
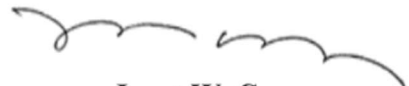

 TPBPHL <small>TOURISM PROMOTIONS BOARD PHILIPPINES</small>	QUALITY OPERATIONS MANUAL Department : Personnel and Human Resources Development Division	Documented Information Code	QOM-PHRD-03
		Date Effective	16 January 2025
		Issue Number	02
		Revision Number	12
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TITLE	RECRUITMENT, SELECTION AND PROMOTION FOR PERMANENT EMPLOYEE
OBJECTIVES	This procedure defines the process for recruiting, selecting and promoting the most qualified candidate to meet TPB's Strategic Objectives of having a highly professional workforce.
SCOPE	This procedure covers the process from the receipt of an Approved Recruitment <u>Processing Timeline</u> or directive from the Head of Agency and/or the TPB Board of Directors to the issuance of appointment papers and submission to the Civil Service Commission (CSC).

6	Approve/Disapprove Board Resolution	<ul style="list-style-type: none"> Prepare minutes of the deliberation and HRMPSB Resolution upon receipt of the complete Recommendation Forms and Candidate Rating Sheets. (5 working days) The Head of Agency approves or disapproves appointment/s and/or promotion/s, and/or endorsement to the TPB Board of Directors*. (4 working days) *For the Board Secretary V, Internal Auditor V, and Deputy Chief Operating Officers positions, endorse shortlisted candidates to the Office of the Corporate Board Secretary for TPB Board of Directors interview and deliberation. (3 working days) For qualified candidates, 	HRMO Head of Agency	<ul style="list-style-type: none"> Minutes of the Deliberation HRMPSB Resolution Recruitment, Selection and Promotion Monitoring Sheet (QF-PHRD-27) Letter of Regrets
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Prepared by	Reviewed by	Approved by
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