

6

### **DELIBERATION PROPER**

- The HRMPSB will deliberate on the Comprehensive Evaluation Results (Annex B) who have undergone the preliminary assessment such as document evaluation, written exam and interview
- Preparation of all documents (i.e. Board Resolutions) for signature of the HRMPSB Members
- Submission to the appointing authority of Short List (Annex B) of applicants screened for his/her consideration

7

### **SELECTION OF APPOINTEE**

The appointing authority shall assess the merits of the HRMPSB's Candidates Evaluation Result and in the exercise of sound discretion, in so far as practicable, select from among the top five (5) ranking applicants deemed most qualified

8

### **ISSUANCE OF APPOINTMENT AND OTHER DOCUMENTS**

- The Personnel Section shall prepare the appointment and other documents such as Position Description Form (PDF) in favor of the applicant selected by the appointing authority for his/her signature

9

### **POSTING OF THE APPOINTMENT**

- A notice/list of names of the appointed employee shall be posted in three (3) conspicuous places in DENR a day after the issuance of the appointment for at least fifteen (15) calendar days. (CSC MC No. 03, s. 2001)



Republic of the Philippines  
**DEPARTMENT OF ENVIRONMENT  
AND NATURAL RESOURCES**  
Region III

## **RECRUITMENT FLOWCHART**

*“DENR Region III is committed to and supports Equal Opportunity Principle.”*

**1**

**PUBLICATION OF VACANCIES  
IN THE DENR WEBSITE/CSC  
BULLETIN**

- Posted in 3 conspicuous places in the DENR
- The publication is valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published

**2**

**ACCEPTANCE OF APPLICATION**

- Application with incomplete attachment will not be accepted
- To be submitted and evaluated at Personnel Section

**3**

**PREPARATION OF LIST OF  
APPLICANTS**

- All submitted applications shall be included in the General List of Applicants (DATABASE)
- Preparation of Candidates Evaluation Sheet (Annex A)/ Long list
- All qualified applicants shall undergo the Written Exam/Job Knowledge Test
- Preparation of the following Notices:
  - Notice to All Qualified Next-In-Rank Applicants
  - Notice to All Qualified Applicants who did not meet the minimum QS

**4**

**SCHEDULE OF JOB KNOWLEDGE  
TEST**

- Only those in Candidates Evaluation Sheet (Annex A) shall undergo the written examination
- Applicant/s who failed to appear on the scheduled date shall be deemed to automatically withdrawn his/her application

**5**

**SCHEDULE OF PANEL INTERVIEW**

- All applicants who took the written examination will be notified for the schedule of Interview
- All interviews for the vacant positions in P/CENROs for SG 11 & below shall be held on their respective offices
- Applicant/s who failed to appear on the scheduled date shall be deemed to have withdrawn his/her application