

	POLICY ON RECRUITMENT OF MANAGEMENT AND STAFF	NATCCO MBAI-HR-003-22	
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1. INTRODUCTION

NATCCO MBAI believes that hiring qualified individuals to fill vacant positions contributes to the overall success of the association. A candidate is hired to make significant contributions to the association.

Employees are the greatest assets of the association, thus, finding the right person for the job is a priority of NATCCO MBAI.

2. POLICY STATEMENT



It is hereby declared a policy of NATCCO MBAI to recruit, select and hire highly competent individuals with proven management skills and potentials to carry out the functions of the various positions in the approved organizational chart for the attainment of the association's Vision, Mission, and Core Values.

3. APPLICABILITY

This policy applies to all current vacant position/s of NATCCO MBAI. This policy will not apply to personnel movement due to transfer and/or promotion.

4. DEFINITION OF TERMS

- 4.1 Vacant position – the position that needs to be filled with the right candidate
- 4.2 Job Description – the document that outlines the position's duties and responsibilities and the required core competencies.
- 4.3 Personnel Requisition Form – the form to be used to start the hiring process
- 4.4 Internal applicants – currently employed by the association that is applying for the vacant position
- 4.5 Organizational Structure (Appendix A)

<p>Prepared/Reviewed by: For the POLREV Committee:</p>  <p>ELLEN R. PASTORES Committee Vice Chairperson Date: 09/10/2022</p>	<p>Approved by:</p> <p>For the Board of Directors:</p>  <p>EVELIA BARDOS-TIZON BOD Chairperson Date: 09/10/2022</p>
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5. PROCEDURES

Recruitment and selection shall be in accordance with the approved organizational structure and manpower plantilla, approved personnel budget in consideration of the acceptable wage rate at the time of hiring, and equal opportunity for both men and women.



5.1 Hiring Authority

Position	Recommending Authority	Appointing Authority
President	Nomination Committee	Board of Trustees
Vice-president	Nomination Committee	Board of Trustees
Unit Supervisors	Vice-president	President
Staff	Unit Supervisor	Vice-president

5.2 Hiring Process and Procedures

5.2.1 The unit supervisor submits Personnel Requisition Form (PRF) (see Annex B) to the President for approval, for positions that are in the approved Manpower Plantilla. Otherwise, a justification should be attached to the PRF. Personnel requisition form should indicate the following:

- Position Title
- Job Description
- Minimum Qualification
- Reason for Requisition
- Offered Salary

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5.2.2 The approved PRF is to be submitted to the HR Unit for processing.

5.3 Marketing the Positions

The sourcing of applicants shall be initiated upon receipt of an approved PRF. Sourcing shall be in accordance with the following priorities.

5.3.1 Internal Sourcing

5.3.1.1 Vacant positions shall be emailed to all employees of NATCCO MBAI.

5.3.1.2 An employee who is interested to apply for the position must send a current Curriculum Vitae and a letter of application to the Human Resources Unit stating the reason for interest in the position noted by his or her Immediate Superior. HR Unit then forwards the application paper to the requesting party.

5.3.1.3 In considering an employee for a vacant position, the following should be reviewed:



- 5.3.1.3.1 Performance Evaluation records
- 5.3.1.3.2 Skills required for the vacant position
- 5.3.1.3.3 Knowledge or related work experience
- 5.3.1.3.4 Work Attitude
- 5.3.1.3.5 Immediate Superior's recommendation

5.3.1.4 The employee shall undergo the standard screening process which may consist of examinations, if applicable and interview.

5.3.2 External Sourcing

When no available and qualified candidate from within the organization responds within 10 working days upon posting of internal advertisement, external sourcing shall be done and the following sources of applicants shall be considered:

5.3.2.1 Talent Bank or Active File of Qualified Applicants

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HR Unit shall maintain job applicants for the various positions in the organization. This will include walk-in applicants, respondents from last vacancy, application papers sent by mail, and other sources.

