SECTION 2: RECRUITMENT, SELECTION, AND EMPLOYMENT

One of the factors that contribute to the progress and success of the College is having the right person for the right job. This policy aims to deploy competent and highly qualified ASFs to assume appropriate positions.

2.1 Equal Opportunity Statement

2.1.1 DLS-CSB is committed to provide equal employment opportunities to all applicants and personnel. The College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, marital status or disability in its employment or admission practices. Employment decisions in all Schools, Offices, and Centers of the College are based on work-related norms and standards.

2.1.2 Any applicant or personnel who feels that he/she has been treated in any way that violates the principles of equal opportunity should address his/her concern to the Human Resource (HR) Officer of the Office of the Vice Chancellor for Academics (OVCA). No individual shall be subject to harassment, intimidation, threats, coercion, or discrimination for filing a complaint; assisting or participating in an investigation, compliance review, hearing or other similar activity; opposing any unlawful act or practice; or exercising any other rights under the Philippine Constitution.

2.2 Recruitment

2.2.1 When there is a job vacancy, various strategies for sourcing applicants will be utilized, such as but not limited to internal communications (e.g. e-mail announcements, job postings), advertisements, and e-sourcing.

2.2.2 Personnel Requisition Procedures

All requests for personnel classified as ASF shall be cours through the OVCA. Prior to the recruitment of applicants, whether internally or externally sourced, the following procedures should be complied with:

2.2.2.1 If the requested personnel is in the approved organization chart:

2.2.2.1.1 A Personnel Requisition Form (PRF) shall be requested by the Immediate Head endorsed by the Department Head and Center Director and submitted to the OVCA. The OVCA shall have PRF approved by the respective Assistant Vice Chancellor and Vice Chancellor.

2.2.2.1.2 The OVCA shall review the job title, job level and banding, job description and job specification, and salary of the position, and the authenticity of the authorized signatories.

2.2.2.1.3 The OVCA, in coordination with the Center for Institutional Communication (CIC), shall internally post the announcement of vacancy for five (5) working days. If there are no qualified internal applicants, external sourcing will be done.

2.2.2.2 If the requested position is not in the approved organization chart:
Aside from the above procedures, the accomplished PRF shall be supported by a justification letter for manpower need and budget realignment information. The justification letter should be endorsed by an Assistant Vice Chancellor or Vice Chancellor. The requested position shall be evaluated for approval by the Vice Chancellor for Academics (VCA).

2.2.3 Reapplication of Resigned Personnel

A resigned personnel, regardless of former classification (i.e., full-time teaching faculty, ASF, Support Staff, Administrative Staff, Administrative Support Personnel), of the College who wishes to reapply to a position classified as ASF shall generally be treated as a new applicant and shall be subject to the provisions of hiring for ASFs.

2.3 Prohibition on Hiring of Relatives

The College endeavors to maintain the utmost degree of professionalism among its academic and non-academic staff. To secure this, the College units recruit and retain their personnel chiefly on the bases of competence, character, and subsequently manifested commitment. Further, the College units take the necessary proactive measures in order to prevent the setting in of conditions that have been found to threaten the sustenance of the desired level of professionalism among the personnel within each of its units. These measures include prohibition in the hiring of relatives.

2.3.1 The College prohibits the hiring of relatives up to the third degree of consanguinity/affinity of any currently employed personnel (academic or non-academic), regardless of status (contractual, probationary, part-time or full-time).

2.3.2 Consanguinity includes parents, spouse, children, grandparents, grandchildren, brothers, sisters, first cousins, nephews, nieces, aunts, uncles, and by affinity, the corresponding relations-in-law of the above mentioned relations.

2.3.3 Any false statement, by omission or commission, as declared in the application form, shall be sufficient ground for immediate termination of employment.

2.3.4 Table of Affinity/Consanguinity

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<thead>
<tr>
<th>First Degree</th>
<th>Second Degree</th>
<th>Third Degree</th>
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<tbody>
<tr>
<td>Parents</td>
<td>Grandparents</td>
<td>First cousins</td>
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<tr>
<td>Siblings</td>
<td>Grandchildren</td>
<td>Great grandparents</td>
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<tr>
<td>Children</td>
<td>Aunts/Uncles</td>
<td>Great grandchildren</td>
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<tr>
<td>Spouse</td>
<td>Nieces/Nephews</td>
<td>Great aunts/uncles</td>
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Consanguinity may be lineal or collateral. Lineal consanguinity is the relation in a direct line (e.g., between parent, child, and grandparent). It may be determined either upward (e.g., son, father, grandfather) or downward (e.g., son, grandson, great-grandson). Collateral consanguinity, on the other hand, is a more remote relationship describing people who are related by a common ancestor but do not descend from each other (e.g., cousins who have the same grandparents).

