 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	1 of 12
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

PURPOSE:

1. To establish uniform guideline in hiring competent personnel that will uphold the hospital's vision of becoming a premier center for wellness in the country.
2. To hire employees who are perfectly matched with the job requirements in order to maintain leadership in the market.

LEVEL:

Top Management, Corporate Human Resource Officer, Managers, Supervisors, HR- Manpower Planning and Talent Acquisition Supervisor, and HR Staff- Talent Acquisition (Medical and Non-Medical)

DEFINITION OF TERMS:

Hiring Board- interviews, evaluates, and approves the hiring of employees

Sourcing- identification of qualified applicants

Background Investigations


- a. **Supervisory/ Managerial/ Management Committee/ Senior Officers/ President & CEO**

Process of conducting a comprehensive assessment on the investigation of the applicant's personal background, employment history, character references, credit check, barangay check, neighborhood references, government/political/religious affiliations, lifestyle checks, and financial reviews.

- b. **Rank & File (Probationary/Fixed-Term/Project-Based)**

Process of conducting an assessment on the investigation of the applicant's character, personal habits, abilities, and government/political/religious affiliations.

Reference Check- contacts people who can verify a job candidate's skills,

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	2 of 12
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

experience, education, government/political affiliations, and work history based on the application documents as stated by the applicant.


POLICY:

1. The Human Resource Division shall hire the most qualified and suitable applicants on the basis of the applicant's knowledge, skills, and attitude and ensure the placement of the right person for the right job at the right time at the least possible cost to the organization.
2. The following guidelines shall seek to ensure transparency and fairness throughout the recruitment process and maximize the diversity of applicants.
3. The RMCI adheres to the R.A. No. 10911 Anti-age Discrimination in Employment Act, R.A. 9231 Special Protection of Children Against Child Abuse, Exploitation, and Discrimination Act, and Labor Code of the Philippines with respect to the terms and conditions of employment on account of: (1) Sex, (2) Age, (3) Civil Status, (4) Pregnancy and Maternity-related conditions, (5) Solo Parent, (6) Ethnicity, (7) health conditions, and (8) Religious and Political beliefs in the Recruitment and Selection Process of the company.
4. New employees may claim their salary through the cashier for a maximum of two (2) paydays, pending the processing of their bank accounts; on cases wherein they are not able to process their bank accounts within the given certain period of time, the new employee shall inform the HRD through writing, addressed to the Head of Human Resource Division stating valid reasons for such delay.

5. SOURCING

5.1. Internal Sourcing/ Internal Job Posting

RMCI is committed to provide an Internal Job Posting process that supports its business needs, the career development needs of its employees and the

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	3 of 12
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

continuing commitment to equal employment opportunities for all qualified employees.

The purpose of internal sourcing or internal job posting is to provide Supervisors/Managers with a process to which they can identify qualified employees for open positions in the organization. Additionally, it provides employees with the opportunity to advance their careers for open positions.


If an employee from another department wishes to apply for the available position, he secures the approval of his Supervisor/Manager in writing. If none among the present employees are qualified for the position, external recruitment will be conducted.

5.2. External Sourcing

If it is decided that an external recruitment and advertisement is necessary, the Human Resource Division will adopt one or a combination of the following external sources of recruitment which are considered to be appropriate and cost effective. The Head of Division/ Division Officer may suggest other sources that he/she thinks appropriate.

5.2.1. Media. The Human Resources Division will liaise with the Division/ Department to prepare the recruitment advertisement and it in the:

- 5.2.1.1. Job Opportunities Section of RMCI's Website or other recruitment website(s) as appropriate; and
- 5.2.1.2. Most appropriate and effective newspaper(s) and/or other publication(s).
- 5.2.1.3. Job Fair
 - 5.2.1.3.1. University/College Recruitment. For fresh graduate or summer job vacancies, the Human Resource Division will approach the Career Services Units of universities or colleges.
 - 5.2.1.3.2. Recruitment Consultant/Executive Firm Search. Where there are genuine difficulties in finding suitable candidates, a recruitment consultant may be used with the approval of the Head of the Human Resource Division and President & CEO.

 DR. PABLO O. TORRE MEMORIAL HOSPITAL	Document Code:	DPOTMH-D-49-P01
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	4 of 12
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION


B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Note: Employees may also refer their friends or relatives to the Human Resources Division if they are interested in the vacant position. The referrals will be considered together with other external candidates and undergo the same selection process.

