AREA II
FACULTY

PARAMETER B:

RECRUITMENT, SELECTION AND ORIENTATION

SYSTEM-INPUTS AND PROCESSES

S.1

S.1 Faculty recruitment is based on an institutional Human Resource Development Plan/Program (HRDP)

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.

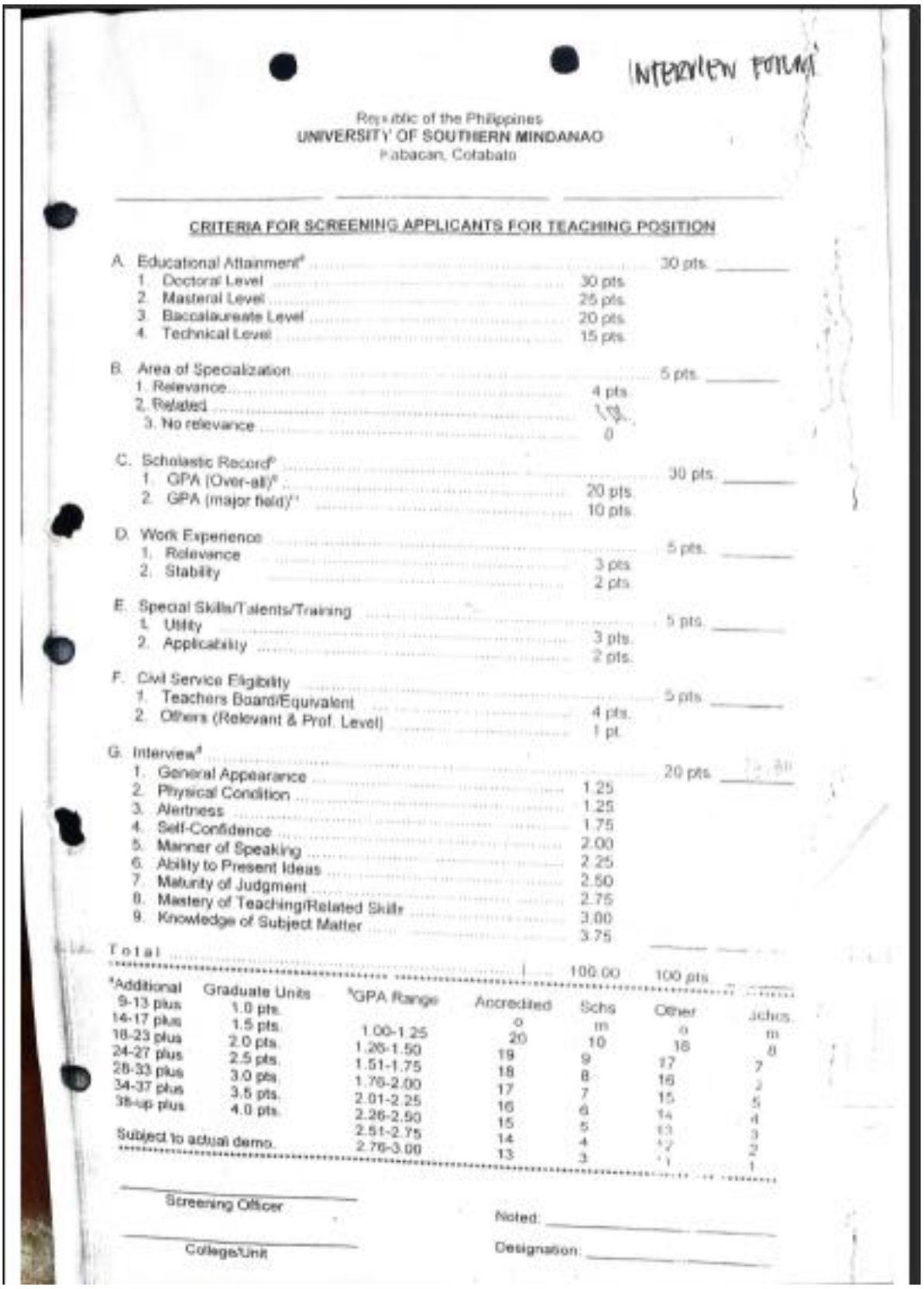
The university employs proactive recruitment strategies including Service Initiative for Teaching and Learning Innovation and Development of Knowledge (SINTIDO) and the Agile Support Services Initiative for System Transformation (ASSIST) Boot Camps. SINTIDO and ASSIST completers are enrolled in the talent 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.

Criteria for Screening Applicants for Teaching Position



INTERVIEW FORM

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato

CRITERIA FOR SCREENING APPLICANTS FOR TEACHING POSITION

A.	Educational Attainment*		30 pts.
	1. Doctoral Level	30 pts.	
	2. Masteral Level	25 pts.	
	3. Baccalaureate Level	20 pts.	
	4. Technical Level	15 pts.	
B.	Area of Specialization		5 pts.
	1. Relevance	4 pts.	
	2. Related		
	3. No relevance	0	
C.	Scholastic Record*		30 pts.
	1. GPA (Over-all)*	20 pts.	
	2. GPA (major field)*	10 pts.	
D.	Work Experience		5 pts.
	1. Relevance	3 pts.	
	2. Stability	2 pts.	
E.	Special Skills/Talents/Training		5 pts.
	1. Utility	3 pts.	
	2. Applicability	2 pts.	
F.	Civil Service Eligibility		5 pts.
	1. Teachers Board/Equivalent	4 pts.	
	2. Others (Relevant & Prof. Level)	1 pt.	
G.	Interview*		20 pts.
	1. General Appearance	1.25	
	2. Physical Condition	1.25	
	3. Alertness	1.75	
	4. Self-Confidence	2.00	
	5. Manner of Speaking	2.25	
	6. Ability to Present Ideas	2.50	
	7. Maturity of Judgment	2.75	
	8. Mastery of Teaching/Related Skills	3.00	
	9. Knowledge of Subject Matter	3.75	
Total		100.00	100 pts.