Affinity refers to the close relation based on marriage rather than common ancestry.

2.3.5 Conditions for Personnel Who Get Married while Employed
Personnel who get married while employed, can remain employed by the College. However, they will not be allowed to be under the same office/department, have any superior-subordinate relationship, or occupy positions that would result in conflict of interest.

2.3.5 Provisions Covering Waiver of Hiring of Relatives

2.3.5.1 In extremely meritorious cases, specifically in the area of key administration, the hiring restriction on relatives may be waived but only with the express permission of the President.

2.3.5.2 The requesting unit shall write to the concerned Vice Chancellor stating why a waiver should be granted based on the merits of the applicants. The request should be endorsed by the immediate head and Director, Dean, or Assistance Vice Chancellor (AVC).

2.3.5.3 The endorser should not be a relative of the applicant up to the third degree of affinity and consanguinity.

2.3.5.4 Upon review of the Vice Chancellor concerned, the request may be endorsed to the Office of the President for approval.

2.3.5.5 Once endorsement is obtained from the President, the applicant should undergo the prescribed hiring procedure.

2.4 Selection

The applicant’s background (e.g., education, work related experience) and credentials (e.g., licensure) should be relevant to the requirements of the position (person-job fit). Moreover, the values held by the applicant should also align with the values espoused by the College (person-organization fit).

The procedure to be followed in the selection of personnel:

2.4.1 Applicants shall submit their curriculum vitae with attached letter of intent to the OVCA for pre-screening if applicants meet the minimum requirements as stipulated in the job specification.

2.4.2 The OVCA shall endorse the qualified applicant’s curriculum vitae to the requesting department head for interview.

2.4.3 The department shall endorse the two (2) most qualified applicants to the OVCA for pre-employment testing. Pre-employment testing shall be administered by the Center for Learning and Performance Assessment (CLPA).

2.4.4 The OVCA will conduct a background investigation on the applicant’s previous records, employers, and character references during the testing period.

2.4.5 In consultation with the Center Director, and Assistant Vice Chancellor or Vice Chancellor, the department head of the requesting department shall determine the most qualified applicant after evaluating the CLPA pre-employment test and the results of the background investigation.
2.4.6 Upon selection, the requesting department head confers with the HR Compensation Officer of the OVCA to ascertain the compensation to be offered. The compensation to be offered should be within the prescribed salary range for the position. Furthermore, a justification should be provided if the amount of compensation to be offered is above the minimum amount set in the salary structure. This justification should be endorsed by the Center Director, Assistant Vice Chancellor, and Vice Chancellor.

2.4.7 Once the details of the job offer have been cleared with the OVCA, the requesting department head convenes the Hiring Board composed of the following members.

- Requesting department head, presiding officer
- Center Director or Dean
- Assistant Vice Chancellor or Vice Chancellor
- Senior ASF, preferably within the same Center
- Faculty Association ASF representative

2.4.8 The presiding officer of the Hiring Board forwards the Hiring Board’s recommendation to the OVCA for approval.

2.4.9 The OVCA shall make the job offer to the qualified applicant.

2.4.10 The selected and qualified applicant shall submit photocopies of the following documents to the OVCA for processing (original documents shall be presented for verification):

- Completed DLS-CSB Application Form
- National Statistics Office (NSO)-certified copy of birth certificate
- NSO-certified copy of marriage certificate (where applicable)
- Original copy or Certified True Copy of the Transcript of Records (for all degrees obtained)
- Original or Certified True Copy of Diploma (for all degrees obtained)
- Certificates from certification or diploma courses
- Professional Regulation Commission (PRC) license (where applicable)
- Barangay or Police Clearance (unexpired/valid)
- National Bureau of Investigation (NBI) Clearance (unexpired/valid)
- Certificates/Proof of employment, engagement
- Two (2) Letters of reference/recommendations (i.e., character, work, academic)
- Three (3) pieces of 2x2 colored picture
- Tax Identification Number (TIN), Social Security Number (SSS Number), PhilHealth Identification Number and Pag-IBIG Fund Number
- Incoming ASFs are required to undergo and pass a medical examination, conducted by a College-authorized physician

2.4.11 After completing all requirements, the applicant shall be given the appointment paper. Only applicants with an appointment paper can report for work. Among others, the appointment paper includes a list of benefits.