5.3.2.2 Referrals

These are applicants referred by present and past employees, their friends, relatives, networking with HR personnel of other establishments, etc. Thus, all papers of referrals should be forwarded to the HR Unit.

5.3.2.3 Advertising

The HR Unit shall place an advertisement (online or print) when the present pool of applicants is not enough or when no applicant from the pool is qualified.



5.3.2.4 Recruitment Agencies

When all sources have been exhausted and no qualified applicant has been found, the organization may avail of the services of a manpower agency.

5.4 Screening and Selection of Applicants

5.4.1 The HR Unit shall conduct paper screening and preliminary interview that focuses on:

- 5.4.1.1 Resume data confirmation
- 5.4.1.2 Attitude towards work
- 5.4.1.3 Self-analysis
- 5.4.1.4 Future plans/goals
- 5.4.1.5 Expectation in Job, Company, Co-Worker, Compensation
- 5.4.1.6 Commitment to work
- 5.4.1.7 Salary expectations

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- 5.4.2 For President and Vice-President positions, NMBAI shall conduct Psychometric test, when necessary.
- 5.4.3 Based on the result of the screening and testing, an applicant can be endorsed to the requesting party for the final interview (Interview Evaluation Form - see Annex C).
- 5.4.4 The Head of the requesting unit shall conduct the Final Interview that focuses on
 - 5.4.4.1 Skills and Competencies required for the job
 - 5.4.4.2 Willingness to learn new skills required of the job
 - 5.4.4.3 Availability to start at the date required of the job
- 5.4.5 HR will conduct professional reference checks for employment verification and background investigation for the character. A minimum of three references is required from each candidate. (Reference Check Form – see Annex C). In this regard, the applicant will be required to sign a waiver, allowing NMBAI to collect relevant information from employer/s, schools, etc.



5.5 Shortlisting of Applicants

Shortlisting of applicants must be in accordance with the minimum qualification requirements. Shortlisted applicants must not be less than three (3). Ranking shall be based on the approved criteria and weight, as follows:

CRITERIA	PERCENTAGE WEIGHT
Relevant educational qualification	30%
Relevant experience	30%
Character	30%
Potential	10%
TOTAL	100%

5.6 Interview

- 5.6.1 For Unit Supervisors and staff positions, interviews will be conducted by the recommending authority and HR using behavior-based interview questions and a

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structured interview process. Candidate evaluation forms will be completed after each interview and retained with the application.

- 5.6.2 For President and Vice-president positions, interviews will be conducted by the Nomination Committee facilitated by the HR Supervisor.
- 5.6.3 The HR Unit will notify applicants who are not selected for the position.

5.7 Hiring and Placement

Hiring of selected applicant/s shall be in accordance with the Hiring Authority Table in paragraph 5.1.

5.8 Job offers

After a decision has been made to hire a candidate, an offer will be made to the qualified candidate and acceptance of such is expected within 5 working days. If the candidate fails to accept within the prescribed period, such an offer will be given to the next qualified candidate.



5.9 Pre-Employment Requirements

Candidates will be required to undergo a pre-employment medical examination prior to hiring and submission of documentary requirements. (Pre-Deployment Requirements Checklist - see Annex E).

5.10 Employment Contract

The Employment Contract (see Annex F) shall be presented to and discussed thoroughly with the new hire and must be signed on or before the assumption of duty. All employees hired by NATCCO MBAI shall receive their respective Employment Contracts duly signed by the President. The types of appointment can be as follows:



- 5.10.1 **Regular or permanent employees** are those whose work is necessary or desirable in the usual business or trade of the employer. The primary standard to determine regular employment is the reasonable connection between the job performed by the employee in relation to the business or trade of the employer. It is important to identify if the

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activities carried out by employees are necessary or desirable. Regular employees typically would have rendered at least one year of service. They cannot be terminated without just and authorized causes determined by law. It is common to be put under probationary terms before transiting into regular or permanent employment in the company.

