

**QUALITY
PROCEDURE (QP)**

PROCEDURE TITLE	RECRUITMENT, SELECTION AND PROMOTION FOR 1ST AND 2ND LEVEL
SCOPE	This process starts from the receipt of requests to fill-up vacancies from Division Chiefs/ Provincial Directors, up to the submission of appointments to the CSC for attestation/validation.
PURPOSE	The process aims to provide a standard procedure in filling-up of vacancies so that the most qualified and competent applicant is recommended to and appointed by the regional director.

PROCESS DESCRIPTION

INPUT	PROCESS	OUTPUT
Requests by DCs/PDs to fill-up vacant positions Requesting Unit (PO/Division)	RECRUITMENT, SELECTION AND PROMOTION FOR 1 st and 2 nd LEVEL	Civil Service Commission Appointments

DESCRIPTIVE STATEMENT:

The HRMO receives all requests and informs the regional director, thru the HRMSPB Chairperson. The Regional Director orders the posting/publication of vacancy and convenes the HRMSPB. The HRMO initially reviews all applications submitted as to compliance with the PQE requirement and qualification standards and notifies applicants of their qualification to the selection process or deficiencies or non-qualification. The HRMSPB convenes and schedules the conduct of the selection process. The HRMO consolidates the result of the selection process for deliberation by the HRMSPB. The HRMSPB deliberates and submits to the Regional Director its recommendations thru a resolution. The Regional Director acts on the recommendations and directs the HRMO to prepare the appointments and related notices. The Regional Director signs the appointments and notices. The HRMO notifies the appointees to receive the appointment and assume office, and causes the posting of the notice of appointment. The HRMO submits to CSC the appointments for attestation.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	HRMO	Receive and evaluate requests from DCs/ PDs	Receive notice of requests to fill up vacant positions Evaluate the urgency and importance of filling-up the vacancy Informs the HRMSPB Chair and the Regional Director	Personnel Request Form DILG - HRMSPP CSC Circulars Qualification Standards/PDQ



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2	RD	Direct the posting of vacancies and to convene HRMSPB	Order the posting/ publication of vacancy and convene the HRMSPB	List of Vacant Positions
3	HRMO	Post the Vacancy	Post in bulletin boards (3 conspicuous places) and in the CSC and DILG Website the Notice of Vacancy	Notice of Vacancy CSC Rules on Appointments
4	HRMO	Receive and evaluate applications	<p>1. Evaluate written applications as to compliance with PQE requirements and qualification standards of the position being applied for.</p> <ul style="list-style-type: none"> - If qualified, notify that the applicant may be considered in the selection process that may later be conducted. - If not, notify the deficiency or indorse for PQE in C.O., if such is the case, and if the applicant is willing. 	HRMSPP ORAOHRA
5	HRMSPB Chair	Convene the HRMSPB and conduct the assessment process	<p>HRMPB conduct assessment of the applicants</p> <p><i>Note:</i> <i>Only those who meet the minimum requirements of the position applied for and those who pass the PQE shall be admitted to the selection process.</i></p> <p>The process includes:</p>	HRMSPP Regional Circular No. 2017-01 (HRMSPB) Guidelines in the Recruitment and Selection of LGOOs

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			<ol style="list-style-type: none"> 1. General Written Exams and Panel Interview for all applicants. 2. Applicants for LGOO is subjected to Group Orals 3. Applicants for promotion undergo the Competency Based Assessment 	Recruitment and Selection procedure in Filling-Up Administrative Vacant Positions
6	HRMO	Consolidate Selection Results	<p>Consolidate results incorporating the criteria in the Enhanced HRMSPP which includes:</p> <ul style="list-style-type: none"> > Performance > Experience > Training > Education > Outstanding accomplishments <p>References also include:</p> <ul style="list-style-type: none"> > CBA Results 	Comparative Assessment Resolution on the use of CBA
7	HRMSPB	Deliberate on the result of the selection process	<p>Deliberate and calibrate on the result of the selection process.</p> <p>Recommend, thru a resolution, to the Regional Director the appointment of the most qualified and competent applicants.</p> <p>Transmit, thru HRMSPB Chair, to the Regional Director the resolution, including the summary of the result of its evaluation</p>	Minutes of HRMSPB Deliberation Resolution Comparative Assessment CBA Results
	HRMO/ HMRSPB	Conduct Background Investigation	Conduct background investigation of	BI Form