The appointment paper shall include a provision on the loss of entitlement to benefits in the event that there is a transfer to another position. That is, an ASF may be transferred to another position without the privileges enjoyed in the former position.

The appointment paper shall also indicate that the ASF has read the Faculty Manual.
2.4.12 The newly-hired ASF of the College shall be required to attend the orientation for new ASF to be scheduled by the Center for Learner-Centered Instruction and Research (CLCIR). Generally, the orientation is conducted at the start of the term. However, one-on-one orientation may also be conducted.

2.4.13 Procedure for Invited ASFs for Engagement

2.4.13.1 For individuals invited to occupy ASF positions, the Dean or Director (with the endorsement of the Assistant Vice Chancellor) forwards the letter of recommendation to the Vice Chancellor concerned.

2.4.13.2 The Dean, Center Director, and/or Assistant Vice Chancellor should coordinate with the OVCA to determine the appropriate compensation package to be offered to the invited ASF. The OVCA has the final authority in determining the compensation package.

2.4.13.3 Upon review, the Vice Chancellor concerned may or may not endorse the recommendation to the Office of the President for approval.

2.4.13.4 The President makes a decision whether to approve or disapprove the recommendation.

2.4.13.5 Upon approval, the invited ASF completes all pre-employment requirements necessary for documentation.

2.4.14 The start date for newly hired ASF shall be on the 1st day of the month, or as determined by the Vice Chancellor for Academics.

2.5 Probation

2.5.1 Definition of Probation

A probationary ASF is one who has not been conferred permanent status by the College. A probationary ASF is expected to:

2.5.1.1 Consider the period of his/her employment as strictly temporary, the said period to end on the expiry date of the contract, in which case the employer-employee relationship shall automatically be considered terminated; and

2.5.1.2 Finish the term of his/her appointment, unless the College decides otherwise, in which case the College pays him/her all the emoluments called for under his/her contract. If, however, termination before expiry is effected for cause, the emoluments corresponding to the unserved portion of the contract shall not be paid.

2.5.2 Duration of Probation

2.5.2.1 The maximum probationary period is three (3) years.

2.5.2.2 The initial period of appointment for ASF is six (6) months. The engagement of the ASF may be discontinued at anytime within this period provided that ASF is informed of non-renewal thirty (30) calendar days before the end of engagement within the six (6) month period. In the absence of any notice within the six (6)
month period, the contract is automatically extended up to the end of the first year of service.

2.5.2.3 Subsequent renewals would be on an annual basis.

2.5.3 Renewal of Probationary Contracts

2.5.3.1 Seventy-five (75) calendar days before the end of the probationary contract, the immediate superior must conduct an evaluation of the probationary ASF’s performance. Based on this evaluation, the immediate superior submits his/her recommendation to the Renewal Board forty-five (45) calendar days before the expiration of the probationary contract.

2.5.3.2 The Renewal Board deliberates on the recommendation of the immediate superior and shall recommend the renewal or non-renewal of the probationary ASF to the VCA.

2.5.3.3 The Renewal Board shall be composed of the following:

- Immediate superior, presiding officer
- Center Director
- Assistant Vice Chancellor or Vice Chancellor
- Senior ASF within the same Center
- Faculty Association President or ASF representative

2.5.3.4 Criteria for Probation Renewal:

2.5.3.4.1 At least a satisfactory performance evaluation rating as evidenced by the summary evaluation of the ASF, with inputs drawn from various evaluation instruments;

2.5.3.4.2 Commitment to the Vision-Mission of the College, as evidenced by one’s level of involvement in activities, committees, projects undertaken by one’s Unit, Center, or the entire College;

2.5.3.4.3 Professional development, as indicated by advancement in one’s graduate degree or advanced program of study or advanced development in one’s field of specialization;

2.5.3.4.4 Values and attitudes reflecting the College’s thrust of developing individuals who work cooperatively with each other and are tolerant and respectful of the diversity that is intrinsic in a learning community;

2.5.3.4.5 Compliance with College regulations, as reflected by records of attendance, punctuality and submission of requirements within the prescribed deadlines, among others; and

2.5.3.4.6 Overall good health.

2.5.4 Non-renewal of Probation
2.5.4.1 An ASF on probation will be notified at least thirty (30) calendar days before the expiration of his/her probationary contract that his/her contract will not be renewed.