- 5.10.2 **Project employee** is on employment for a specific project or undertaking. The duration of the project will be set and determined, where employees will complete or terminate engagement once it ends. In the Labor Code of the Philippines, it is important to specify the project one is employed on. Additionally, there must also be a clear agreement on the completion or termination of the project at the time of employment. Predetermining the duration of project employment is important in determining if the employee is a project employee or not. They may acquire the status of a regular employee when they are continuously rehired after the completion of a project or undertaking. Else, they will automatically be terminated.
- 5.10.3 **Seasonal employees** will only work for the duration of the season. Some work is seasonal in nature and is only performed during a specific time of the year. One example is during Christmas when a group of workers will usually be engaged for the duration of the promotional event. They are mostly part-time or temporary workers that help with increased work demands for that period. These workers will be temporarily laid off during the off-season but re-employed when their services are needed. The employee relationship is never severed but only suspended.
- 5.10.4 **Casual employees** are where an employee is engaged to perform a job insignificant to the core business of the employer. The work must be a definite period made known to both parties at the time of engagement. A casual employee is one whose work is neither regular, project nor seasonal. Once they have worked for at least a year, whether continuously or not, they transition into a regular employee with respect to the employed position. A casual employee is entitled to all rights and privileges granted by law to regular employees during the period of actual employment. Similarly, all duties and obligations must be abided by both parties.
- 5.10.5 **Fixed-term employees** are also known as contractual employees where they are engaged to perform a job, work, or service for a pre-determined date of completion, or where the employment has a specific date of termination. The term of the contract will be mutually agreed upon by both parties and employees will be automatically terminated once the

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contract ends. During this term, fixed-term employees cannot be terminated without due processes and cause under the Labor Code of the Philippines.

5.10.6 **Probationary employees** are those made to go on a stipulated trial period before transiting to a regular employee. They enjoy security of tenure during this period and may not be dismissed except for just or authorized case or when they fail to qualify as regular employees. During this crucial period, employees on probation are scrutinized and assessed on their ability to perform on the job. This not only allows the employer to judge if new hires can carry out the job well, but it also allows employees to understand their own suitability for the job. Good-performing candidates will be allowed to successfully transit into regular employees while non-performers will normally be asked to leave. This probationary period typically lasts not more than 6 months. Similarly, being deemed as a regular employee means they cannot be terminated without cause and due process and it is protected under the Labor Code of the Philippines.



5.11 New Hire Orientation

- 5.11.1 A general orientation about NATCCO MBAI policies and work standards shall be conducted by the HR Unit to acquaint the new hire with the policies, rules, and regulations in the organization.
- 5.11.2 A job-specific orientation shall be conducted by the requesting party on the first day of employment to set job roles and expectations through the presentation of the Job Description to the new hire.

5.12 HIRING OF RELATIVES

To properly observe the system of internal control, NATCCO MBAI prohibits the hiring of relatives up to the fourth degree of consanguinity/affinity of any currently employed personnel, regardless of his or her status, and members of the Board of Trustees.

6. SEPARABILITY CLAUSE

<p>Prepared/Reviewed by: For the POLREV Committee:</p>  <p>ELLEN R. PASTORES Committee Vice Chairperson Date: 09/10/2022</p>	<p>Approved by:</p> <p>For the Board of Directors:</p>  <p>EVELIA BARDOS-TIZON BOD Chairperson Date: 09/10/2022</p>
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If any provision or part of this policy is declared invalid, the remaining parts or provisions not affected shall remain in full force and effect.

7. AMENDMENTS

This policy may be amended or modified only by a written instrument, executed by the President, reviewed by the Policy Review Committee, and approved by the Board of Trustees.

