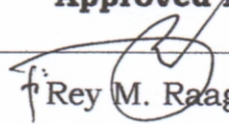

	<h1>Bureau of Corrections</h1>	Document Reference Code <b>BUC-STO-WI-001</b>	
		Revision No. 0	Effectivity Date 01/05/2018
	<b>RECRUITMENT WORK INSTRUCTION</b>	Page 1 of 7	

## REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	 Rey M. Raagas

	<b>Bureau of Corrections</b>	Document Reference Code <b>BUC-STO-WI-001</b>	
		Revision No. 0	Effectivity Date 01/05/2018
	<b>RECRUITMENT WORK INSTRUCTION</b>	Page 2 of 7	

### 1. PURPOSE

To provide BuCor's work instruction in human resource services particularly on the recruitment of personnel, as managed by the Human Resource Development Section.

### 2. SCOPE

This work instruction is used in the recruitment process in BuCor.

### 3. DEFINITION OF TERMS

Recruitment	<ul style="list-style-type: none"> <li>Refers to the hiring of qualified candidates for appointment in BuCor</li> </ul>
Selection	<ul style="list-style-type: none"> <li>Refers to the process of evaluating the most qualified applicants for a position in BuCor</li> </ul>
PDS	<ul style="list-style-type: none"> <li>Personal Data Sheet</li> </ul>
Q.S.	<ul style="list-style-type: none"> <li>Qualification Standards of the position</li> </ul>
EMPR	<ul style="list-style-type: none"> <li>Employment, Manpower Planning &amp; Records</li> </ul>
PSB	<ul style="list-style-type: none"> <li>Personnel Selection Board</li> </ul>
DC	<ul style="list-style-type: none"> <li>Director of Corrections</li> </ul>
HRDS	<ul style="list-style-type: none"> <li>Human Resource Development Section</li> </ul>
HRMO	<ul style="list-style-type: none"> <li>Human Resource Management Officer</li> </ul>
CSC	<ul style="list-style-type: none"> <li>Civil Service Commission</li> </ul>

### 4. DETAILS

Item No.	Activity	Responsibility	Interface
4.1	Prepares List of Vacant Positions	EMPR	
4.2	Publish vacant positions	EMPR	List of Vacant Positions <ul style="list-style-type: none"> <li>QS</li> <li>Item Nos.</li> <li>Geographical Location of Vacant Position</li> </ul>
4.3	Applicant submits requirements	Applicants	



# Bureau of Corrections

Document Reference Code  
**BUC-STO-WI-001**

Revision No.  
0

Effectivity Date  
01/05/2018

## RECRUITMENT WORK INSTRUCTION

Page 3 of 7

Item No.	Activity	Responsibility	Interface
<b>4.4</b>	Receives and evaluates requirements of applicant	EMPR	<ul style="list-style-type: none"> <li>• Duly Accomplished CSC Form 212 (PDS)</li> <li>• Authenticated Copy of Certificate of eligibility</li> <li>• Authenticated Copy of Transcript of Records</li> <li>• NSO Birth Certificate</li> <li>• NBI Clearance</li> <li>• Police Clearance</li> </ul>
<b>4.5</b>	Refers applicant for: <ul style="list-style-type: none"> <li>• Initial Interview</li> <li>• Written Examination (HRDS)</li> <li>• Background Investigation</li> <li>• NP Evaluation (PNP Health Service)</li> <li>• Medical Examination (NBP Hospital)</li> <li>• Agility Test (BuCor Agility Committee)</li> </ul>	EMPR	
<b>4.6</b>	Prepares abstract of Vacant Positions and schedules deliberation	PSB Secretariat	
<b>4.7</b>	Conduct s deliberation	PSB	<ul style="list-style-type: none"> <li>• Notice of Meeting</li> <li>• Abstract of Vacant Position</li> </ul>



# Bureau of Corrections

Document Reference Code  
**BUC-STO-WI-001**

Revision No.  
0

Effectivity Date  
01/05/2018

## RECRUITMENT WORK INSTRUCTION

Page 4 of 7

Item No.	Activity	Responsibility	Interface
			<ul style="list-style-type: none"> <li>• Duly Accomplished CSC Form 212 (PDS)</li> <li>• Authenticated Copy of Certificate of eligibility</li> <li>• Authenticated Copy of Transcript of Records</li> <li>• NSO Birth Certificate</li> <li>• NBI Clearance</li> <li>• Police Clearance</li> </ul>
<b>4.8</b>	Prepares Minutes of the Meeting, PPRSB recommendations, Disposition Form and forwards to Director of Corrections	PSB Secretariat	
<b>4.9</b>	DC reviews and evaluates the DF	DC	<ul style="list-style-type: none"> <li>• Notice of Meeting</li> <li>• Abstract of Vacant Position</li> <li>• Duly Accomplished CSC Form 212 (PDS)</li> <li>• Authenticated Copy of Certificate of eligibility</li> <li>• Authenticated Copy of Transcript of Records</li> <li>• NSO Birth Certificate</li> </ul>