2.5.4.2 The ASF concerned may appeal his/her case within two (2) working days from receipt/transmittal of the Renewal Board’s recommendation. The appeal should be addressed to the VCA. The decision of the VCA is final.

2.6 Permanency

2.6.1 Definition of Permanency

A permanent ASF is one who has met the criteria for permanency as recommended by the Permanency Board and signed a contract with the President for the position of permanent ASF member.

2.6.2 Criteria for Permanency

2.6.2.1 Three (3) consecutive years of continuous service to the College. The maximum probationary period may be reduced in cases of ASFs who have rendered prior extremely meritorious service;

2.6.2.2 At least a very satisfactory performance evaluation rating as evidenced by the summary evaluation of the ASF, with inputs drawn from various evaluation instruments;

2.6.2.3 Substantive professional development as indicated by the completion of a relevant master’s degree and College-supported faculty development programs or advanced development in one’s field of specialization.

2.6.2.4 Commitment to the Vision-Mission of the College, as evidenced by one’s level of involvement in activities, committees, projects undertaken by one’s Unit, Center, or the entire College;

2.6.2.5 Values and attitudes reflecting the College’s thrust of developing individuals who work cooperatively with each other and are tolerant and respectful of the diversity that is intrinsic in a learning community;

2.6.2.6 Compliance with College regulations, as reflected by records of attendance, punctuality and submission of requirements within the prescribed deadlines, among others; and

2.6.2.7 Over-all good health attested to by a doctor or testing agency designated by the College.

2.6.3 Conferment of Permanency Status to Probationary ASF

2.6.3.1 Seventy-five (75) calendar days before the end of the third probationary period, the immediate superior reviews the performance of the probationary ASF member due for permanency. Based on this evaluation, the immediate superior submits his/her recommendation to the Unit Head and/or Center Director forty-five (45) calendar days before the expiration of the probationary contract.
2.6.3.2 After the review of the evaluation, the immediate superior shall submit his/her recommendation to the Permanency Board, endorsed by his/her Center Director.

2.6.3.3 The VCA convenes the Permanency Board. The Permanency Board is composed of:

- VCA, presiding officer
- Immediate superior of probationary ASF
- Center Director
- Assistant Vice Chancellor or Vice Chancellor
- Faculty Association Representative

2.6.3.4 The Permanency Board shall verify and evaluate whether or not the criteria set for permanency, as mentioned above, have been met. Based on the evaluation, the Board shall recommend either permanent status or the discontinuance of service to the College.

2.6.3.5 In case the Permanency Board recommends the granting of permanent status, such recommendation is submitted to the President for final approval.

2.6.3.6 Upon final approval of the grant of permanent status, the President shall issue a contract for permanency to be signed by the ASF concerned.

2.6.4 Non-conferment of Permanent Status

2.6.4.1 An ASF in his/her third (3rd) probation will be notified at least thirty (30) calendar days prior to the expiration of the 3rd probationary contract that permanency status shall not be granted.

2.6.4.2 The ASF concerned may appeal his/her case within two (2) working days from receipt/transmittal of the Board’s recommendation. The appeal should be addressed to the President. The decision of the President is final.

2.7 Retirement

The age of retirement is 60. However, the College has the option to extend subject to the Service Extension Policy.

2.7.1 Service Extension

2.7.1.1 The service of ASFs who have reached the mandatory retirement age may be extended if the following conditions are satisfied:

2.7.1.1.1 Consistent very satisfactory performance evaluation rating as evidenced by the summary evaluation of the ASF, with inputs drawn from various evaluation instruments;

2.7.1.1.2 Need of the Program/Center/School/College;

2.7.1.1.3 Commitment to the Vision-Mission of the College, as evidenced by one’s level of involvement in activities, committees, projects undertaken by one’s Unit, Center, or the entire College;
2.7.1.4 Values and attitudes reflecting the College’s thrust of developing individuals who work cooperatively with each other and are tolerant and respectful of the diversity that is intrinsic in a learning community;

2.7.1.5 Compliance with College regulations, as reflected by records of attendance, punctuality and submission of requirements within the prescribed deadlines, among others;

2.7.1.6 Willingness of the ASF to continue his/her service; and

2.7.1.7 Over-all good health attested to by a doctor or testing agency designated by the College.

2.7.1.2 The immediate superior of the ASF shall evaluate and submit a recommendation, endorsed by the Center Director, to the VCA not later than ninety (90) days before the ASF reaches the mandatory retirement age.

