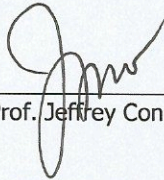


Policy No:	ADM-POL- 0050
Policy Title:	Policies on Recruitment
Implementation Procedure:	ADM-PROC-0028 Recruitment and Selection Procedure
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This policy aims to define the Colegio's policy in the recruitment of personnel.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• All applicants shall undergo an initial interview from the Personnel Assistant.</li> <li>• All applicants should pass the Psychological exam administered by the HRD.</li> <li>• Applicants who passed the examinations shall be subjected to further interviews.                             <ul style="list-style-type: none"> <li>○ Faculty Members – Subject Coordinator / Program Chair, Dean, Division Head</li> <li>○ Non-Teaching Personnel – Department Head, Division Head</li> </ul> </li> <li>• Teaching demonstration shall be required for all faculty applicants.</li> </ul>
Applicability:	All employees
Policy Approval Authority:	Director of the Human Resources Department
Related Policies or References	Employee Manual 2009
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 _____ Asst. Prof. Jeffrey Consignado
Date of Approval	

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