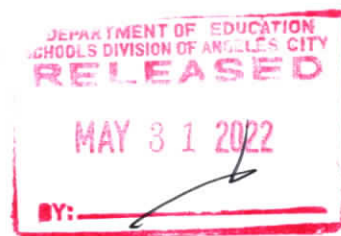




Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF ANGELES CITY**



May 31, 2022

**DIVISION MEMORANDUM**

No. 204 s. 2022

**INSTITUTIONALIZATION OF RECRUITMENT, SELECTION, AND PLACEMENT PROCESS OF THE SCHOOLS DIVISION OF ANGELES CITY**

To: Assistant Schools Division Superintendent  
Chief SGOD  
OIC-Chief CID  
Unit Heads  
Heads of Public Elementary, Integrated, Junior and Senior High Schools  
All Teaching and Non-Teaching Personnel  
And all others concerned

1. With the SDO Angeles City's recognition by the Civil Service Commission of its two Human Resource Management Pillars as Maturity Level II (Recruitment Selection and Placement and the Performance Management), the need for institutionalizing the use of responsive and sensitive tools particularly in the hiring of competent employees must be done.
2. It is in this light that this Office announces the institutionalization of the use of some evaluative tools by the Human Resource Merit and Promotion Selection Board (HRMPSB) and Human Resource Management Officer (HRMO) in the evaluation of applicants in terms of Potential and Psycho-social attributes and the need for Background Investigation as the need arises. This adoption of the said evaluative tools is consistent with the provisions in the New Merit Selection Plan of the Department of Education.
3. Potential refers to the capacity and ability of an applicant to assume the duties and responsibilities of the position to be filled, and those higher positions that are more technical in nature.  
To test the Potential of an applicant, the HRMPSB shall prepare a Skills or Work Sample Tests (S/WST). These tests are high fidelity assessment techniques that present conditions that are highly similar to essential challenges and situations on an actual job.
4. Competencies refer to knowledge, skills, attitudes, and key behaviors that are necessary for the efficient and effective performance of the duties and responsibilities of a position.  
To test the applicant's competencies, attitudes and key behaviors necessary in the dispense of duties and responsibilities for a certain position, the HRMPSB shall conduct a Behavioral Events Interview (BEI).  
BEI refers to the conduct of direct inquiry with the applicants, focusing on their display of desired behavior/s when subjected to specific situations or conditions in their previous and /or current workplace. It seeks to determine how past behavior predicts future performance. It shall be used to validate if key behaviors linked to the required competencies have been exhibited by the applicants. Among the key behaviors that can be assessed using the BEI are Human relations, Decisiveness and Stress Tolerance.
5. As per the New Merit Selection Plan, the option for Background Investigation (BI) shall be exercised only by the appointing authority. Thus, any such option presupposed that the Comparative Assessment Result has been accomplished by the HRMPSB. In the event the appointing authority opts to pursue any BI, it shall be through the HRMO through a memorandum/written order. In turn, the HRMO shall commence the BI process guided by the following:
  1. For applicants/candidates with previous work experience, the identified reference persons in any or all of the previous employers shall be contacted either through telephone/electronic messages (cellphone/Facebook)/actual personal communication as may be deemed convenient.
  2. Interviews with residents of the community of the applicant may be resorted for additional personal/social information.



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3. In the instances above mentioned, a written report may be necessary for reference purposes;
4. The BI report shall contain but not be limited to, the following:
  - a. Credentials, which shall be validation of applicant's scholastic records (OTR), educational records, accomplishments, etc. to indicate the name/s person/s interviewed, and date of interview, keeping with the Data Privacy Act of 2012.
  - b. Behavior at work, which may be determined through interview/s with persons in direct interaction with the applicant to indicate the names of interviews and dates of interview;
  - c. Previous performance, which shall be the validation of applicant's work/attitudes/accomplishments/skills/competencies through interviews with precious/present work peers;
  - d. Community feedback, which may be determined by interview/s with persons in the community/family in direct interaction with the applicant as to claims for projects, innovations, and involvement in the community activities;
  - e. In the BI activities mentioned above, Applicant's consent must be secured. The results of the BI shall be treated with utmost confidentiality.
6. All members of the HRMPSB are encouraged to equip themselves with the skills and knowledge relative to the conduct of Behavioral Events Interview as well as the preparation of skill's test aligned to the tasks of the vacant position to be filled up.
7. Found in Inclosure 1 of this Memorandum is the Process Flow on Recruitment, Selection and Placement of Applicants; Inclosure 2 is the Time Frame for the Recruitment, Selection and Placement Process.
8. Wide dissemination of this Memorandum is earnestly desired.

