

	Policy Guidelines on Recruitment and Selection of Faculty and Staff	
	Document Reference: EOMS-HRMO-TA-PRC-001	Revision Number: 000
	Confidentiality Level: Internal	Approval Date: July 25, 2025
	Review Cycle: Yearly	Effectivity Date: August 1, 2025

I. Objective

The policy is established to ensure that the institution identifies and provides current and future human resources needs. It is also established to guarantee the employment of competent and dedicated employees who can propagate the vision-mission of the University.

II. Owner

The Human Resource Management Office (HRMO) implements and monitors the policy in coordination with the departments/colleges/offices.

III. Scope

This policy covers the entire process of human resource planning from identification of HR needs, recruitment, selection, hiring to placement.

IV. Definition of Terms

1. **Faculty Member** - a person who is an important lay partner of the University who performs academic functions. S/He is engaged in actual teaching or in services to support teaching for the total development of students. S/he is also expected to conduct research and render community service. (Reference: Faculty Manual 2024)
 - 1.1 Faculty members directly engaged in actual teaching either in full-time or part-time capacity.
 - 1.1.1 Full-time – Faculty members with a regular load of 18 units.
 - 1.1.2 Part-time – Faculty members who are hired for a particular period of time (semestral basis) may be given a maximum load of fifteen (15) units and remunerated for his/her service on an hourly rate.
 - 1.2 Faculty members hired on a full-time basis to render services in support of the academic programs of the University.
 - 1.2.1 registrars
 - 1.2.2 librarians
 - 1.2.3 guidance counselors
 - 1.2.4 researchers
 - 1.2.5 community development officers
 - 1.2.6 campus ministers; and
 - 1.2.7 other similarly employed persons
2. **Faculty Rank** – an academic position/level of a faculty member based on his qualifications/submitted credentials identified and approved in the Institutional Faculty Status Board.
3. **Regular Staff** – one who, having satisfactorily undergone the six-month probationary period and complied with all the University's requirements, receives an appointment as a regular staff, duly signed by the authorized officials of the University.
4. **Probationary Staff** – one who is hired for a trial period not exceeding six months to fill or eventually occupy a regular position. During this period, the staff shall be evaluated based on existing employment standards.
5. **Contractual Staff** – includes one hired by the University to perform or complete a job, work, or service.
 - 5.1 **Project-based** - hired for a definite period of time strictly to perform a specific work or project.

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5.2 **Reliever** – hired as a temporary reliever for a regular staff on leave and a regular staff under observation/trial period before permanently moved to the position. In case of sensitive/confidential position, a regular staff may be chosen as reliever by the immediate head, which would result to hiring a contractual employee to occupy the temporarily vacated position.

5.3 **Seasonal** – the work or services of the staff is seasonal in nature and the employment is for the duration of the season.

(References: Sarmiento, 2006, Education Law and the Private Schools, p.13; Faculty Manual 2012; Labor Code of the Philippines p.126; Manual on Labor Laws Compliance System (D.O. 131 s. 2013), p.22; Staff Manual p.8-9)

V. General Policy

De La Salle University – Dasmariñas adopts a policy regarding the hiring of relative of an employee of the university. Relatives shall refer to relationships by consanguinity and affinity.

VI. Specific Policy

FACULTY

1. **Workload/Needs Assessment**

(Turnaround time: 3 weeks)

- 1.1 HRMO, as endorsed by the Provost/Chief Administrative Officer (CAO)/Chief Lasallian Mission Officer (CLMO), sends memo/reminder to all departments/colleges to submit their projected number of faculty needs at least **four (3) months** before the start of the succeeding semester or special term. The memo/reminder will also indicate the turnaround time to be observed.
- 1.2 The Department Chairs/ Directors /Deans determines the faculty needs from their respective departments or units based on the teaching or work load. The summarized projection/request must be submitted to HRMO within the specified target date indicated in the reminder.
- 1.3 The summary of projection should be accompanied with the necessary attachments, such as the Manpower Requisition Form
- 1.4 The HRMO schedules the deliberation once the summary of projection of each department were all received. The University Hiring Board for Academics shall be convened which is composed of the following:

Provost/Chief Administrative Officer/Chief Lasallian Mission Officer
Vice Provost/Vice President
Vice President for Finance or Controller
Director, Human Resource Management Office
Associate Director, HRMO-Talent Acquisition

2. **Recruitment**

(Turnaround time: 3 weeks)

- 2.1 HRMO prepares and post the advertisement (print and electronic) based on the approved requests and required qualifications.