6. RECRUITMENT

6.1. The Hiring Board shall comprise of the following:

Position		NEW
President and Sr. Officers	President and Chief Executive Officer	<ul style="list-style-type: none"> ➤ President of MPHHI Hospital Group ➤ RMCI Board
	Vice President – Chief Medical Officer	<ul style="list-style-type: none"> ➤ President of MPHHI Hospital Group ➤ RMCI Board ➤ RMCI President & CEO
	Vice President – Chief Operating Officer	<ul style="list-style-type: none"> ➤ President of MPIC Hospital Group ➤ RMCI Board ➤ RMCI President & CEO
Management Committee	Medical Director	<ul style="list-style-type: none"> ➤ RMCI President & CEO ➤ Vice President – Chief Medical Officer ➤ Head, Human Resource Division
	Nursing Director	<ul style="list-style-type: none"> ➤ RMCI President & CEO ➤ Vice President – Chief Medical Officer ➤ Head, Human Resource Division
	<ul style="list-style-type: none"> • Chief Finance Officer • Logistics Division Head • Engineering and General Services Division Head • Total Quality Division Head • Ancillary Services Division Head • Sales and Marketing Division Head • Pharmacy Division Head 	<ul style="list-style-type: none"> ➤ RMCI President & CEO ➤ Vice President – Chief Operating Officer ➤ Head, Human Resource Division

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	
	Document Code:	DPOTMH-D-49-P01
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	5 of 12
	Department/Section:	Manpower Planning and Talent Acquisition
Document Title:		RECRUITMENT & SELECTION


	Head, Human Resource Division	<ul style="list-style-type: none"> ➤ RMCI President & CEO ➤ Vice President – Chief Operating Officer ➤ Vice President – Chief Medical Officer
Non-Nursing Positions	Rank and File	<ul style="list-style-type: none"> ➤ HR Staff – Talent Acquisition (Non-Medical) ➤ Requesting Supervisor and/or Manager
	Supervisory Level	<ul style="list-style-type: none"> ➤ HR- Manpower Planning and Talent Acquisition Supervisor ➤ Requesting Manager and/or Division Head
	Department Manager Level	<ul style="list-style-type: none"> ➤ Vice President – Chief Operating Officer ➤ Requesting Division Head ➤ Head, Human Resources Division ➤ HR – Operations Manager
Staff Nurses	Relievers/Fixed-Term	<ul style="list-style-type: none"> ➤ HR Staff – Talent Acquisition (Medical) ➤ Nurse Supervisor for Training & Education and/or Head Nurses
Staff Nurses	Probationary	<ul style="list-style-type: none"> ➤ HR Staff – Talent Acquisition (Medical) ➤ Nurse Supervisor for Training & Education and/or Head Nurses ➤ Head, Nursing Service Division
Head Nurse	Supervisory Level	<ul style="list-style-type: none"> ➤ Nursing Director and/or Chief Nurse ➤ Nurse Manager for Operations ➤ HR- Manpower Planning and Talent Acquisition Supervisor

DOCUMENTATION:

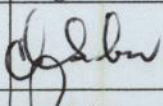
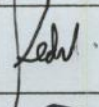

Revised Policy


DISSEMINATION:

1. Communicator's Bulletin
2. Weekly Management Meeting
3. Annual Reorientation of Employees
4. Preboard and Onboard Orientation

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-D-49-P01
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	6 of 12
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CHRISTINE L. ALEJANDRO Manpower Planning and Talent Acquisition Supervisor		4/8/2022
Verified:	RODERICK S. PEDRAL HR Operations Manager		7/8/2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		7/08/2022
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resource Division Officer		
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President – Chief Operating Officer		
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	7 of 12
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

ANNEX: Criteria, Turnaround Time and Timeline

RECRUITMENT & SELECTION PROCESS CRITERIA		
	FOR NURSING POSITION AND/ OR RANK AND FILE NON-NURSING POSITION	SUPERVISORY/ MANAGERIAL POSITION
PSYCHOLOGICAL TEST	30%	50%
JOB INTERVIEW	70%	50%

Exemption: Topnotchers (1 to 10) in the Nursing Licensure Examination are exempted from the Internal Special Training Program (ISTP). The company at its option, may hire topnotchers on probationary status whenever the need arises.