2.7.1.3 The Service Extension Board is composed of the following:

- VCA, presiding officer
- Immediate superior of ASF
- Center Director
- Assistant Vice Chancellor or Vice Chancellor
- Faculty Association Representative

2.7.1.4 Service extension after 60 years old may be given on an annual basis until the mandatory retirement age of 65.

2.7.1.5 In case of an unfavorable decision, the ASF concerned may appeal his/her case within two (2) working days from receipt/transmittal of the Board's recommendation. The appeal should be addressed to the President. The decision of the President is final.

2.7.2 Privileges of Retired ASFs

2.7.2.1 Continued (in house) use of the Learning Resource Center

2.7.2.2 Receive, upon request, publications of the College that are generally furnished to the faculty members

2.7.2.3 Invitation to College activities (e.g., colloquia, concerts, programs, sports fest)

2.7.2.4 Use of clinic

2.7.2.5 Counseling Services

2.7.2.6 Use of sports/gym facilities

2.7.2.7 E-mail account

2.7.2.8 Permanent employee ID card

2.7.2.9 Free entry to ticketed events
2.7.2.10 Discounts on purchases at the cafeteria

2.7.2.11 Discount on continuing education programs

2.8 Severance of Permanent ASF

2.8.1 Severance of service of a permanent ASF can only be implemented for serious cause. Permanent faculty members cannot be dismissed without due process.

2.8.2 As provided in Section 94 of the Manual of School Regulations and Section 78 of the Labor Code of the Philippines, any of the following may be a cause for valid termination of permanent employees:

2.8.2.1 Gross inefficiency and incompetence in the performance of duties such as, but not limited to, inefficient and incompetent performance, habitual and inexcusable absences and tardiness, abandonment of employment and/or responsibility, neglect of duty

2.8.2.2 Notoriously undesirable behavior

2.8.2.3 Disgraceful and immoral conduct

2.8.2.4 Misconduct

2.8.2.5 Influencing a teaching faculty to change grade

2.8.2.6 Failure to maintain confidentiality of school records and/or office-related documents

2.8.2.7 Contracting loans from students and/or parents

2.8.2.8 Fighting in work premises

2.8.2.9 Uttering obscene, insulting, or offensive words against a superior

2.8.2.10 Sexual harassment

2.8.2.11 Willful disobedience

2.8.2.12 Insubordination

2.8.2.13 The unauthorized sale of tickets, services and products to, or the collection of, any contribution in any form, or for any purpose or project whatsoever, whether voluntary or otherwise, from students or parents of the College Community

2.8.2.14 Phasing out, closure, or cessation of the educational program, course, Office, Center or the School to which the ASF belongs

2.8.2.15 Other causes analogous to the foregoing as may be provided in the regulations prescribed by the Authority or in school rules

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Should the offenses committed not fall under any of the classifications enumerated above the Labor Code provisions would apply.

2.8.3 The procedure prescribed under Major Offenses in the Administrative Cases section of this Manual shall apply for ASFs charged with an offense whose imposable penalty is termination or severance of employment.

2.8.4 Redundancy

In cases where there are mergers of offices and/or functions brought about by operational streamlining, the College may declare certain positions redundant. In such cases, the appropriate benefits prescribed by law shall be given to affected ASFs.

2.8.5 Voluntary Severance of ASF

2.8.5.1 Resignation is regulated under Article 285 of the Labor Code. In principle, a permanent personnel may resign from the College by submitting a written notice (resignation letter) to the OVCA, through his/her immediate superior, at least one (1) month in advance.

2.8.5.2 Upon filing of his/her written resignation notice, the ASF must then secure and accomplish the Personnel Clearance Form and clear himself/herself of all accountabilities with the College. All College property, records, documents, and other assets in the ASF’s possession, custody, or control must be submitted to his/her immediate supervisor not later than one (1) week before the effective date of resignation.

2.8.5.3 Uncleared accountabilities shall be deducted from the amount due to the ASF.