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- 2.2 Minimum qualifications that will be considered by HRMO from a faculty applicant:
- 2.2.1 An applicant for full-time faculty should have at least a master's degree.
- 2.2.2 An applicant for part-time faculty should have at least 50 percent of the total number of units earned in master's degree.
- 2.2.3 National publications and researches should be within the last five (5) years.
- 2.3 HRMO accepts and evaluates the applicant's credentials and other documents needed.
- 2.3.1 Upon filing of application
- Application letter
 - Resume
 - 2 x 2 picture (2 copies)
 - Transcript of Records (TOR)
 - Diploma
 - Certificate of Employment (COE) from past/present employment
 - Recent NBI or Police Clearance
 - Letter of recommendation
 - Authority to teach from full-time employer (if with full-time employer)
 - Professional Board Examination rating
 - PRC Certificate, if any
 - Clinical experience (for health related courses)
 - Certificate of community services, seminars, trainings, professional awards, and memberships to professional organizations
 - Proof of researches, publications, books, instructional materials and creative works, if any
- 2.3.2 Completion of other basic requirements before signing of employment contract or before the Institutional Faculty Status Board
- SSS/UMID Number
 - Pag-IBIG MID Number/Pag-IBIG Registration Tracking Number
 - Tax Identification Number (TIN)
 - Recent Community Tax Certificate
 - PSA Authenticated Birth Certificate
 - PSA Authenticated Marriage Contract (if married)
 - PhilHealth Number/Member Data Record (MDR)
- 2.3.3 A grace period of one (1) month to four (4) months may be given for completion of requirement but with corresponding stipulations.
3. **Selection**
(Turnaround time: 2 weeks)
- 3.1 HRMO-Talent Acquisition evaluates submitted documents, conducts initial interview and endorses qualified applicants to the Department Chair.
- 3.2 The Department Chair evaluates the submitted documents and interviews the applicant.
- 3.3 The Department Chair schedules teaching demonstration.
- 3.4 College Dean interviews applicant who successfully finished the teaching demonstration. If applicant passed the interview he/she will be endorsed back to the Department Chair for final interview and job offer.



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- 3.5 Successful applicants will be forwarded to the HRMO-Talent Acquisition to issue referral for psychological assessment, please note that Psychological Testing turnaround time of DLSU-D Center for Applied Psychology (DCAP) 1 week.
- 3.6 The VP's concerned interviews the applicants who passed the psychological assessment.
- 3.7 HRMO issues referral for physical examination. Note that turnaround time of medical/physical examination including drug testing and DLSU-D University Clinic result verification may take 2 to 3 weeks.
- 3.8 HRMO shall conduct background check from past employer/s to help in evaluating the applicant's overall performance as well as his/her character/attitude.
- 3.9 Credential verification will be conducted to verify the authenticity and validity of credentials before and during employment.

Employee Category	Required Credentials	Verification Method	Retention Format	Responsible Unit
Faculty (Full-Time / Part-Time)	- PRC License (if applicable) - Transcript of Records (TOR) - Diploma (Master's/Doctorate) - CHED CAV (if foreign degree) - Teaching Certifications (e.g., NC II, CPD units)	- PRC Online Validation - CHED/School Registrar Verification - Authentication via DFA/CHED (for foreign degrees)	Digitized copy in 201 file Physical copy in HR archive	HRMO + Academic Department
Guidance Counselor	- PRC License (Guidance & Counseling) - MA/MS in Psychology or Counseling - CPD Certificates - TOR and Diploma	- PRC License Validation - Transcript/Diploma Authentication - CPD Unit Verification	Digitized copy in 201 file CPD log in HR dashboard	HRMO + Student Welfare Office
Librarian	- PRC License (Librarian) - MLIS or equivalent - CPD Certificates - TOR and Diploma	- PRC License Validation - CHED/Registrar Verification - CPD Unit Tracking	Digitized copy in 201 file CPD log in HR dashboard	HRMO + Library Services

4. Hiring

(Turnaround time: 1 week)

- 4.1 The Department Chair/Director/Dean recommends the result of the overall rating of the Department/Collegiate Faculty Status Board to the Institutional Faculty Status Board (IFSB). The IFSB deliberates the recommendations.

Composition of the IFSB

Provost/CAO/CLMO/Vice Provost/Vice President concerned (presiding officer)
Director, Human Resource Management Office
College Dean
Department Chair / Director



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- 4.2 The University President shall make the final approval of the recommendations of the IFSB.
- 4.3 HRMO shall send the successful hire, via email, a Job Offer Letter for conforme.
- 4.4 Upon conformance of the Job Offer, HRMO-Talent Acquisition prepares appointment/contracts.
- 4.5 The faculty concerned signs the appointment/contracts, witnessed by the Chair/Dean/Immediate Head.
- 4.6 The HRMO Director, Vice Provost, Provost/CAO/CLMO, and University President sign the appointment/contracts.
- 4.7 HRMO conducts orientation for new employees.