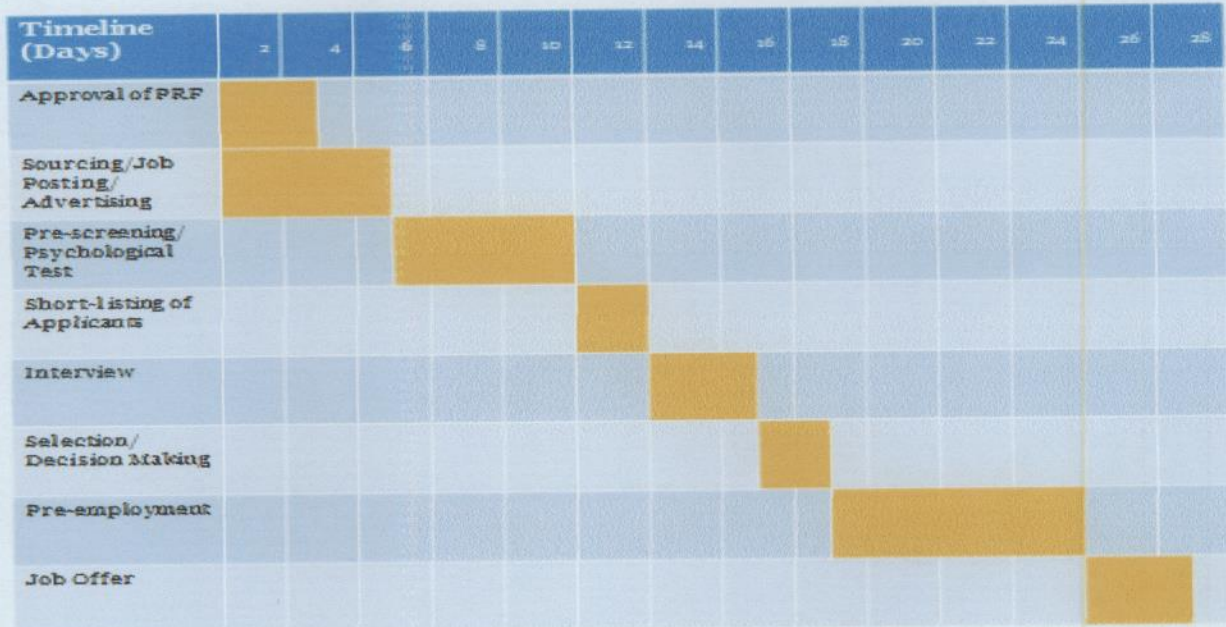




DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-D-49-P01
Effective Date:	06-30-2022
Document Type:	Policy
Page Number:	8 of 12
Department/Section:	Manpower Planning and Talent Acquisition
Document Title:	RECRUITMENT & SELECTION



1. APPROVAL OF PRF

- **Timeline: 3 Working Days**
- **Activities**
 - Approval of PRF by the President & CEO
 - Develop job description/jobs for new position
- **Reports**
 - List of vacancies per department
 - Job Summary



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-D-49-P01
Effective Date:	06-30-2022
Document Type:	Policy
Page Number:	9 of 12
Department/Section:	Manpower Planning and Talent Acquisition
Document Title:	RECRUITMENT & SELECTION

2. SOURCING/JOB POSTING/ADVERTISING

- **Timeline: 5 Working Days**
- **Activities**
 - Internal Recruitment (Internal Job Posting)
 - Transfers
 - Promotions/Upgrading
 - Reliever Pool/Shortlist database
 - CEP Records for Reliever Nurses
 - Retirees and Retrenched (special areas)
 - External Recruitment
 - Job Fairs/Print Ads
 - Referrals/Recommendations
 - Schools
 - E-recruitment/Jobstreet/Web
 - Placement Agencies /Head Hunter (for Executives)
- **Reports**
 - After 5 days, prepares summary of internal and external applicants
 - If no applicants, extend the advertisement for another 3 days

3. PRE-SCREENING/PSYCHOLOGICAL TEST

- **Timeline: 5 Working Days**
- **Activities**
 - Pre-screening of all applicants
 - Matching of essential criteria/job specs
 - Check competency reference/verify credentials
 - Psychological testing of pre-screened applicants
- **Reports**
 - Summary of pre-screened applicants



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100


Document Code:	DPOTMH-D-49-P01
Effective Date:	06-30-2022
Document Type:	Policy
Page Number:	10 of 12
Department/Section:	Manpower Planning and Talent Acquisition
Document Title:	RECRUITMENT & SELECTION

4. SHORT-LISTING OF APPLICANTS

- **Timeline: 2 Working Days**
 - 1 day for shortlisting
 - 1 day called-in shortlisted
- **Activities**
 - Selection of short-listed applicants based on psychological test result
 - Notify short-listed applicants
 - Creation of database file of short-listed
- **Reports**
 - Summary of short-listed applicants for interview

5. INTERVIEW

- **Timeline: 3 Working Days**
 - 2 days interview
 - 1 day summarizing of interview results
- **Activities**
 - Prepares Interview Sheets/ Profile of Applicant
 - Transcript/Credentials
 - Recommendation/Commendation Letters
 - Psychological Test Result
 - Conducts interview
 - Summarizes Applicants Assessment Form
 - Ranking of candidates
- **Reports**
 - Complete profile of Candidates
 - Summary of applicants for final selection of the Hiring Committee


 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	11 of 12
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

6. SELECTION/DECISION MAKING

- **Timeline: 2 Working Days**
- **Activities**
 - Final selection of the candidate
- **Reports**
 - Best Candidate for Job Offer


7. Processing of Requirements

- ***TIMELINE: 7 WORKING DAYS***
- **Activities**
 - Medical Requirements
 - Government Mandated Requirements (BIR/ SSS/ PhilHealth/ PAG-IBIG)
 - RMC Employment Requirements
- **Reports**
 - Status Report
 - Fit to Work Clearance
 - Completion of Requirements

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	12 of 12
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

8. JOB OFFER

- **Timeline: 3 Working Days**
- **Activities**
 - Employment Contract/Job Offer Kit
- **Reports**
 - Report of new hires to HR-ESS for updating of 201 file

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-D-49-P01-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 9
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

PURPOSE:

To provide guidelines on fair and equal opportunity for all applicants for employment.

