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<th>Procedure No:</th>
<th>ADM-PROC-0028</th>
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<tr>
<td>Procedure Title:</td>
<td>Recruitment and Selection Procedure</td>
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<tr>
<td>Related Policy:</td>
<td>ADM-POL- 0050 Policies on Recruitment</td>
</tr>
<tr>
<td>Date of Issuance:</td>
<td>S.Y. 2009-2010</td>
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<td>Effectivity:</td>
<td>S.Y. 2009-2010 to present</td>
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<td>Office of Origin:</td>
<td>Human Resources Department</td>
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<td>&quot;Supersedes&quot; Notification:</td>
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**Procedure Description:**
This procedure enumerates the standard process that the Colegio implements in the recruitment and selection of employees.

**Areas of Responsibility:**
Human Resources Department

**Procedure Details:**
- **Step 1.** The HRD posts job vacancies at the Letran Website, classified ads and to other information disseminating means.
- **Step 2.** Submitted applications are initially screened by the HRD.
- **Step 3.** Resume of pre-screened applicants are forwarded to the respective superiors.
- **Step 4.** Applicants who were chosen by the superiors are called and scheduled for interview and examination. Faculty applicants are further subjected to teaching demonstration to the Area Chairman, Dean and Director of the HRD.
- **Step 5.** Results of the examination, interview and teaching demonstration will determine who will be the hired applicant.

**Procedure Approval Authority:**
Director of the Human Resources Department

**References:**
Employee Manual 2009

**Definition:**

**Help Page:**
Human Resources Department

**Prepared by:**
Planning, Funding and Development Office

**Approved by:**
Asst. Prof. Jeffrey Consignado

**Date of Approval:**