# Bureau of Corrections

Document Reference Code  
**BUC-STO-WI-001**

Revision No.  
0

Effectivity Date  
01/05/2018

## RECRUITMENT WORK INSTRUCTION

Page 5 of 7

Item No.	Activity	Responsibility	Interface
			<ul style="list-style-type: none"> <li>• NBI Clearance</li> <li>• Police Clearance</li> </ul>
<b>4.10</b>	Prepares Appointment Paper and forward this to Chief HRMO/PSB Chairman for review and evaluation	EMPR	<ul style="list-style-type: none"> <li>• CSC Form No. 33</li> <li>• CSC Form No. 303 (Wapco Certificate)</li> <li>• CSC Form 1</li> <li>• Minutes of the meeting</li> <li>• Disposition Form</li> <li>• Signed Abstract of Position</li> <li>• PSB Recommendations</li> <li>• Duly Accomplished CSC Form 212 (PDS)</li> <li>• Authenticated Copy of Certificate of eligibility</li> <li>• Authenticated Copy of Transcript of Records</li> <li>• NSO Birth Certificate</li> <li>• NBI Clearance</li> <li>• Police Clearance</li> </ul>
<b>4.11</b>	C, HRMO/PSB Chairman reviews and evaluates	C, HRMO & PSB Chairman	<ul style="list-style-type: none"> <li>• CSC Form No. 33</li> <li>• CSC Form No. 303 (Wapco Certificate)</li> <li>• CSC Form 1</li> <li>• Minutes of the meeting</li> </ul>



# Bureau of Corrections

Document Reference Code  
**BUC-STO-WI-001**


Revision No.  
0

Effectivity Date  
01/05/2018

## RECRUITMENT WORK INSTRUCTION

Page 6 of 7

Item No.	Activity	Responsibility	Interface
			<ul style="list-style-type: none"> <li>• Disposition Form</li> <li>• Signed Abstract of Position</li> <li>• PPRSB Recommendations</li> <li>• Duly Accomplished CSC Form 212 (PDS)</li> <li>• Authenticated Copy of Certificate of eligibility</li> <li>• Authenticated Copy of Transcript of Records</li> <li>• NSO Birth Certificate</li> <li>• NBI Clearance</li> <li>• Police Clearance</li> </ul>
<b>4.12</b>	C, HRMO/PSB Chairman signs appointment (if found in order)	C, HRMO & PSB Chairman	
<b>4.13</b>	Receives signed Appointment Papers and forwards to Director of Corrections for final evaluation	EMPR	
<b>4.14</b>	DC reviews and evaluates appointment, if approved, signs the appointment	DC	<ul style="list-style-type: none"> <li>• CSC Form No. 33</li> <li>• CSC Form No. 303 (Wapco Certificate)</li> <li>• CSC Form 1</li> <li>• Minutes of the meeting</li> </ul>

	<h1>Bureau of Corrections</h1>		Document Reference Code <b>BUC-STO-WI-001</b>
			Revision No. 0      Effectivity Date 01/05/2018
	<b>RECRUITMENT WORK INSTRUCTION</b>		Page 7 of 7

Item No.	Activity	Responsibility	Interface
			<ul style="list-style-type: none"> <li>• Disposition Form</li> <li>• Signed Abstract of Position</li> <li>• PPRSB Recommendations</li> <li>• Duly Accomplished CSC Form 212 (PDS)</li> <li>• Authenticated Copy of Certificate of eligibility</li> <li>• Authenticated Copy of Transcript of Records</li> <li>• NSO Birth Certificate</li> <li>• NBI Clearance</li> <li>• Police Clearance</li> </ul>
<b>4.15</b>	Receives approved Appointment Papers from Director of Corrections	EMPR	
<b>4.16</b>	Informs candidate of the approval of appointment	EMPR	
<b>4.17</b>	Administers Oath of Office	DC	<ul style="list-style-type: none"> <li>• CSC Form 32</li> </ul>

## 5. REFERENCES

- 5.1 The Civil Service Law and Rules
- 5.2 Civil Service Commission Approved Qualification Standards
- 5.3 BuCor Merit and Promotion Plan
- 5.4 System of Ranking Positions
- 5.5 Job Description of Positions
- 5.6 Personal Services Itemization and Plantilla of Personnel (PSIPOP)