SCOPE:

Applies to all Manpower Planning and Talent Acquisition Section staff of Dr. Pablo O. Torre Memorial Hospital


PERSON RESPONSIBLE:

Requesting Section/ Department Head, HR-Manpower Planning and Talent Acquisition personnel and/or Head, Budget and Cost Accounting Head, Wellness Clinic, Hiring Board, Division Officer of the Requesting Section/ Department, Corporate Finance Officer, President & Chief Executive Officer

PROCEDURE:


Selection for Non-Nursing Positions

1. The hiring of any position shall be initiated by the Requesting Section/Department/ Division through the submission of a Personnel Request Form (PRF).
2. The Personnel Request Form (PRF), which can be obtained at the Human Resource Division, is completely filled in or accomplished by the requesting Section/Department. The form should specify clearly the job summary and job requirements of the vacant position and be recommended by the Head of Division.
3. The Manpower Planning and Talent Acquisition personnel, upon receipt of manpower request validates the said request versus approved budget by position. If request is unbudgeted, the Manpower Planning and Talent Acquisition returns the PRF to the requesting Section/Department to request for additional justification documents. The approval should also be endorsed by the Corporate Human Resource Division Head and Chief Finance Officer where the headcount is approved.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 9
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100


4. The Manpower Planning and Talent Acquisition routes the Personnel Request Form (PRF) from and to the following:
 - 4.1. Budget and Cost Accounting for concurrence of manpower budget
 - 4.2. Corporate Human Resources Division Head to recommend approval
 - 4.3. Chief Finance Officer to recommend approval
 - 4.4. Vice President- Chief Operating Officer (Non-medical) for final approval if budgeted
 - 4.5. Vice President-Chief Medical Officer (Medical) for final approval if budgeted
 - 4.6. President & Chief Executive Officer for final approval if unbudgeted
5. The Head of Division/Department should first consider internal candidates through Internal Job Posting before pursuing external recruitment and recommends in writing, potential employees for the position.
6. The HR- Manpower Planning and Talent Acquisition Section posts vacancies in the communicator's bulletin, the approved Personnel Request Form for internal sourcing (positions only considered for permanent status).
7. The HR- Manpower Planning and Talent Acquisition Section screens, evaluates, and refers to third-party service providers the background investigations for Managerial/Supervisory and Rank and File positions to confirm information on the candidate's application forms and resumes (refer to the revised Conflict of Interest Policy).
8. The Manpower Planning and Talent Acquisition verifies authenticity of licenses of boarded of chosen candidates through the PRC Website.
9. The HR- Manpower Planning and Talent Acquisition Section refers applicants who meet minimum requirements to Wellness Clinic for Psychological Test.
10. The HR- Manpower Planning and Talent Acquisition endorses candidates with the Hiring Board the schedule of interview.
11. The HR- Manpower Planning and Talent Acquisition Section requires pre-employment requirements to selected applicant. Medical requirements shall exclusively be done at RMCI. Only those fit-to-work clearance issued by the Company Physician and complete pre-employment requirements are given

 DR. PABLO O. TORRE MEMORIAL HOSPITAL	Document Code:	DPOTMH-D-49-P01-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 9
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

employment contract.

12. The Manpower Planning and Talent Acquisition calls the selected applicant for *discussion and agreement of the Job Offer*. If accepted, proceeds to step no. 13; if not accepted, goes back to the sourcing process.
13. The Manpower Planning and Talent Acquisition determines the effective date of employment in coordination with the requesting section or department.
14. The Manpower Planning and Talent Acquisition forwards the pre-employment requirements to the Labor Relations/ Employee Relations for encoding in the HRPI System prior to the effective date of hiring. Schedules orientation prior to the effective date of employment in coordination with HR Training Section.
15. The HR-Manpower Planning and Talent Acquisition prepares employment contract and routes it to the following authorized signatories:


Position		Signatories
President and Sr. Officers	President and Chief Executive Officer	<ul style="list-style-type: none"> ➤ President of MPHHI Hospital Group ➤ RMCI Board
	Vice President-Chief Medical Officer	<ul style="list-style-type: none"> ➤ RMCI President & CEO
	Vice President-Chief Operating Officer	<ul style="list-style-type: none"> ➤ RMCI President & CEO
Management Committee	Medical Director	<ul style="list-style-type: none"> ➤ RMCI President & CEO ➤ Vice President-Chief Medical Officer ➤ Head, Human Resource Division
	Nursing Director	<ul style="list-style-type: none"> ➤ RMCI President & CEO ➤ Vice President-Chief Medical Officer ➤ Head, Human Resource Division
	<ul style="list-style-type: none"> • Chief Finance Officer • Logistics Division Officer • Engineering and General Services Division Officer • Total Quality Division Officer • Ancillary Services 	<ul style="list-style-type: none"> ➤ RMCI President & CEO ➤ Vice President-Chief Operating Officer ➤ Head, Human Resource Division

