

## B.2 Criteria used in the selection process

### 5.4.1.6. Procedures

The University shall recruit and appoint its faculty in accordance with the following procedures:

5.4.1.6.1. The HRMDO shall periodically assess the manpower requirements for each academic department. A five-year manpower projection shall be prepared by each department chairperson and to be submitted to the HRMDO for consolidation.

5.4.1.6.2. The HRMDO shall coordinate with the Planning and Development Office in identifying the human resource needs to support the strategic directions of the University. Priority academic program shall be identified based on the human resources need of the region. In addition, the academic departments that support the research and extension of the region shall also be given the priority.

5.4.1.6.3. The strategic directions of the university and the manpower needs assessment form the basis of the USM President for declaring, matching, and allocating vacant items to various departments/specialization. If the available items are limited, the need for faculty members shall be satisfied by COS faculty.

5.4.1.6.4. The HRMDO shall call for talent banking a semester before the filling up of vacant faculty positions. Men and women and from diverse backgrounds are encouraged to apply.

5.4.1.6.5. The HRMDO shall conduct a preliminary evaluation of the qualifications of all candidates. The preliminary evaluation includes the applicants' educational background, training, and appropriate eligibility.

5.4.1.6.6. The HRMDO shall notify all applicants of the outcome of the preliminary evaluation. Those candidates who passed the preliminary evaluation shall be invited to undergo the SINTIDO 1.0 Boot Camp or equivalent.

5.4.1.6.7. The HRMDO and Linang Tao Academy shall facilitate digital recruitment through workplace simulation and competency demonstration exercises allowing the candidates to showcase their potential and performance.

5.4.1.6.8. The result of the assessment shall be uploaded to the Dynamic Candidates Assessment System (DYCAS) which shall serve as a talent bank for candidates for further selection process.

5.4.1.6.9. The FSB shall refer to the faculty manpower needs as determined in step c to generate comparative matrix of candidates using the data from DYCAS.

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5.4.1.6.10. The HRMDO Analytics team shall coordinate with the Chief Learning Architect of the Linang Tao Academy to generate data for DYCAS on the following framework:

Assessment Domain	Point Allocation	Assessment Strategies
Potential of the Candidate		
Ability	30	Workplace simulation and competency demonstration through SINTIDO 1.0 recruitment boot camps
Aspiration	30	Motivational Factors and Behavioral Indicators as observed during SINTIDO 1.0 recruitment boot camps
Engagement	30	Current and Future Engagement Capital as observed in SINTIDO 1.0 recruitment boot camp

Performance of the Candidate		
Individual Performance	30	Individual SINTIDO Project Score
Performance Contribution	30	Individual contribution to SINTIDO Group Project score
Exemplary Performance	30	Awards, performance prior recruitment

5.4.1.6.11. The FSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification and competency standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled including potential in doing research, extension, and resource generation. The evaluation report shall specify the placement



of candidates in the nine-box potential-performance matrix giving emphasis on the high potential - high performance star candidates.

5.4.1.6.12. The HRMDO shall also conduct background investigation of the star candidates and form part of the report to be submitted to the appointing authority. The report shall include personal circumstances of the candidates that have bearing on the equal opportunity principles or they're being a PWD, Solo Parent, and Indigenous Peoples groups (IPs).

5.4.1.6.13. The Board of Regents or the USM President, as the case may be, shall assess the merits of the FSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, shall select, in so far as practicable, from among the star candidates deemed most qualified for appointment to the vacant position.

5.4.1.6.14. The Board of Regents or the USM President, as the case may be, shall issue the appointment in accordance with the provisions of this Merit Selection Plan as approved by the Board of Regents, and submitted to the CSC.

5.4.1.6.15. The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in USM for at least ten (10) days, immediately a day after the issuance of the appointment. The date of posting should be indicated in the notice.

5.4.1.6.16. Instructor I to Instructor III and Assistant Professor I to IV shall be appointed by the USM President and confirmed by the Board of Regents. For faculty positions with a Salary Grade of 19 and above, including University Professor, Professor I to VI with Salary Grade of 19 and above, and Associate Professor I to V, appointments shall be made by the Board of Regents.

5.4.1.6.17. The USM President may use the DYCAS points (e.g. High Potential, High Performer or Star Candidates) as basis for hiring or issuing an original appointment to a new faculty member to any position from Instructor II to Assistant Professor IV provided that vacant items are available and minimum requirements are met.

5.4.1.6.18. The Board of Regents may also opt to appoint recruits for Associate Professor I to Professor VI on meritorious cases (e.g. leading expert in the industry/profession or with high PROFESS accreditation system scores) provided minimum requirements are met and vacant items are available.

5.4.1.6.19. The President may appoint faculty members in meritorious cases (e.g. board exam topnotchers, etc.) from Instructor I to Assistant

Professor IV provided vacant positions exist and the minimum requirements are adhered to.