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			applicants through phone, personal interview or email to be conducted by the Provincial Selection Committee where the applicant is a resident	
8	RD	Evaluate the recommendation of the HRMSPB Direct preparation of appointment	Evaluate the recommendations of the HRMSPB and exercise sound discretion in the selection of the applicant for appointment Direct the HRMO for the preparation of the appointment papers of the selected applicant	Minutes of HRMSPB Deliberation Resolution Comparative Assessment CBA Results BI Report
9	HRMO	Prepare the Appointment	Prepare all the appointment papers of the selected applicants. Transmit the same to the HRMSPB Chair and the Regional Director for signature and approval	Appointment ORAOHRA
10	RD	Sign Appointment Papers	Sign the appointment papers	Appointment paper ORAOHRA
11	HRMO	Notify applicants on the result of the selection process	Notify the applicants of their appointment or non appointment. Notify the appointed applicants to receive the appointment and submit documentary requirements for submission to CSC and to assume office.	Notice of appointment Letters to applicants of the result of the selection process

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			Post/publish the newly appointed applicants Submit to the CSC the appointment for attestation	
12	Process Owner	Retain records	Update the Process Summary Log Sheet Retain records in accordance with the Control of Retained Documented Information Procedure and the Masterlist of Retained Documented Information.	Process Summary Log Sheet Control of Retained Documented Information Procedure (SP-R05-02) Masterlist of Retained Documented Information

Definition of Terms:

- HRMSPP – Human Resource Merit Selection and Promotion Plan; embodies the policy and guidelines of the department on the process of selection for recruitment and promotion
- HRMSPB – Human Resource Merit Selection and Promotion Board; the committee that is tasked to oversee the conduct of selection process and submit recommendation to the appointing authority
- ORAOHRA – Omnibus Rules on Appointment and Other Human Resource Action; CSC policy on appointment and other human resource action
- 1st Level – refers to positions with SG 1-9
- 2nd level – refers to positions with SG 10-24
- CBA – Competency Based Assessment conducted for applicants for promotion LGOO IV-VII

Legal References:

- CSC MC 24 s. 2017 Omnibus Rules on Appointments and other Human Resource Actions
- DILG Revised Human Resource Merit Selection and Promotion Plan
- Position Description Qualification Manual
- Regional Circular No. 2017- 01 dated April 19, 2017 re: HRMSPB Guidelines in the Recruitment and Selection of LGOOs
- Regional Memorandum Circular on the Filling Up Administrative Position

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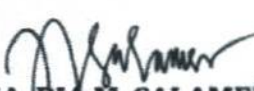
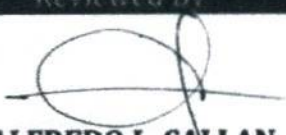
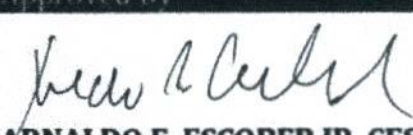
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- Regional Circular 2012-001 dated June 18, 2012 re: Recruitment and Selection Procedure in Filling UP Administrative Vacant Positions

Prepared By	Reviewed By	Approved By
 MA. PIA M. SALAMEÑO Administrative Officer V	 ALFREDO L. SALLAN Chief Administrative Officer	 ATTY. ARNALDO E. ESCOBAR JR, CESO V Assistant Regional Director
Process Owner	Deputy QMR	Regional QMR

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**DILG REGION V
QUALITY
OBJECTIVE (QO)**

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OFFICE	FINANCE AND ADMINISTRATIVE DIVISION/ HRMO
QUALITY PROCEDURE TITLE	RECRUITMENT, SELECTION AND PROMOTION FOR 1 ST AND 2 ND LEVEL

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsibility for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> Recruitment, Selection and Promotion of 1st and 2nd Level Personnel 	1) Notice of Vacancies are posted in three (3) conspicuous places of the department and in the CSC and SILG Website in ten (10) working days upon receipt of the directive	1) 90% of total 1st and 2nd level vacant positions published or posted for ten (10) working days	1) Total number vacancies posted for 10 working days upon receipt / Total number of requests received X 100	Semestral	<ul style="list-style-type: none"> HRMO 	<ul style="list-style-type: none"> Monitoring Log Sheet Logbook
	2) Conduct the selection process within 6 months after the last day posting. 3) Timely submission of	2) 85% of Selection process conducted within 6 months after the posting	2) Last working day of posting - Date of Conduct of selection process = No. of Days elapsed	Semestral		