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	4 of 9
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

	Division Officer • Sales and Marketing Division Officer • Pharmacy Division Officer	
	Head, Human Resource Division	➤ RMCI President & CEO ➤ Vice President-Chief Operating Officer
	Supervisory Level	➤ Head, Human Resource Division ➤ Vice President-Chief Operating Officer (Non-Medical)/ Vice President-Chief Medical Officer (Medical) ➤ Division Head of the requesting area
	Department Manager Level	➤ Head, Human Resource Division ➤ President & CEO ➤ Vice President-Chief Operating Officer (Non-Medical)/ Vice President-Chief Medical Officer (Medical)
Rank & File	Non-Medical	Head, Human Resource Division Vice President-Chief Operating Officer Division Officer of the requesting area
	Medical	Head, Human Resource Division Vice President-Chief Medical Officer Division Head of the requesting area Nursing Director


II. Selection: Staff Nurses (Project-Based):

1. The hiring of Staff Nurse (Project-Based) employees is initiated by the Requisitioning Section/Department/Division through the accomplishment of Personnel Request Form (PRF).
2. The PRF, which can be obtained at the Human Resource Division, is completely filled in or accomplished by the requesting Section or Department. The form should specify clearly the job summary and job requirements of the vacant position and be recommended by the Head of Division.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	5 of 9
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

3. The HR-Manpower Planning and Talent Acquisition upon receipt of manpower request validates said request versus approved budget by position. If request is unbudgeted, returns PRF to the requesting Section/Department and ask for additional justification documents. Approval should also be endorsed by the Corporate Finance Officer and Head, Human Resource Division before submitting it to the President & Chief Executive Officer where the headcount is approved.
4. The HR-Manpower Planning and Talent Acquisition routes the Personnel Request Form (PRF) from and to the following:
 - 4.1. Budget and Cost Accounting for concurrence of manpower budget
 - 4.2. Head, Human Resource Division as the recommending approval
 - 4.3. Corporate Finance Officer as the recommending approval
 - 4.4. President & Chief Executive Officer as the approving officer
5. The HR-Manpower Planning and Talent Acquisition initiates the sourcing of candidates by identifying possible applicants from Clinical Enhancement Program (CEP) ranking results. Non-CEP applicants may be considered provided they have a minimum of two (2) years hospital work experience.
6. The HR-Manpower Planning and Talent Acquisition screens, evaluates, and conducts background investigations for supervisory and managerial positions and reference check for rank and file positions to confirm information on the candidate's application forms and resume.
7. The HR- Manpower Planning and Talent Acquisition verifies authenticity of licenses of boarded applicants through the PRC Website.
8. The HR-Manpower Planning and Talent Acquisition refers applicant to Wellness Clinic for Psychological Test.
9. The HR-Manpower Planning and Talent Acquisition schedules interview with the Hiring Board composed of the following:
 - 9.1. Manpower Planning and Talent Acquisition Staff and/or Section Head
 - 9.2. Nurse Supervisor for Operations and/or Nurse Supervisor
 - 9.3. Head Nurse of the requesting station
10. The HR-Manpower Planning and Talent Acquisition requires pre-employment


 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	6 of 9
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

- requirements to the selected applicant. Medical requirements shall exclusively be done at our institution. Only with fit-to-work clearance issued by the Company Physician and complete requirements are given contract.
11. The HR-Manpower Planning and Talent Acquisition calls the selected applicant to give the Job Offer. If accepted, proceeds to step no. 12; if not accepted, goes back to the sourcing process.
 12. The HR-Manpower Planning and Talent Acquisition determines the effective date of contract in coordination with the requesting section or department.
 13. Forwards the requirements to the Labor Relations/ Employee Relations Section for the encoding in the HRPI System prior to the effective date of contract.
 14. Schedules orientation prior to the effective date of contract in coordination with HR-Training and Development Section.
 15. The HR-Manpower Planning and Talent Acquisition prepares the Employment Contract and routes it to authorized signatories for approval.


