	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
	<i>Document Name:</i>	GP BAI-13

HIRING, SELECTION AND PLACEMENT	Rev. No.: 01 November 8, 2017 Page: 1/3
--	---

1.0 Objective

- To hire personnel that satisfies the qualification standards and the competency requirement of the job.

2.0 Scope

- This procedure covers all activities from the identification of position to be filled-up up to the placement of newly-hired employee.

3.0 Definition of Terms


- Recruitment - refers to the testing or screening process to select the best qualified applicant.
- Placement - refers to actual job/function/assignment of the selected applicant.
- Applicant - refers to any person wanting to be employed in the BAI
- Selection of Personnel - refers to a comparison of the applicants qualifications with the requirement set out in the job specification and/or job description
- Job Specification - refers to the reference document which contains the relevant requirements of a certain position i.e., educational attainment, work experience, relevant trainings, and skills.

4.0 Records

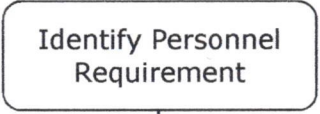


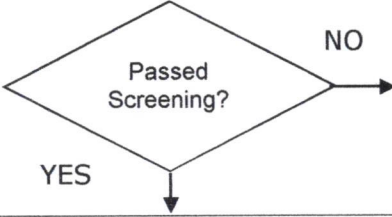
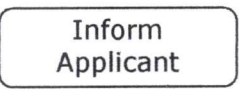
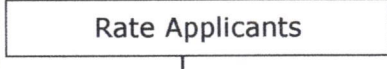

- R-BAI-02 Attendance File
- R-BAI-87 201 Files of Employee
- R-BAI-105 Interview Evaluation File

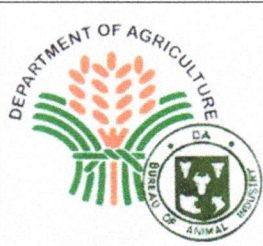
5.0 References

- PL BAI-07 Personnel Training Program
- R-BAI-25 Employee Competence Evaluation File
- PL BAI-14 List of Employees

	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
	Document Name: HIRING, SELECTION AND PLACEMENT	GP BAI-13 Rev. No.: 01 November 8, 2017 Page: 2/3

6.0 Process

FLOW	RESPONSIBILITY	DETAILS
 ↓	HR Head	<ul style="list-style-type: none"> • Verify with HR position to be filled-up • Refer to the Job Description and Job Specifications to identify the qualifications of applicants required for the position
 ↓	HR	<ul style="list-style-type: none"> • Check the completeness and validity of the following documents <ul style="list-style-type: none"> ○ Resume or filled-out Personal Information Sheet(PDS) ○ Employment Certification ○ NBI Clearance ○ Barangay Clearance ○ Residence Certificate ○ Diploma/Transcript of Records (when relevant) ○ TIN
 ↓	← Placement and Selection Board (DC member)	<ul style="list-style-type: none"> • Screening includes interview/s and examination when necessary
		
 ↓ 	PSB/HR	<ul style="list-style-type: none"> • Shortlisted applicants are rated using on the criteria set



BUREAU OF ANIMAL INDUSTRY
GENERAL PROCEDURES

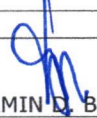

Document Name:

GP BAI-13

**HIRING, SELECTION AND
PLACEMENT**

Rev. No.: 01
November 8, 2017
Page: 3/3

<p>A</p> <p>↓</p> <p>Endorse to Director</p> <p>↓</p> <p>Selection Endorsed</p> <p>↓</p> <p>Candidates Verified/ Evaluated</p> <p>↓</p> <p>Inform Newly-hired Personnel</p> <p>↓</p> <p>Prepare the Necessary Documentation</p> <p>↓</p> <p>Conduct Orientation</p> <p>↓</p> <p>Endorse to Concerned Department</p> <p>↓</p> <p>Update Relevant Documents</p>	<p>HR Head</p> <p>HR Head/Staff</p> <p>HR Head</p> <p>HR Staff</p> <p>HR Staff</p> <p>HR Head</p> <p>HR Head</p>	<ul style="list-style-type: none"> List of rated applicants together with pertinent documents are endorsed to the Director to select a candidate for the vacant position List of selected candidates are endorsed to the DA-HR Office for verification Appointment papers are done for the chosen candidates Additional documents required of newly-hired employees include <ul style="list-style-type: none"> Medical Certificates Certificates of training when relevant Relevant licenses when required; etc Appointment of Employment Identification Cards 201 File of Employee Certificate of Resumption to Duty HR provides the orientation about administrative matters. Use Time Cards to record attendance Concerned SH provide the orientation about the technical aspect of the job including the requirements of the QMS Updates the following: <ul style="list-style-type: none"> List of Employees 201 Files of Employees
---	--	--

Prepared by:	Approved by:
 BENJAMIN D. BAJO, MPA Human Resource Development Section Head	 RONNIE D. DOMINGO, DVM, MSc Top Management