Note: Part-time faculty who are currently employed in other institutions are required to submit a certification (permit to teach) from his/her employer before assigning any teaching load.

5. Placement

(Turnaround time: 1 week)

- 5.1 HRMO endorses the hired faculty to the assigned department/office for departmental/collegiate orientation.
- 5.2 The Department Chair/Unit Heads assigns teaching load/workload to the hired faculty based on their expertise and/or competencies.

6. New Employee Orientation

(Turnaround time: 1 day)

- 6.1. HRMO (Talent Acquisition, and Learning and Development) schedules and conducts orientation to newly hired faculty members.

B. STAFF

1. Workload/Needs Assessment

(Turnaround time: 1 week)

- 1.1 The Department/Unit Heads determines the need for manpower.
- 1.2 A fully accomplished Manpower Requisition Form is forwarded to the HRMO-Talent Acquisition and should be accompanied with necessary attachments, such as:
 - 1.3.1 Letter of Justification (for additional item).
 - 1.3.2 Job description
- 1.3 The Committee on University Hiring Board shall be convened once the summary of projection/request from each department/office are all received. The University Hiring Board for Non-academics shall be composed of the following:
 - Provost/CAO/CLMO
 - Vice Provost/Vice President concerned
 - Director, Human Resource Management Office
 - Vice President for Finance or Controller
 - Associate Director, HR Talent Acquisition

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- 1.4 All approved requests shall be included in the list of staff position for hiring on the applicable school year.
- 1.5 Processing of Manpower Requisition Form by the requisitioner shall be processed based on the approved schedule.
- 1.6 Requests made within the current school year which are not in the approved list may not be accommodated.

2. Recruitment

(Turnaround time: 2 weeks from the start of job posting)

- 2.1 HRMO prepares and posts the advertisement (print and electronic) based on the approved schedule of request and required qualifications.
- 2.2 HRMO accepts and evaluates the applicant's credentials and other submitted documents.
 - 2.2.1 Upon filing of application
 - Application letter
 - Resume
 - Letter of recommendation
 - Authenticated Transcript of Records (TOR)
 - Diploma
 - PSA Authenticated Birth Certificate
 - 2.2.2 Completion of other basic requirements before signing the employment contract
 - SSS/UMID Number
 - Tax Identification Number (TIN)/BIR Form 1902
 - PhilHealth Number/Member Data Record (MDR)
 - Recent Community Tax Certificate
 - Pag-IBIG MID Number/Pag-IBIG Registration Tracking Number
 - Marriage contract (if married)
 - Certificate of Employment (COE) from past/present employment
 - Certificate of seminars/trainings attended
 - Board rating/PRC Certificate/Civil Service, if any

3. Selection

(Turnaround time: 2 weeks upon receipt of application requirements)

- 3.1 The HRMO-Talent Acquisition staff and Associate Director evaluates the submitted documents and conduct initial interviews the applicant.
- 3.2 HRMO-Talent Acquisition schedules the trade test of applicant, if necessary.
- 3.3 HRMO-Talent Acquisition issues referral for psychological assessment.
- 3.4 The Head of the requesting department interviews the applicant who passed the psychological assessment.



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- 3.5 HRMO issues referral for physical examination.
- 3.6 HRMO conducts background check from past employer/s and verifies submitted TOR from the school/university concerned.
- 3.7 Credential verification will be conducted to verify the authenticity and validity of credentials before and during employment.

Employee Category	Required Credentials	Verification Method	Retention Format	Responsible Unit
Administrative Staff	- Relevant Bachelor's Degree - TOR and Diploma - TESDA/NC Certifications (if applicable) - CPD/Training Certificates	- Registrar Verification - TESDA Certificate Validation - Training Attendance Logs	Digitized copy in 201 file Training log in HR dashboard	HRMO + Department Head
Support Staff	- High School Diploma / Vocational Certificate - TESDA/NC Certifications - Training Certificates	- School Registrar Verification - TESDA Online Validation - Training Attendance Logs	Digitized copy in 201 file Physical copy in HR archive	HRMO + Admin Services
Security Personnel	- Security License (PNP-SOSIA) - TESDA/NC II (Security Services) - Training Certificates	- SOSIA License Validation - TESDA Certificate Check - Training Logs	Digitized copy in 201 file Physical copy in HR archive	HRMO + Safety & Security Office
Medical Staff (Clinic)	- PRC License (Nurse/Physician) - TOR and Diploma - CPD Certificates	- PRC License Validation - Transcript/Diploma Authentication - CPD Unit Verification	Digitized copy in 201 file CPD log in HR dashboard	HRMO + Health Services
Licensed Engineers (e.g., Civil, Electrical, Mechanical)	- PRC License (Engineer) - Bachelor's Degree in Engineering - TOR and Diploma - CPD Certificates - Professional Memberships (e.g., PICE, IIEE, PSSE)	- PRC License Validation - CHED/Registrar Verification - CPD Unit Tracking - Membership Confirmation	Digitized copy in 201 file CPD log in HR dashboard Membership record in HRIS	HRMO + Facilities/Engineering Office
Project-Based / Technical Engineers	- TESDA/NC Certifications (if applicable) - Engineering Diploma or Vocational Certificate - Training Certificates	- TESDA Certificate Validation - Registrar Verification - Training Attendance Logs	Digitized copy in 201 file Training log in HR dashboard	HRMO + Facilities/Engineering Office