III. Selection: Staff Nurses (Probationary):

1. The hiring of any position is initiated by the Requesting Section/Department/Division through the submission of a Personnel Request Form (PRF).
2. The PRF, which can be obtained at the Human Resource Division, is completely filled in or accomplished by the requesting Section/Department. The form should specify clearly the job summary and job requirements of the vacant position and be recommended by the Head of Division.
3. HR- Manpower Planning and Talent Acquisition upon receipt of manpower request validates said request versus approved budget by position. If request is unbudgeted, returns the PRF to the requesting Section/Department to request for additional justification documents. Approval should also be endorsed by the Corporate Finance Officer and Head, Human Resource Division before submitting it to the President & Chief Executive Officer where the headcount is approved.
4. HR-Manpower Planning and Talent Acquisition routes the Personnel Request Form (PRF) from and to the following:

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	7 of 9
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

- 4.1. Budget and Cost Accounting for concurrence of manpower budget
 - 4.2. Corporate Human Resource Officer to recommend approval.
 - 4.3. *Corporate Finance Officer to recommend approval*
 - 4.4. President and Chief Executive Officer as the approving officer.
5. HR-Manpower Planning and Talent Acquisition post vacancies in the communicator's bulletin (positions only considered for permanent status).
 6. The HR- Manpower Planning and Talent Acquisition Section initiates the manpower sourcing by identifying possible applicants from the Pool of Staff Nurse Relievers.
 7. The HR- Manpower Planning and Talent Acquisition Section screens, verifies, evaluates, and conducts background investigations or reference check to all applicants to confirm information on the candidate's application forms and resumes.
 8. The HR- Manpower Planning and Talent Acquisition Section verifies authenticity of licenses of boarded applicants through the PRC Website.
 9. The HR-Manpower Planning and Talent Acquisition Section endorses the candidates for interview with the Hiring Board composed of the following:
 - 9.1. Manpower Planning and Talent Acquisition Section Head
 - 9.2. Nurse Supervisor for Operations and/or Nurse Supervisor
 - 9.3. Head Nurse of the requesting station
 - 9.4. Chief Nurse
 10. The HR- Manpower Planning and Talent Acquisition Section requires pre-employment requirements to selected applicant. Medical requirements shall be exclusively done at our institution.
 11. Calls the selected applicant to give the Job Offer.
 12. The HR-Manpower Planning and Talent Acquisition determines the effective date of employment in coordination with the requesting section or department.
 13. Forwards pre-employment documents to the Labor Relations/ Employee Relations Section for encoding in the system.
 14. Schedules orientation prior to the effective date of employment in coordination

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	8 of 9
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

with HR Training and Development Section.


15. Prepares employment contract and routes it to authorized signatories and for approval of the President and Chief Executive Officer.

IV. Sourcing

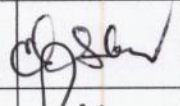
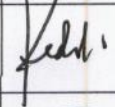

1. The Manpower Planning and Talent Acquisition Section posts vacancy in the Communicator's Bulletin 5 working days to invite interested employees.
2. Interested employees signify interest through writing and to be duly approved by their immediate head and department head.
3. Manpower Planning and Talent Acquisition Section screens and evaluates internal applicants' qualifications versus job requirements.
4. HR-Manpower Planning and Talent Acquisition Section endorses internal applicants to Wellness Clinic for Psychological Test.
5. Should there be a difference in the selection of the qualified candidate, the Hiring Board may call for a meeting to deliberate their choice of candidate.
6. HR-Manpower Planning and Talent Acquisition Staff issues Notice of Personnel Action to the selected applicant and routes the said notice to the authorized concerned signatories (Follow contract signatories).


Note: If the nature of the movement is for promotion, the successful candidate shall undergo 3-6 months in an acting capacity for the position subject to Performance Evaluation. To be regularized in the position, he/she needs to pass the Performance Standard required by the job.

7. Calls in selected applicant to issue the Notice of Personnel Action
8. Forwards the signed notice to the Labor Relations/ Employee Relations Section for encoding in the HRPI System.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-D-49-P01-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	9 of 9
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CHRISTINE L. ALEJANDRO Manpower Planning and Talent Acquisition Supervisor		7/5/2022
Verified:	RODERICK S. PEDRAL HR Operations Manager		7/8/2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		7/8/2022
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resource Division Officer		
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President-Chief Operating Officer		
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-D-49-P01-WI01
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	1 of 7
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

SELECTION FOR NON-NURSING POSITION	
KEY TASKS	PERSON RESPONSIBLE
1. Initiates the hiring of any position through the submission of a Personnel Request Form (PRF)	Requesting Section/ Department/ Division Manpower Planning and Talent Acquisition personnel
2. Validates the request versus the approved budget by position	
3. Returns the PRF to the requesting Section/Department to request for additional justification documents if the request is unbudgeted	
4. Routes the Personnel Request Form (PRF) to all signatories	
5. Considers internal candidates through Internal Job Posting before pursuing external recruitment and recommends in writing, potential employees for the position	Head of Division/ Department
6. Posts vacancies in the communicator's bulletin board	Manpower Planning and Talent Acquisition personnel
7. Screens, evaluates, and refers to third-party service providers the background investigations for Managerial/Supervisory and Rank and File positions to confirm information on the candidate's application forms and resumes	
8. Verifies authenticity of licenses of boarded of chosen candidates through the PRC Website	
9. Refers applicants who meet minimum requirements to Wellness Clinic for Psychological	




