


B.1. Policies on hiring and selection.

Have any questions? (064) 572 2138 op@usm.edu.ph




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Recruitment, Selection, and Placement

HRMDO employs data analytics in rationalizing the screening, hiring and promotion of the university personnel. It also serves as the secretariat of both the Faculty Selection Board (FSB) and the Human Resource Merit Promotion and Selection Boards (HRMPSBs).

The FSB composed of the Vice President for Academic Affairs, Director for Instruction, President of the USM Faculty Association, HRMDO Director, and one of the University Professor designated assist the University President in the recruitment and promotion of faculty members. During the recruitment, the regular members are joined by the College Deans, Department Chair and the highest ranking Professor of the Department.

2020 and after, the approval of the faculty merit selection plan, recruitment and promotion has become competency-based: core, leadership and technical competencies including instruction, research, extension and production.

Annual evaluation is also done by the FSB to screen candidates for promotion through a task force jointly organized by the USMFA and the HRMDO. The initial evaluation of the task force serves as the basis for the FSB final evaluation. Candidates for promotion are assessed according to their competencies, individual performance commitment rating (IPCR), and service/loyalty. Thus, promotion is based on competency, performance and loyalty. In addition, faculty members are evaluated once every three years following the NBC 461 rules. The result forms the basis for the reclassification of faculty members.

On the other hand, the recruitment and promotion of the non-teaching personnel are facilitated by at least six (6) HRMPSBs: (a) Executive/ Managerial positions, (b) general administrative and support services, (c) research, development and extension services, (d) resource generation and entrepreneurial services, (e) Academic Support Services, and (f) each for the autonomous campuses. HRMPSBs are chaired by the vice presidents of the functional groups or the chancellor for the autonomous campuses. The other members of the HRMPSBs are representatives of USM Academic Support Staff Association (USMASSA) for first and second level, HRMDO Director and the unit head. The competency framework of the non-teaching staff is under revision.

The university employs proactive recruitment strategies including Service Initiative for Teaching and Learning Innovation and Development of Knowledge (SINTIDO) and the Agile Support Services Initiative for System Transformation (ASSIST) Boot Camps. SINTIDO and ASSIST completers are enrolled in the talent bank. These boot camps also serve as the digital onboarding.

Candidates for recruitment and promotion are evaluated through the Dynamic Candidates Assessment System (DYCAS) – a novel data-driven system employing the nine-grid assessment for potential and performance. Executive and managerial positions in the non-teaching are evaluated through the Executive Leadership Induction towards System Transformation (ELIST). Meanwhile, professorial candidates are evaluated through the Productivity and Results-Oriented Framework for Evaluating Sustained and Impactful Scholarship (PROFESS).

Above all, RSP of both faculty and staff are governed by the Omnibus Rules of Appointments and other Human Resource Actions (ORAOHRA). In addition, HRMDO assists the University in the issuance and maintenance of database of special orders of designation.

Finally, the HRMDO, though its Focal Person on Service Contracting, also assists the Bids and Award Committee in the transition from hiring JO and COS to the procurement of services pursuant to CSC-COA-DBM Joint Circular 1 s 2017 as amended by JC 1 s 2018.