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5.1 RECRUITMENT FOR EMPLOYEES

5.1.1 SCOPE OF RECRUITMENT

LBRDC shall recruit from within and from outside its workplace to obtain qualified candidates for any vacant or newly created regular positions.

5.1.2 RECRUITMENT FOR REGULAR RANK AND FILE POSITIONS


Openings for vacant or newly created rank and file regular positions shall be announced to all the employees of LBRDC for the purpose of obtaining qualified candidates to fill on the position.

If suitable candidate is found within the LBRDC, the President & CEO may assign the candidate, for fixed length of time, to fill in the vacant or newly created position in an acting capacity. After the specified time period, the President & CEO shall evaluate the performance of the candidate whether he/she should be recommended for promotion pursuant to Chapter 11 (Promotion). If a suitable candidate cannot be found within the LBRDC, LBRDC shall open the recruitment to the public through the acceptance of walk-in applications, referrals, or announcements of vacancy in major newspapers. The announcement shall include the job title, salary range, and job description and qualification requirements of the position.

5.1.3 RECRUITMENT AND HIRING FOR FIXED PERIOD

LBRDC may recruit and hire a fixed-period employee to fill in for a regular and probationary employee as a reliever or as a temporary employee for a special project. More specifically, the respective conditions under which hiring of fixed-period employees may be resorted to are as follows: (a) the regular or probationary employee is on leave of absence which cannot be filled in by a current regular employee; (b) the temporary employee will perform work in a project or job for which no other regular or probationary employee is available or can be assigned to.

The President & CEO may engage the services of a manpower placement agency to source suitable candidates for the fixed-period positions. If the manpower agency cannot supply qualified

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candidates, the President & CEO shall open the recruitment to the public through official announcement of vacancy, which shall be posted on the appropriate bulletin boards within LBRDC and the Land Bank of the Philippines offices or published in leading newspapers.

5.2 SELECTION AND APPOINTMENT OF RECRUITS IN REGULAR RANK AND FILE POSITION

5.2.1 SELECTION


Selection methods and criteria shall be job-based. The preliminary screening of the applications shall be done by the Administrative Department in order to determine whether or not the applicants meet the minimum qualification requirements of the position being filled up.

5.2.1.1 Restriction

- Applicants/candidates for employment with relatives up to third degree by affinity or consanguinity shall not be hired or regularized in the company.
- The company shall not employ any person who has personal interest in the companies that are in direct competition with LBRDC except companies where LBRDC has financial interest.
- No husband and wife shall be allowed to work in the company except when both of them were married during the period that they were already in the service with LBRDC and both are regular in status.

5.2.2 TESTING AND INTERVIEW

All candidates for vacant or newly-created position coming from outside the Company shall undergo a written examination to be administered by the Administrative Department. Candidates coming from within LBRDC may or may not be required to undertake a written examination, at the discretion of the

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President & CEO. The examination shall measure the general intellectual and psychological aptitude of the candidate.

Candidates who pass or were not required to take the written examination shall be required to undergo a series of interviews with Administrative Head, the Head of the Department which requested for the candidate, the Head of the Division concerned, the General Manager and the President. An interview sheet shall be accomplished by all interviewers after each interview. The interview sheets shall serve as one of the bases for evaluating the candidates.

5.2.3 MEDICAL EXAMINATION

Candidates selected after the testing and interview process shall be required to undergo a medical examination prior to joining the Company.

5.2.4 BACKGROUND CHECKS

To ensure that individuals selected possess the qualification to perform the duties of the position most effectively, LBRDC shall require job related background information check of the final candidates for a position. Background checks may include, but not necessarily be limited to, confirmation of the individual's identity, review of the individual's criminal conviction record, if any, or verification of any license, certificate or degree required for the appointment.

The Company may also require the final candidates to secure an NBI, Police Clearance/Court clearance and provided the names and telephone numbers of individuals who may be contacted by LBRDC for background checks.


The following position levels shall have the corresponding approving officer/ body who shall approve such appointment of candidates for open positions.

Approving appointment Officer/Body

Board of Directors

Position levels for

Regular employees/Officers

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Executive Committee
President & CEO

Regular employees/Officers
Probationary/Contractual
employees to include project
employees

The qualified candidate shall be notified through telephone, telegram or mail and a formal notice of appointment shall then be given the selected Candidate upon his/her acceptance of the offer and upon officially reporting for work.

5.2.5 REVOCATION OF APPOINTMENT

Failure on the part of the appointee to report to the Administrative Section within fifteen (15) days from the date of receipt of notification unless for valid reason, shall be mean loss of interest on the part of the appointee and the appointment shall then revoked.