DR. PABLO O. TORRE
MEMORIAL HOSPITAL


B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-D-49-P01-WI01
Effective Date:	06-30-2022
Document Type:	Work Instruction
Page Number:	2 of 7
Department/Section:	Manpower Planning and Talent Acquisition
Document Title:	RECRUITMENT & SELECTION


Test	
10. Conducts Psychological Test to applicants	Wellness Clinic staff/ Psychometrician
11. Schedules interview with the Hiring Board	Manpower Planning and Talent Acquisition personnel
12. Conducts the interview	Manpower Planning and Talent Acquisition personnel,
13. Discusses the pre-employment requirements to selected applicant	Section Head,
14. Undergoes medical evaluation in DPOTMH-RMCI	Selected Applicant
15. Calls the selected applicant for discussion and agreement of the Job Offer	Manpower Planning and Talent Acquisition personnel
16. Determines the effective date of employment in coordination with the requesting section or department	
17. Forwards the pre-employment requirements to the Labor Relations/ Employee Relations Section for encoding in the HRPI System prior to the effective date of hiring	
18. Prepares the employment contract and routes it to the following authorized signatories	

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-D-49-P01-WI01
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	3 of 7
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION


SELECTION FOR STAFF NURSES (PROJECT-BASED)	
KEY TASKS	PERSON RESPONSIBLE
1. Initiates the hiring of any position through the submission of a Personnel Request Form (PRF)	Requesting Section/ Department/ Division Manpower Planning and Talent Acquisition personnel
2. Validates the request versus the approved budget by position	
3. Returns the PRF to the requesting Section/Department to request for additional justification documents if the request is unbudgeted	
4. Routes the Personnel Request Form (PRF) to all signatories	
5. Initiates the sourcing of candidates by identifying possible applicants from Clinical Enhancement Program (CEP) ranking results	
6. Posts vacancies in the communicator's bulletin board	Manpower Planning and Talent Acquisition personnel
7. Screens, evaluates, and refers to third-party service providers the background investigations for Managerial/Supervisory and Rank and File positions to confirm information on the candidate's application forms and resumes	
8. Verifies authenticity of licenses of boarded of chosen candidates through the PRC Website	
9. Refers applicants who meet minimum requirements to Wellness Clinic for Psychological Test	

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01-WI01
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	4 of 7
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION


10. Conducts Psychological Test to applicants	Wellness Clinic staff/ Psychometrician
11. Schedules interview with the Hiring Board	Manpower Planning and Talent Acquisition personnel
12. Conducts the interview	Manpower Planning and Talent Acquisition personnel, Section Head, Nurse Supervisor for Operations and/or Nurse Supervisor, Head Nurse of the requesting station
13. Discusses the pre-employment requirements to selected applicant	Manpower Planning and Talent Acquisition personnel
14. Undergoes medical evaluation in DPOTMH-RMCI	Selected Applicant
15. Calls the selected applicant for discussion and agreement of the Job Offer	Manpower Planning and Talent Acquisition personnel
16. Determines the effective date of employment in coordination with the requesting section or department	
17. Forwards the pre-employment requirements to the Labor Relations/ Employee Relations Section for encoding in the HRPI System prior to the effective date of hiring	
18. Schedules orientation prior to the effective date of employment	
19. Prepares the employment contract and routes it to the following authorized signatories	

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-49-P01-WI01
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	5 of 7
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

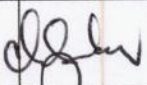
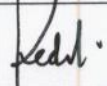

SELECTION FOR STAFF NURSES (PROBATIONARY)	
KEY TASKS	PERSON RESPONSIBLE
1. Initiates the hiring of any position through the submission of a Personnel Request Form (PRF)	Requesting Section/ Department/ Division
2. Validates the request versus the approved budget by position	Manpower Planning and Talent Acquisition personnel
3. Returns the PRF to the requesting Section/Department to request for additional justification documents if the request is unbudgeted	
4. Routes the Personnel Request Form (PRF) to all signatories	
5. Posts vacancies in the communicator's bulletin board	Manpower Planning and Talent Acquisition personnel
6. Initiates the sourcing of candidates by identifying possible applicants from the Pool of Staff Nurse Relievers	
7. Screens, evaluates, and refers to third-party service providers the background investigations for Managerial/Supervisory and Rank and File positions to confirm information on the candidate's application forms and resumes	
8. Verifies authenticity of licenses of boarded of chosen candidates through the PRC Website	
9. Schedules interview with the Hiring Board	Manpower Planning and Talent Acquisition personnel
10. Conducts the interview	Manpower Planning and

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-D-49-P01-WI01
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	6 of 7
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