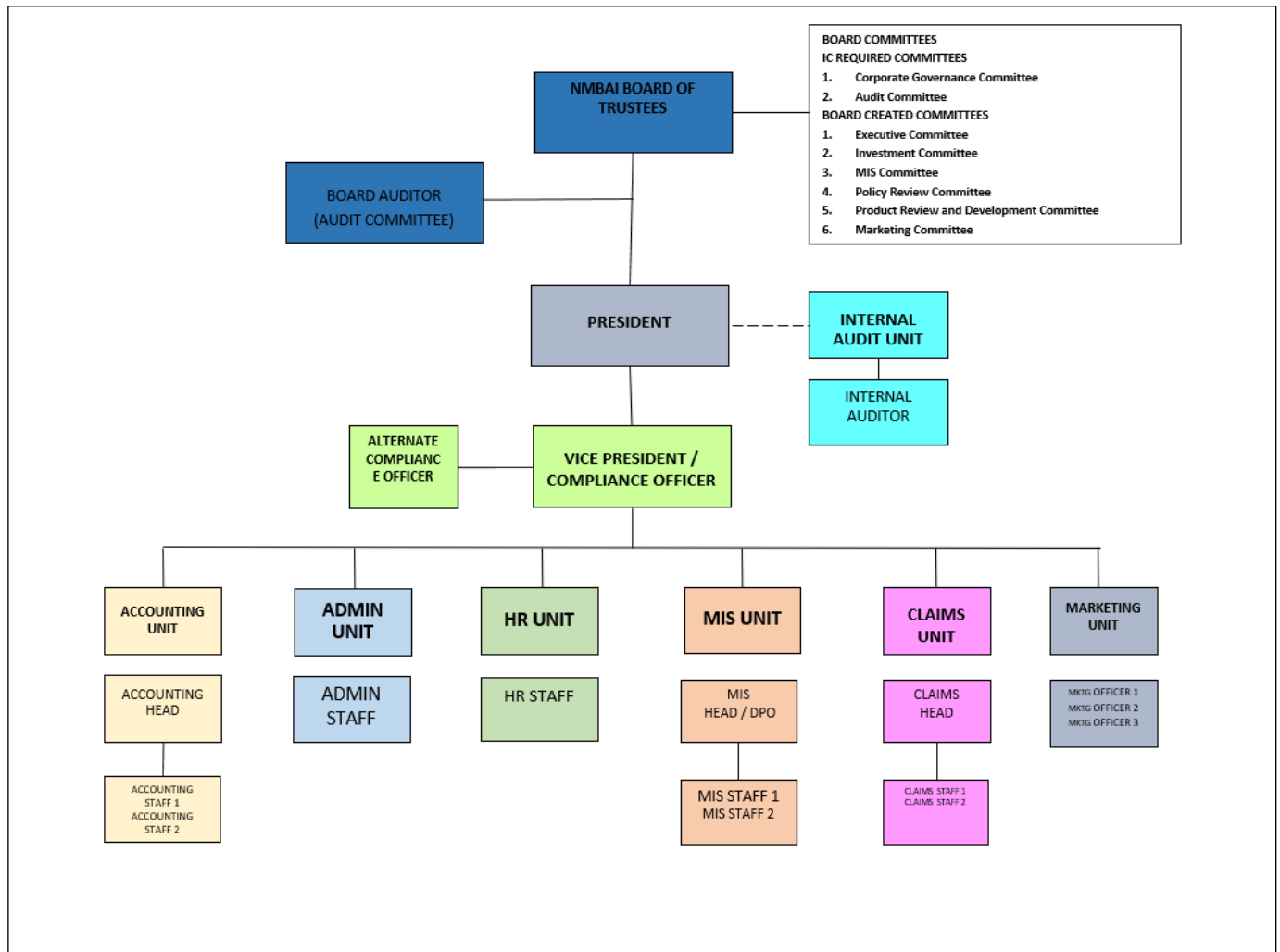
8 DATE OF EFFECTIVITY



This policy shall take effect fifteen (15) working days from the date of approval of the Board of Trustees, to allow proper dissemination to all concerns.

