMS prepares the Agency Orders for the deployment of newly hired personnel to various units of the Agency, to be submitted to DG, PDEA for approval and signature. Upon approval of the Agency Orders, the deployment will take effect immediately.	LACY VIN KIM BUBOY	Agency Orders (Deployment)

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