	<p>Talent Acquisition Section Head, Nurse Supervisor for Operations and/or Nurse Supervisor, Head Nurse of the requesting station, Chief Nurse</p>
11. Discusses the pre-employment requirements to selected applicant	Manpower Planning and Talent Acquisition personnel
12. Undergoes medical evaluation in DPOTMH-RMCI	Selected Applicant
13. Calls the selected applicant for discussion and agreement of the Job Offer	Manpower Planning and Talent Acquisition personnel
14. Determines the effective date of employment in coordination with the requesting section or department	
15. Forwards the pre-employment requirements to the Labor Relations/ Employee Relations Section for encoding in the HRPI System prior to the effective date of hiring	
16. Schedules orientation prior to the effective date of employment	
17. Prepares the employment contract and routes it to the following authorized signatories	

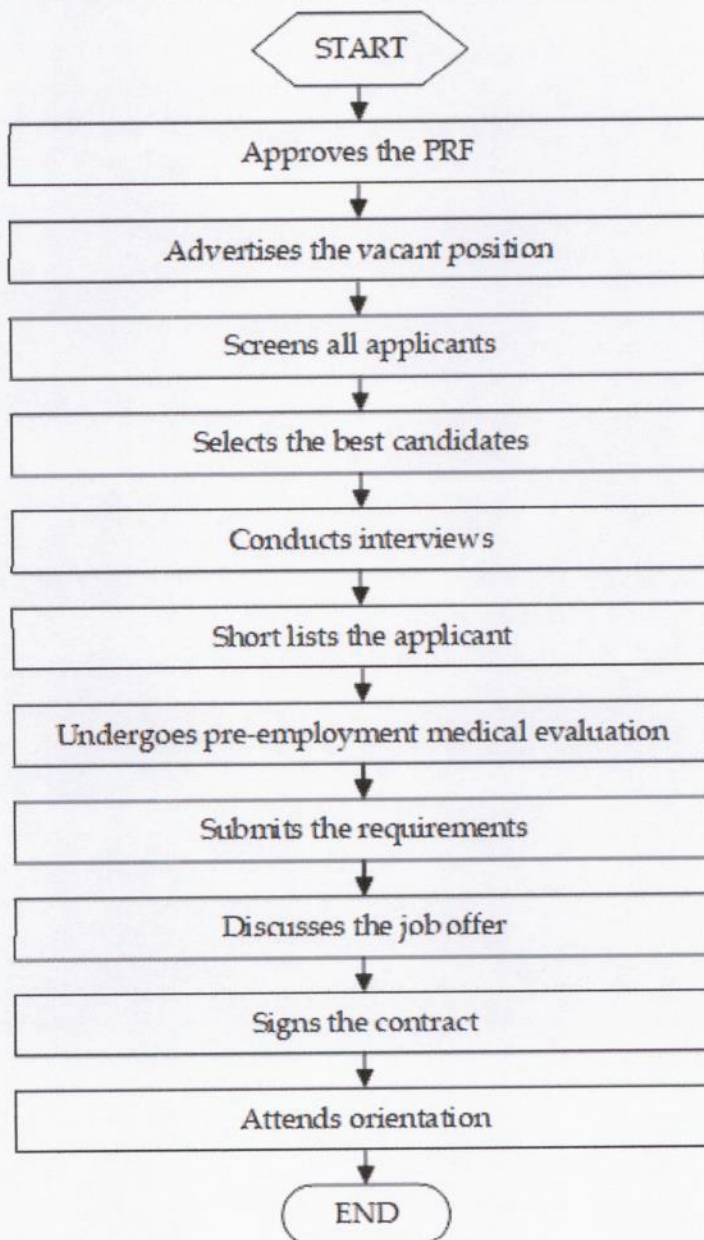
 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-D-49-P01-WI01
	Effective Date:	06-30-2022
	Document Type:	Work Instruction
	Page Number:	7 of 7
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION


APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CHRISTINE L. ALEJANDRO Manpower Planning and Talent Acquisition Supervisor		7/8/2022
Verified:	RODERICK S. PEDRAL HR Operations Manager		7/8/2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		7/8/2022
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resource Division Officer		
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President-Chief Operating Officer		
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		

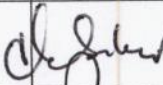


Document Code:	DPOTMH-D-49-P01-FC01
Effective Date:	06-30-2022
Document Type:	Flowchart
Page Number:	1 of 2
Department/Section:	Manpower Planning and Talent Acquisition
Document Title:	RECRUITMENT & SELECTION

FLOWCHART



 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-D-49-P01-FC01
	Effective Date:	06-30-2022
	Document Type:	Flowchart
	Page Number:	2 of 2
	Department/Section:	Manpower Planning and Talent Acquisition
	Document Title:	RECRUITMENT & SELECTION

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CHRISTINE L. ALEJANDRO Recruitment and Manpower Planning Supervisor		7/8/2022
Verified:	RODERICK S. PEDRAL HR Operations Manager		7/8/2022
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		7/8/2022
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resource Division Officer		
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President-Chief Operating Officer		
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		