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

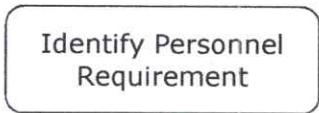


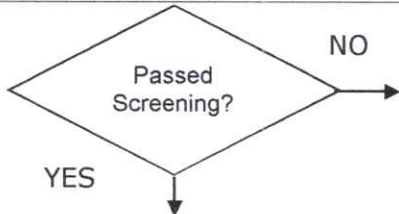
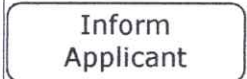
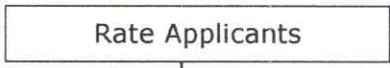

- R-BAI-02 Attendance File
- R-BAI-87 201 Files of Employee
- R-BAI-105 Interview Evaluation File

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:

**HIRING, SELECTION AND
PLACEMENT**

GP BAI-13

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

A		<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
↓		
Endorse to Director		
↓		
Selection Endorsed	HR Head	<ul style="list-style-type: none"> List of selected candidates are endorsed to the DA-HR Office for verification
↓		
Candidates Verified/ Evaluated	HR Head/Staff	<ul style="list-style-type: none"> Appointment papers are done for the chosen candidates
↓		
Inform Newly-hired Personnel	HR Head	<ul style="list-style-type: none"> 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
↓		
Prepare the Necessary Documentation	HR Staff	<ul style="list-style-type: none"> Appointment of Employment Identification Cards 201 File of Employee Certificate of Resumption to Duty
↓		
Conduct Orientation	HR Staff	<ul style="list-style-type: none"> HR provides the orientation about administrative matters.
↓		
Endorse to Concerned Department	HR Head	<ul style="list-style-type: none"> Use Time Cards to record attendance Concerned SH provide the orientation about the technical aspect of the job including the requirements of the QMS
↓		
Update Relevant Documents	HR Head	<ul style="list-style-type: none"> 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