

POLICY ON HANDLING FIXED-TERM ASSOCIATES

Policy Statements

1. Hiring of a fixed-term associate shall be based on the (a) approved Associate Requisition Form issued by PODO; (b) Request letter and Terms of Reference issued by the office/center or program concerned for professional and faculty services, respectively; and (c) approved list of non-plantilla faculty for Guest Lecturer and Senior Industry Fellow
2. Hiring of a fixed-term associate who is sixty (60) years old and beyond shall be subject to the approval of the President subject to the recommendation of the Chancellor to be confirmed yearly.
3. Engagement of a fixed-term associate shall be covered by a service contract specifying the terms, conditions, and benefits (if any). PODO shall monitor all contracts and generate a complete list of fixed-term associates on a per term basis.
4. All fixed-term associates' contracts may be pre-terminated based on just or authorized causes, or due to valid reasons (force majeure, pandemic, among others).

Rationale, Scope and Objectives

This policy shall prescribe the policies on engagement of fixed-term associates applicable to Benilde.

This policy covers all local fixed-term associates only and all centers and offices in the College.

This policy aims to:

- a. establish effective recruitment and selection policies of qualified professionals with a systematic workforce planning system.
- b. select the best possible candidates in a cost effective and timely manner.
- c. facilitate the transition from regular associates to fixed-term associates.

5. All requests shall be included in the Offices/ Centers' Operational Expenses (OPEX) budget and certified by the Finance Office (FO).

6. Fixed-Term associates shall be governed by the policies and procedures of the College.

Important Notes:

Fixed-Term Associates include Guest Lecturers, Senior Industry Fellows (SIF), Part-time Teaching Faculty (PTF), Consultants, Project-based Associates, Retainers, Third-Party Engagement Consultants, Professional Services Consultants, and/or Religious Services/Chaplain,

For more details see the signed document in the link below:

[Policy on Handling Fixed-Term Associates](#)

POLICY ON HIRING AND REHIRING OF TEACHING ASSOCIATES

Policy Statements on Hiring Teaching Associates

1. Based on the approved plantilla, requests of a School/Program for the engagement of new teaching associates shall be accompanied by an Associate Requisition Form (ARF) from the PODO.
2. The College shall hire the best qualified candidate based on educational attainment, training, work experience, attitude, and strong potential to contribute to the accomplishment of the College's goals and objectives. It shall grant equal employment opportunity to all regardless of gender, ethnic origin, religious beliefs, etc.
3. All ARFs shall be approved by the PODO Senior Director, Finance Head, and the Vice Chancellor for Academics (VCA). Therefore, "No Approved ARF, No Recruitment" policy shall apply.

Rationale, Scope and Objectives

This policy shall Develop and prescribe policies that will guide the College in recruitment, selection and hiring processes of teaching associates of De La Salle-College of Saint Benilde.

This policy shall apply to all full-time and part-time teaching positions of De La Salle-College of Saint Benilde.

This policy aims to establish effective recruitment and selection policies to ensure that only the best qualified teaching professionals are engaged by the College in the cost efficient and timely manner.

4. All applicants for employment must meet the established minimum qualifications/ requirements.

5. All applicants are required to submit the required documents in a sealed envelope to the PODO-Talent Management Development Unit (TMDU) or the Program Chairperson.

6. Written examinations for all full-time faculty applicants shall be centralized with the PODO.

7. The Program Chairperson shall screen all applications for teaching position, determine and recommend a rank based on the applicant's qualifications, and submit his/her recommendation for hiring to the School Dean. This shall be endorsed by the School Dean to PODO for final approval for checks and balances.

Policy Statements on Hiring Teaching Associates

8. All shortlisted faculty applicants shall be required to present a teaching demonstration as part of the application and interview process.
9. The School Dean shall convene the Hiring Board composed of the School Dean/Associate Dean as presiding officer, Chairperson of the program concerned, OVCA Representative, Faculty Associate Representative and PODO representative.
10. The Hiring Board shall deliberate on the application and submit its decision to the VCA.
11. Based on the notice of decision, PODO-Talent Management Development Unit (TMDU) shall inform the applicants via email, text message or phone call.

