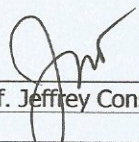


Procedure No:	ADM-PROC-0028
Procedure Title:	Recruitment and Selection Procedure
Related Policy:	ADM-POL- 0050 Policies on Recruitment
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	This procedure enumerates the standard process that the Colegio implements in the recruitment and selection of employees.
Areas of Responsibility:	Human Resources Department
Procedure Details:	<p>Step 1. The HRD posts job vacancies at the Letran Website, classified ads and to other information disseminating means.</p> <p>Step 2. Submitted applications are initially screened by the HRD.</p> <p>Step 3. Resume of pre-screened applicants are forwarded to the respective superiors.</p> <p>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.</p> <p>Step 5. Results of the examination, interview and teaching demonstration will determine who will be the hired applicant.</p>
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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