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0301 RECRUITMENT FOR EMPLOYEES

A. 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.

B. 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 Company, the President or the General Manager 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 or the General Manager shall evaluate the performance of the candidate whether he/ she should be recommended for promotion pursuant to policy Number 17 (Promotion).

If a suitable candidate cannot be found within the Company, 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.

C. Recruitment and Hiring for Fixed Period

The Company 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

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other regular or probationary employee is available or can be assigned to.

The President 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 candidates, the President 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.

0302 SELECTION AND APPOINTMENT OF RECRUITS IN REGULAR RANK AND FILE POSITION


A. Selection

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

B. 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 Section. Candidates coming from within the Company may or may not be required to undertake a written examination, at the discretion of the President. 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 Section 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

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interview. The interview sheets shall serve as one of the bases for evaluating the candidates.

C. Medical Examination

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

LBRDC shall bear the cost of the medical examination.


D. 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 for 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.

- E.** 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	Position levels for
Board of Directors	Supervisors and above
Executive Committee	Regular and probationary employees below supervisors
President	Contractual employees to include casual employees*

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*For notation of the Executive Committee

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.

F. 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 be revoked.