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Organizational Structure (Annex A)



<p>Prepared/Reviewed by: For the POLREV Committee:</p> <p style="text-align: center;"></p> <p style="text-align: center;">ELLEN R. PASTORES Committee Vice Chairperson Date: 09/10/2022</p>	<p>Approved by: For the Board of Directors:</p> <p style="text-align: center;"></p> <p style="text-align: center;">EVELIA BARDOS-TIZON BOD Chairperson Date: 09/10/2022</p>
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Personnel Requisition Form (Annex B)



PERSONNEL REQUISITION FORM

POSITION TO FILL IN:	TARGET STARTING DATE:	SALARY RANGE: Minimum: Maximum:
REASON FOR VACANCY: <input type="checkbox"/> Replacement of: _____ <input type="checkbox"/> New Position		EMPLOYMENT STATUS: <input type="checkbox"/> Casual <input type="checkbox"/> Fixed Term (contractual) <input type="checkbox"/> Project <input type="checkbox"/> Seasonal <input type="checkbox"/> Probationary <input type="checkbox"/> Regular
QUALIFICATIONS: 1. Educational attainment _____ 2. Years of experience _____ 3. Certifications _____ 4. Job skills required _____ _____ _____		
JOB DESCRIPTION: _____ _____ _____ _____		

Requested by: _____ Name and Signature Date: _____	Approved by: _____ Name and Signature Date: _____
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Prepared/Reviewed by: For the POLREV Committee:  ELLEN R. PASTORES Committee Vice Chairperson Date: 09/10/2022	Approved by: For the Board of Directors:  EVELIA BARDOS-TIZON BOD Chairperson Date: 09/10/2022
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Reference Check Form (Annex D)



REFERENCE CHECK FORM

Applicant's Name: _____	Date of Call/communication: _____
Position applying for: _____	Name of Respondent: _____
<p>1. Position of applicant in your company?</p> <p>2. How many years have you worked with the applicant?</p> <p>3. Why did the applicant leave the company?</p> <p>4. Please describe the applicant's responsibilities and/or functions?</p> <p>5. How would you rate the applicant's performance?</p> <p>6. Did the applicant have attendance issue?</p> <p>7. How would you describe the applicant's relationship with his/her colleagues?</p> <p>8. How would you rate the applicant's attitude towards work?</p> <p>9. How would you rate the applicant's interpersonal skills?</p> <p>10. Would you rehire the applicant?</p>	

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Sample Job Offer (Annex E)



Date :
Name of Candidate :
Position :
Group/Unit :
Location :

COMPENSATION PACKAGE

Basic Salary : PhP XX,XXX.XXX / month
Starting Date : _____ or upon completion of the requirements
Employment Status: Maximum of six (6) months Probationary

Benefits upon hiring:

- Inflationary Allowance: PhPX,XXX.XX / month
- Communication & Data Allowance: PhPX,XXX.XX / month

- Benefits:**
- Vacation Leave: Total of 15 vacation leave credits per year at 1.25 earning per month starting on the first month of employment; not convertible to cash.
 - Sick Leave: Total of 15 sick leave credits per year at 1.25 earning per month starting on the first month of employment; convertible to cash in excess of 30 days.
 - Emergency Leave: 5 days per year
 - Bereavement Leave: 3 days per year
 - Nuptial Leave: 7 calendar days per nuptial event
 - Maternity Leave/ Paternity Leave: As provided by Law
 - Annual Cash Gift: Amount varies per approval of the Board of Directors
 - 13th month Pay: As provided by law, distribution schedule based on NATCCO Policy.
 - Retirement Benefit: 1 month pay for every year of service; minimum of 10 years tenure in NATCCO.
 - Health Care: Out-patient and In-patient health care coverage up to Php100,000.00 per illness per year.
 - Loyalty Award: Cash award given to employees at 10, 15, 20, 25, and 30 years of service.
 - Funeral Benefit: Php15,000.00 for death of immediate family member; Php100,000.00 given to dependents on death of an employee.