*Additional	Graduate Units	*GPA Range	Accredited	Schs	Other	Schos.
9-13 plus	1.0 pts.		o	m	o	m
14-17 plus	1.5 pts.	1.00-1.25	20	10	18	8
18-23 plus	2.0 pts.	1.26-1.50	19	9	17	7
24-27 plus	2.5 pts.	1.51-1.75	18	8	16	6
28-33 plus	3.0 pts.	1.76-2.00	17	7	15	5
34-37 plus	3.5 pts.	2.01-2.25	16	6	14	4
38-up plus	4.0 pts.	2.26-2.50	15	5	13	3
		2.51-2.75	14	4	12	2
Subject to actual demo.		2.76-3.00	13	3	11	1

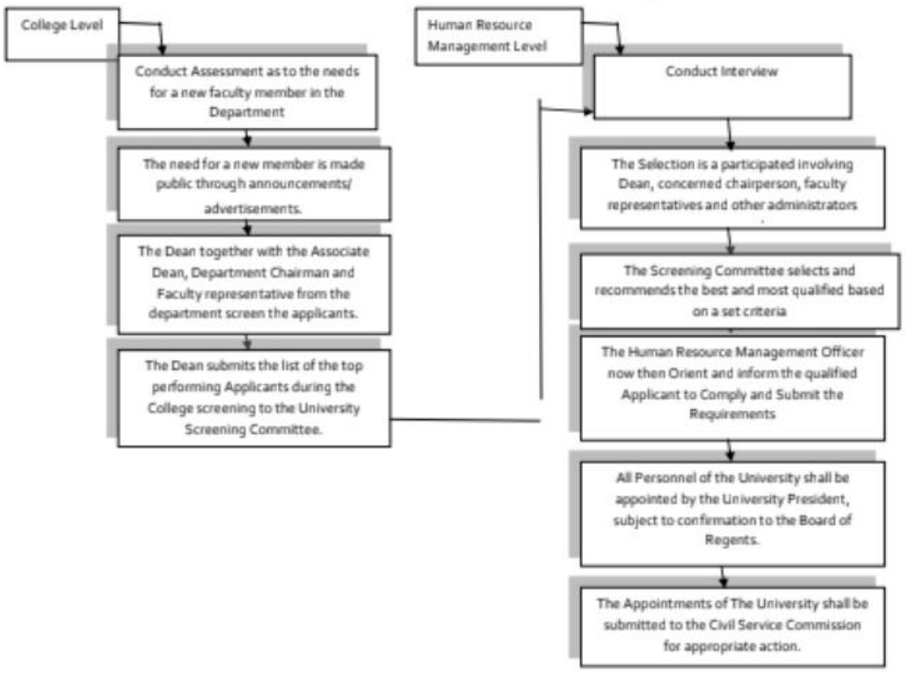
Screening Officer

College/Unit

Noted:

Designation:

Process Flow in the Recruitment, Selection and Promotion of Faculty



FACULTY MANUAL

5.4. Recruitment, Selection, Appointment and Promotion

5.4.1. Recruitment, Selection, and Appointment

5.4.1.1. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.

5.4.1.2. Transferees from other state or local universities and colleges, research institutes, and practice-related government agencies may be admitted at their present faculty or equivalent rank in the absence of qualified insider faculty members in USM subject to assessment described herein.

5.4.1.3. If a faculty member is appointed as USM President, he/she loses his/her faculty rank. However, if it is a designation, he/she retains his/her

faculty rank. This is without prejudice to a possible appointment to a fallback faculty position as the Board of Regents may decide.

5.4.1.4. The statuses of appointment for the members of the faculty are the following:

1. **Permanent** appointment shall be issued to a person who meets the qualification standards established for the faculty rank and who shall have successfully completed the probationary period of two years or four regular semesters.

2. **Temporary** appointment shall be issued to a person who meets all the minimum requirements except the education but only in the absence of applicants who possess the minimum educational qualification, as certified by the University President. He/she may be appointed not exceeding twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available. The temporary appointment shall be limited to five (5) times only.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment or services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligible or even by non-eligible. A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing authority.

When there are no available qualified faculty candidates in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with in pursuant to CSC MC 25 s 2017.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

3. **A contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the individual and the government, as opposed to a contractual appointment.

4. A **part-time** appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met; or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is government service and forms part of the faculty member's service record.

5. Substitute – an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until the return of the incumbent.

5.4.1.5. **Contract of Service (COS)** Faculty is not covered by this selection plan. COS Faculty refers to learning service provider to undertake instruction/ teaching activities for a semester of academic workload. Part-time teaching covered by a contract of service does not give rise to employer employee relationship between USM and the person hired, and it is stipulated in the contract that services rendered cannot be accredited as government service. Furthermore, the teaching staff member covered by a contract of service or a job order is not entitled to benefits enjoyed by government employees. Hiring through COS shall be governed by the relevant provisions of RA 9184 and CSC-DBM-COA Joint Circular 1 series of 2017 as amended by Joint Circular 1 series of 2018 or other applicable issuances hereinafter promulgated.

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