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Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
	the recommendation to the appointing authority fifteen (15) working days after the conduct of the deliberation	3) Recommendation submitted to the appointing authority within fifteen (15) working days after the conduct of deliberation	3) Date of deliberation - Date of submission to the appointing authority = No. of days elapsed	Semestral		
	4) 90 % of the appointments submitted attested by the CSC	4) 90% attestation of appointments by CSC Albay Field Office	40 Total no. of appointments submitted for attestation to CSC AFO in thirty (30) days upon approval/ Total no. of appointments attested x 100	Semestral		

Prepared By	Reviewed By	Approved By
 MA. PIA M. SALAMEÑO Administrative Officer V	 ALFREDO L. SALLAN Chief-FAD	 ATTY. ARNALDO E. ESCOBAR JR., CESO V Assistant Regional Director
Process Owner	Division Chief/Deputy QMR	Quality Management Representative

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**DILG REGION V
PROCESS QUALITY
EVALUATION (QME)**

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OFFICE	FINANCE AND ADMINISTRATIVE DIVISION/ HRMO												
PROCEDURE TITLE	RRECRUITMENT, SELECTION AND PROMOTION FOR 1 ST AND 2 ND LEVEL												
OBJECTIVE STATEMENT	To ensure that vacancies are published, filled up and approved appointments are attested by CSC.												
CURRENT PERIOD	2019												
	INDICATORS												Total
Objective 1: Notice of Vacancies are posted in three (3) conspicuous places of the department and in the CSC and SILG Website in ten (10) working days upon receipt of the directive/request													
A	Total number of 1st and/or 2nd level positions posted in 10 days												
B	Total number of request received												
C	Formula: A/B x100	Target Result :90%											
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)												
Objective No. 2: Conduct the selection process within 6 months after the last day posting													
A	Last Working Day of posting												
B	Date of conduct of Selection Process												
C	A-B=No. of days elapsed	Target Result: 80%											
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)												
Objective 3: Timely submission of the recommendation to the appointing authority fifteen (15) working days after the conduct of the deliberation													
A	Date of Deliberation												
B	Date of submission of recommendation												
C	A-B = No. of days elapsed	Target Result: 85%											
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)												
Objective 4: 90 % of the appointments submitted attested by the CSC													
A	Total No. of appointments submitted												
B	TOTAL No. of appointments attested												



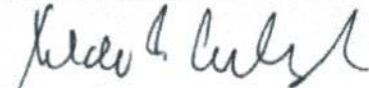
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C	B/A X 100	Target Result: 90%
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)	
Note: For unmet targets, QMS Secretariat will initiate correction and corrective action using the Corrective Action Report (CAR) duly signed by the Regional Quality Management Representative.		

Prepared By	Reviewed by	Approved by:
 MA. PIA M. SALAMEÑO Administrative Officer V Process Owner	 ALFREDO L. SALLAN Chief-FAD Deputy QMR	 ATTY. ARNALDO E. ESCOBAR JR., CESO V Assistant Regional Director Regional QMR



DILG - REGION V

RECRUITMENT, SELECTION AND PROMOTION

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TOP MANAGEMENT QUALITY OBJECTIVE: Vacant positions are published, processed for filling-up and appointments are issued and attested**FREQUENCY OF MONITORING:** Semestral**COVERED PERIOD:** July to December**Due Date of Submission:**

No.	Semester	OBJECTIVE 1			OBJECTIVE 2			OBJECTIVE 3			OBJECTIVE 4		
		No. of Request Received	No. of Vacant Position Published	% of Accomplishment	Date of last day of posting	Date of Conduct of Selection Process	No. of days Elapsed	Date of Deliberation	Date of Submission to the Appointing Authority	No. of days Elapsed	No. of appointments submitted to CSC AFO	No. of appointments attested	% of Accomplishment
1													
2													
3													
4													
5													
6													
7													
8													

Prepared By	Approved By
 MA. PIA M. SALAMERO Administrative Officer V Process Owner	 ATTY. ARNALDO E. ESCOBAR JR., CESO V Assistant Regional Director Regional QMR