4. Hiring

(Turnaround time: 1 week)

- 4.1 HRMO informs the applicant of the result.
- 4.2 HRMO prepares appointment/contract.
- 4.3 The HRMO Director, VP, Provost/CAO/CLMO, and University President signs the appointment/contract.

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4.4 The hired employee signs his/her appointment/contract, witnessed by the Immediate Head.

4.5 HRMO conducts orientation for new employees.

4.6 For Probationary Employees: The Staff Status Board deliberates the permanency of a probationary employee.

- a. Composition of the SSB:
- b. Provost/Vice Provost/CAO/CLMO/Vice President concerned (presiding officer)
- c. Director, Human Resource Management Office
- d. Immediate Head/Dean
- e. The University President takes action on the recommendations of the SSB.

5. Placement

(Turnaround time: 1-3 days)

5.1 HRMO endorses the hired employee to the assigned department/office.

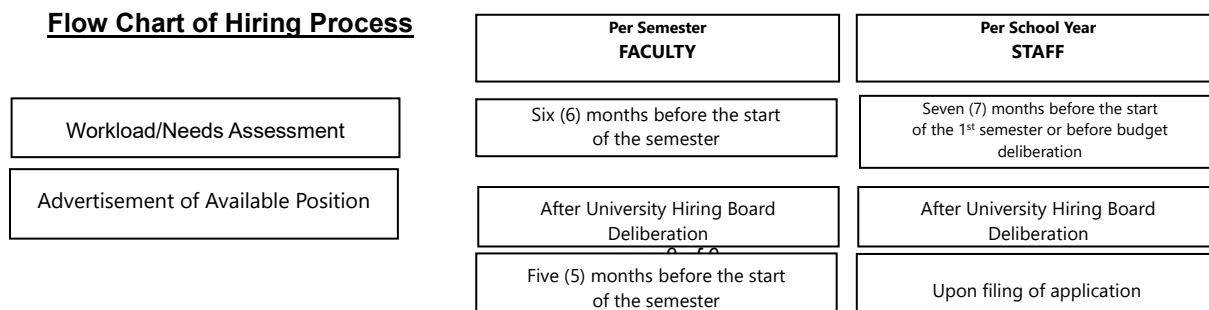
5.2 The Unit Head orients the hired staff about his/her function/assignment based on the job description and other viable needs of the office.

6. New Employee Orientation

(Turnaround time: 1 day)

6.1. HRMO (Talent Acquisition, and Learning and Development) schedules and conducts orientation to newly hired support staff.

VII. Flow Chart of Hiring Process





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Acceptance of Applicant's Credentials		
*Initial Screening and Interview - Chair & Dean (F) - TA Staff & Assoc. Director (S)	Four (4) to five (5) months before the Start of the semester	As scheduled
*Skills Assessment - Teaching Demonstration (F) - Trade Test, if necessary (S)	Four (4) to five (5) months before the Start of the semester	As scheduled
*Psychological Assessment	Post interview & Teaching Demonstration – Three (3) to four (4) months before the start of the semester	Post interview & Trade test – As scheduled
*Interview with the • HRMO Director & VP (F) • Dept. Head & HRMO Director (S)	Three (3) months before the start of the semester	As scheduled
*Physical Examination	Three (3) months before the start of the semester	Post interview – As scheduled
*Background Check	Three (3) months before the start of the semester	Post interview – As scheduled
*Faculty Status Board (F) *Staff Status Board (S)	One (1) to two (2) months before the start of the semester	Two (2) to three (3) weeks before the effectivity date of employment
*Provost/CAO/CLMO/VP/ University President's Final action	One (1) to two (2) months before the start of the semester	Post SSB
*Completion of requirements	One (1) to two (2) months before the start of the semester	Two (2) to three (3) weeks before the effectivity date of employment
*Preparation/Signing of contracts/appointments	One (1) month before the start of the semester	One (1) week before the effectivity date of employment
*Employee Orientation/ Endorsement to the Department	One (1) month before the start of the semester	One (1) to three (3) days before the effectivity date of employment

*Stop process if not qualified

F-Faculty
S-Staff

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