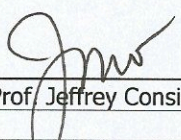


Procedure No:	ADM-PROC-0029
Procedure Title:	Background Investigation Procedure
Related Policy:	ADM-POL- 0050 Policies on Recruitment
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to verify the veracity of an applicant's credentials. The process also allows the institution to determine the work performance and interpersonal relationship exhibited by an employee.
Areas of Responsibility:	Human Resources Department
Procedure Details:	Step 1. The HR Assistant refers to the applicant's resume for possible sources of information for the background investigation. Step 2. The HR Assistant conducts preliminary investigation through telephone. Step 3. A formal inquiry follows through the use of the following: background investigation form (either hand carried or mailed). Step 4. The HRD forwards the results of the background investigation to the requesting department. Step 5. The HRD accomplishes the Checklist of Employee procedures.
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:	

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