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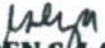
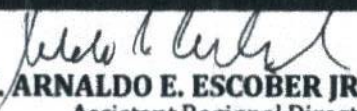
Name of Bureau/Service/Division: **_FINANCE AND ADMINISTRATIVE DIVIISON**

MASTERLIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
	Notice of Vacancy						
FM-QP-RO5-FAD-27-01	Recruitment, Selection and Promotion (RSP) for 1st and 2nd Promotion Summary Logsheets						
QO-QP-RO5-FAD-27	Recruitment, Selection and Promotion (RSP) for 1st and 2nd Promotion Quality Objective						
QP-RO5-FAD-27	Recruitment, Selection and Promotion (RSP) for 1st and 2nd Promotion Quality Procedure						
QME-QP-RO5-FAD-27	Recruitment, Selection and Promotion (RSP) for 1st and 2nd Promotion Quality Monitoring and Evaluation						
	Comparative Assessment Form						
	Competency Based Assessment Forms						
	Placement List						
RRO-QP-RO5-FAD-27	Recruitment, Selection and Promotion (RSP) for 1st and 2nd Promotion Risk Register (objective)						
RRP-QP-RO5-FAD-27	Recruitment, Selection and Promotion (RSP) for 1st and 2nd Promotion Risk Register (process)						
FM-QP-RO5-FAD-27-02	Recruitment, Selection and Promotion (RSP) for 1st and 2nd Promotion Risk Action Plan						

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DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05

Prepared By	Noted By
 EDEN S. LANUZA IT Officer I	 ATTY. ARNALDO E. ESCOBAR JR, CESO V Assistant Regional Director
Regional Document Controller	Regional QMR

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Name of Bureau/Service/Division: FINANCE AND ADMINISTRATIVE DIVISION

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
Control of Document Procedure									
	Notice of Vacancy	HRMO	HR Office	Folder	Date	5 years	10 years	15 years	Shredding
	Minutes of Meeting	HRMO	HR Office	Folder	Date				
	Resolution	HRMO	HR Office	Folder	Date				
	Comparative Assessment	HRMO	HR Office	Folder	Date				
	CBA Forms	HRMO	HR Office	Folder					
Process Performance Monitoring and Measurement Procedure									
	Process Summary Logsheet	HRMO	HR Office	LOGSHEET	By period	5 years	10 years	15 years	Shredding
	Quality Monitoring Evaluation	HRMO	HR Office	QMS	By period				
Management Review Procedure									
QMS Planning Procedure									

Prepared By	Noted By
 MA. PIA M. SALAMENO Administrative Officer V Process Owner	 ATTY. ANTONIO E. ESCOBAR JR., CESO V Assistant Regional Director Regional QMR

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DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION				
FM-QP-AS-PD-01-01	Personnel Request Form					
PDQ-AS-PD-01	Position Description Qualification					
FM-QP-AS-PD-01-07	PQE Request Form					
FM-QP-AS-PD-01-11	Potential Assessment Form					
FM-QP-AS-PD-01-13	Interview Assessment Form					
FM-QP-AS-PD-01-19	Background Investigation Form					
	Notice of Vacancy					

Prepared By	Noted By
 EDEN S. LANUZA IT Officer I Regional Document Controller	 ATTY. ARNALDO E. ESCOBAR JR, CESO V Assistant Regional Director Regional QMR

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RISK REGISTER (PROCESS RISK ASSESSMENT)

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OFFICE

FINANCE AND ADMINISTRATIVE DIVISION

PROCEDURE TITLE

RECRUITMENT, SELECTION AND PROMOTION FOR 1ST AND 2ND LEVEL

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT					
					IMPACT	LIKELIHOOD	RATING	RISK / OPPORTUNITY LEVEL (S, NS)	TYPE OF ACTION	RISK CONTROL PLAN / OPPORTUNITY MANAGEMENT PLAN NO. (For Significant Risk/Opportunity)
Posting of Vacancy	Posting done beyond the timeline	Not updated plantilla	delay in posting	GMIS updating online	1	2	4		No further action required	
Convene the HRMSPP	Schedule of Meeting	Availability of the members	Reschedule of meeting	Recruitment Plan	3	4	12		Treat/Mitigate	
Consolidate Selection Results	Incomplete data	Late submission of the required documents	Delay in the consolidation of results	HRMSPP Compliance	1	2	4		No further action required	
Deliberate on the Selection Result	Availability of all members	Overlapping of activities of the members	Delay in the conduct of deliberation	Recruitment Plan	3	4	12		Treat/Mitigate	
Conduct Background Investigation	Delay in the dissemination of information	Lack of manpower in the HRMO	Delay in the conduct of BI	Request the assistance of the Provincial Office	3	4	12		Treat/Mitigate	
Evaluate and direct the preparation of appointment	Late preparation of appointment	Lack of manpower in the HRMO	Delay in the submission of appointment	HRMSPP Compliance	3	4	12		Treat/Mitigate	
Notify applicants of the result	Preparation of the letter notification	Lack of manpower in the HRMO	Delay in the notification of applicants	HRMSPP Compliance	3	4	12		Treat/Mitigate	