Presented by:

Accepted by:

NAME/POSITION

Candidate's Name and Signature

**Prepared/Reviewed by:
For the POLREV Committee:**

ELLEN R. PASTORES
Committee Vice Chairperson
Date: 09/10/2022

Approved by:

For the Board of Directors:

EVELIA BARDOS-TIZON
BOD Chairperson
Date: 09/10/2022

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Pre-deployment Requirement (Annex F)



PRE-DEPLOYMENT REQUIREMENTS CHECKLIST

Name _____



Position: _____

ITEM #	PARTICULARS	REMARKS
1	2 pcs. 2x2 colored pic. – white background	
2	2 pcs. 1x1 colored pic. – white background	
3	NBI Clearance	
4	Barangay Clearance	
5	Medical Clearance	
6	SSS ID or E1/E-4 Form	
7	TIN No./ID (if any)	
8	Philhealth No./ID	
9	Pag-Ibig No./ID or Loyalty Card	
10	Birth Certificate	
11	Birth Certificate of dependents (if any)	
12	Marriage Contract (if married)	
13	Sketch of current and/or permanent residence	
14	Diploma or Transcript of Records	
15	Certificate of Employment (if previously employed)	
16	Training Certificate/s (if applicable)	
17	BIR 2316 – Certificate of Compensation & Taxes Withheld (if previously employed)	
18	Duly accomplished 1905 (RDO transfer from previous employer to current employer)	
19	Duly accomplished RTMRDL (Request for Transfer of Member's Records and Loan Details) from HDMF	
20	Print out of proof of No or With Existing SSS / HDMF Loan	

Note:
Bring both the ORIGINAL and PHOTOCOPY of your requirements.
The original copies will be returned after the verification.

*Submit your requirements on or before _____.

HRD REPRESENTATIVE

<p>Prepared/Reviewed by: For the POLREV Committee:</p>  <p>ELLEN R. PASTORES Committee Vice Chairperson Date: 09/10/2022</p>	<p>Approved by: For the Board of Directors:</p>  <p>EVELIA BARDOS-TIZON BOD Chairperson Date: 09/10/2022</p>
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Employment Contract (Annex G)



SAMPLE EMPLOYMENT CONTRACT

Date

Name of applicant
Address

Dear Ms./Mr. Surname of Applicant:

We are pleased to inform you that your application for the position of _____ for National Confederation of Cooperatives Mutual Benefits Association (NATCCO MBA) Inc., has been given due consideration, and hereby offers you a (status of employment) for (##months) months, starting on (start date) to (end date), under the following terms and conditions:

1. That you are to perform under (Name of Unit), as (position title) effective (start date).
2. That you shall diligently perform the duties pertaining to the job which you have been hired, and such other duties that may have been given to you from time to time.
3. That you shall faithfully comply with all company policies, written or unwritten, as well as its rules and regulations and standards of performance prescribed by NATCCO MBAI to qualify you for regular employment status.
4. That, you understand that if you are unqualified or unfit for the position after due process and careful evaluation of your work performance, NATCCO MBAI in its exclusive discretion, may terminate your employment. It is therefore understood that NATCCO MBAI has no obligation to convert your employment to Regular status prior to or coincident with the expiration of this contract.
5. That your gross basic salary shall be PhPXX,XXX.XX per month and payable on the salary schedule of NATCCO MBAI.
6. That, you understand that if you resign voluntarily before the expiration of this contract, you must secure conformity from your immediate superior. The notice of resignation should be given at least 30 days in advance. Should you fail to do so, NATCCO MBAI reserves the right to file appropriate legal action with damages for breach of contract.

Should the foregoing terms be acceptable to you, please sign the conforme below to bind yourself with the commitments required for your appointment.

We welcome you to NATCCO MBAI and hope you will find your work both pleasant and rewarding as we look forward to mutually beneficial working relationship.

Your truly,



NAME & POSITION of Authorized Signatory

Date: _____

CONFORME:

NAME AND SIGNATURE OF CANDIDATE

Date: _____

<p>Prepared/Reviewed by: For the POLREV Committee:</p>  <p>ELLEN R. PASTORES Committee Vice Chairperson Date: 09/10/2022</p>	<p>Approved by: For the Board of Directors:</p>  <p>EVELIA BARDOS-TIZON BOD Chairperson Date: 09/10/2022</p>
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