*Ir.*

**MA. IRELYN P. TAMAYO PhD, CESO V**  
Schools Division Superintendent

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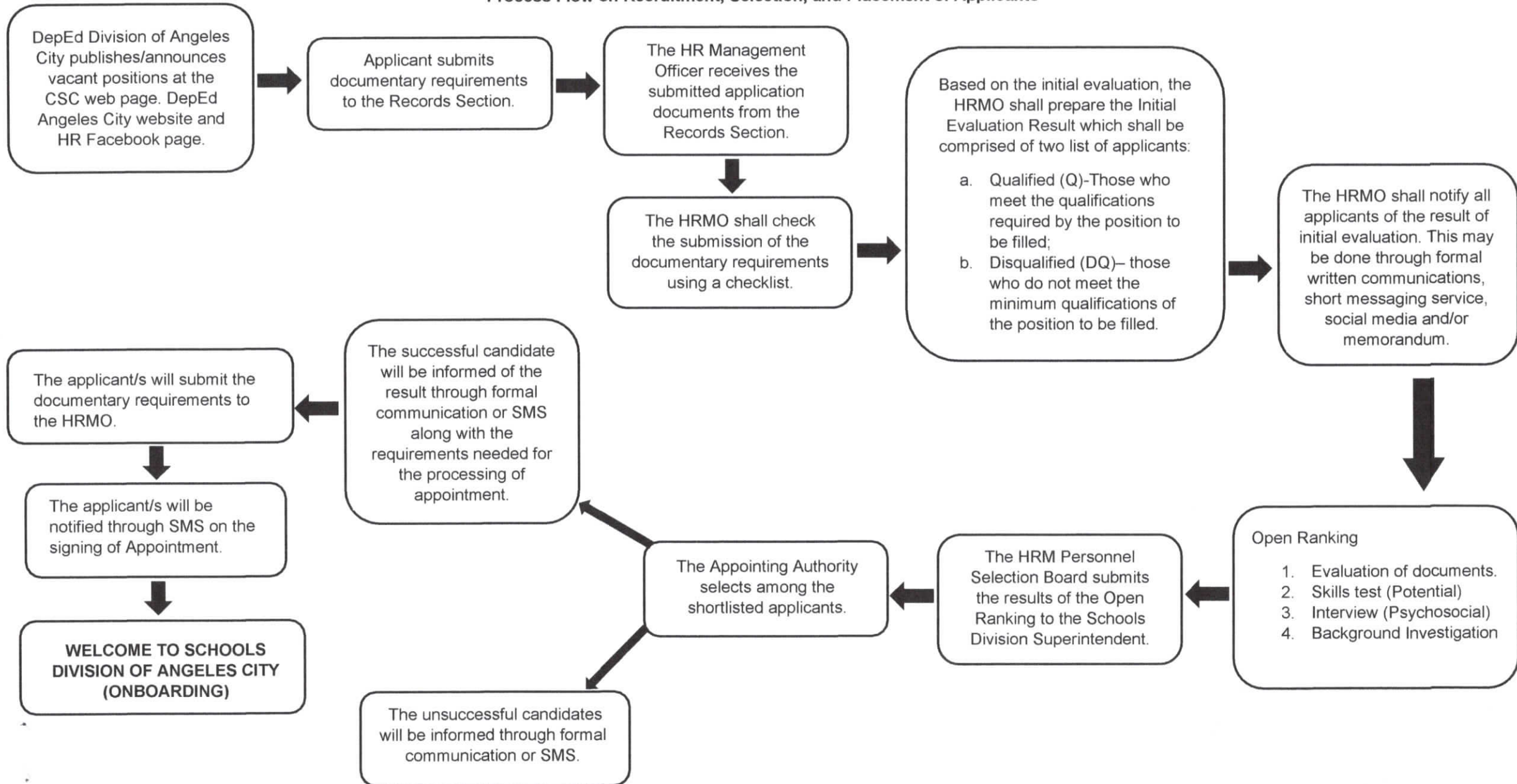
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Process Flow on Recruitment, Selection, and Placement of Applicants

Department of Education  
Division of Angeles City

Process Flow on Recruitment, Selection, and Placement of Applicants



Time Frame for the Recruitment, Selection, and Placement Process

Time Frame for the Recruitment, Selection, and Placement Process