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme	1 - 7	LOW	Not Significant	No further action required (Maintain and sustain the existing control)
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain	8 - 9	MODERATE	Not Significant	Alert level (Maintain and sustain the existing control)
Risk Rating = Impact X Likelihood X Detection	10 - 25	HIGH	Significant	Control (e.g. Avoid or Treat/Mitigate, Transfer, Terminate)

Prepared by:	Reviewed by:	Noted by:
 MA. PIA M. SALAMERO Administrative Officer V Process Owner	 ALFREDO L. SALLAN Chief Administrative Officer Risk Review Committee Head	 ATTY. ARNALDO E. ESCOBAR JR. CESO V Assistant Regional Director Regional QMR

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RISK REGISTER (OBJECTIVE RISK ASSESSMENT)

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FINANCE AND ADMINISTRATIVE DIVISION

PROCEDURE TITLE

RECRUITMENT, SELECTION AND PROMOTION

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK or OPPORTUNITY	RISK TRIGGER (N/A FOR OPPORTUNITY)	CONSEQUENCE (RISK) / BENEFIT (OPPORTUNITY)	EXISTING RISK CONTROL MEASURE (N/A FOR OPPORTUNITY)	RISK ASSESSMENT					RISK CONTROL PLAN/ OPPORTUNITY MANAGEMENT PLAN NO. (For Significant Risk/Opportunity)
							IMPACT	LIKELIHOOD	RATING	RISK / OPPORTUNITY LEVEL (S, NS)	TYPE OF ACTION	
1) Notice of Vacancies are posted in three (3) conspicuous places of the department and in the CSC and SILG Website in ten (10) working days upon receipt of the directive	Publication of vacancies in 3 conspicuous places and in the DILG and CSC website for 10 working days	CSC Albay Field Office	Posting not done on time	Not updated plantilla	Delay in posting	Updating of GMIS	2	4	8		Alert Level	
2) Conduct the selection process within 6 months after the last day posting.	Selection Process	HRMPSB Members	Selection process postponed	Overlapping activities in the office	Delay in the selection process	Recruitment Plan	3	4	12		Treat / Mitigate	
3) Timely submission of the recommendation to the appointing authority fifteen (15) working days after the conduct of the deliberation	Submission of the recommendation to the appointing authority		Submission of the recommendation not done on time	Lack of Manpower in HRMO	Delay in the submission	Additional personnel for HRMO	3	4	12		Treat/Mitigate	
4) 90 % of the appointments submitted attested by the CSC	Submission of appointments to CSC	CSC Albay Field Office	Appointment not attested	Documents not in order	Cancellation of appointment	Checklist of documents	2	1	3		No further action required	

RISK ASSESSMENT:	RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED
IMPACT: 1 - Insignificant; 2 - Minor; 3 - Moderate; 4 - Major; 5 - Extreme	1 - 7	Low	Not Significant (NS)	No further action required (Maintain and sustain the existing control)
LIKELIHOOD: 1 - Rare; 2 - Unlikely; 3 - Moderate; 4 - Likely; 5 - Almost Certain	8 - 9	Moderate	Not Significant (NS)	Alert level (Maintain and sustain the existing control)
Risk/Opportunity Rating = Impact X Likelihood	10 - 25	High	Significant (S)	Control (e.g. Avoid or Treat/ Mitigate, Transfer, Terminate)

Prepared by:	Reviewed by:	Recommending Approval:
 MA. PIA M. SALAMERO Administrative Officer V Process Owner	 ALFREDO L. SALAN Chief Administrative Officer Risk Review Committee Head	 ATTY. ARNALDO E. ESCOBAR, JR., CESO V Assistant Regional Director Regional QMR

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