Important Notes:

The following individuals shall be ineligible for employment:

- a. Those with criminal records or with pending criminal cases
- b. Former associates who were dismissed for just cause
- c. For FTF who has relative(s) in the College within the fourth degree of consanguinity or affinity.

The following are necessary requirements for the preparation of the Employment Contract (EC):

- Invitation Letter as applicable
- Resume with Application Letter
- Completed DLS-CSB Application Form
- Two (2) pieces of recent 2x2 colored ID picture
- Original copy or Certified True Copy of the Transcript of Records (for all degrees obtained)
- Original or Certified True Copy of Diploma (for all degrees obtained)
- Proof of Tax Identification Number (TIN), Social Security Number (SSS Number), PhilHealth Identification Number and Pag-IBIG Fund Number

12. All hired applicants shall sign on the job offer and submit the following requirements to PODO before preparation of Employment Contract (EC).

12.1. All incoming FTF members are required to undergo and pass a medical examination, conducted by a College-accredited health provider.

12.2. All provisions stated in section 11 shall also apply to Part-time Faculty (PTF).

12.2.1. PTF engaged as full-time faculty in another school should submit a document indicating permission from the mother school to teach with DLS-CSB.

12.2.2. PTF also engaged as part-time faculty in other institutions should provide a certification from all institutions indicating the period of employment and total unit load carried per semester/term/quarter.

12.2.3. Government personnel are required to provide a document indicating permission to teach with DLS-CSB.

13. No faculty shall be allowed to teach until completion of all government-mandated requirements (SSS, TIN, PhilHealth, Pag-IBIG) in compliance with government regulations.

Policy Statements on Hiring Teaching Associates

14. All hired applicants who satisfactorily passed all requirements shall be covered by an Employment Contract (EC).
15. A background check may be initiated in case there exists relevant information that will be relevant in deciding the applicant's candidacy for the position to which the candidate has applied.
16. FTF applicants may be entitled to see the results of all background checks and shall be provided the opportunity to correct any inaccurate information contained therein. All information shall be used for employment purposes only and shall be treated with utmost confidentiality. It will only be shared on a need-to-know basis with the requisitioning School/Program Head.
17. PODO will ensure the security of all information received in relation to recruitment including disclosure statements and background investigation results in accordance with the Data Privacy Law.
18. In addition to the requirements, no person shall be assigned to any School/Program, where he/she shall be reporting directly to a relative by blood or by marriage within the 4th degree of affinity or consanguinity (i.e., parents, brothers, sisters, uncles, aunts, and 1st degree cousins).
19. Inclusion of newly-hired associates in the payroll shall always be based on the pay advice prepared by TMDU and approved by the PODO Senior Director.

Policy Statements on Rehiring Teaching Associates

20. FTF members may be rehired one (1) year after their last employment with DLS-CSB, shall be considered as new applicants, and shall undergo the regular application and recruitment process.
21. PTF members who voluntarily excused themselves from teaching for three (3) consecutive years will be considered as new applicants upon re-engagement.
22. FTF members who availed of the Early or Voluntary Retirement Program shall be eligible for rehiring on a part-time engagement only.
23. The maximum re-engagement cap for retired faculty members is up to 65 years old of age as a guest lecturer only.
24. Compensation of re-hired faculty associate shall be zero-based according to the qualifications at the time of re-hiring.

For more details see the signed document in the link below:

**Policy on Hiring and Rehiring
Teaching Associates**

POLICY ON HIRING OF NON-TEACHING ASSOCIATES

Policy Statements

1. Based on the approved table of organization (TO), request of an office/center for recruitment of personnel to fill up vacant position(s) or for additional manpower shall be covered by an Associate Requisition Form (ARF), issuance of which shall be centralized at the PODO.
2. The College shall hire the best qualified candidate based on education, training, work experience and strong potential to contribute to the accomplishment of the College's goals and objectives. It shall grant equal employment opportunity to all regardless of sex, ethnic origin, religious beliefs etc.
3. All ARFs shall be approved by the PODO Senior Director, Finance Head and Chancellor. Therefore, "No Approved ARF, No Recruitment" policy shall apply.
4. All applicants for employment must meet the established minimum qualifications/ requirements.

Rationale, Scope and Objectives

This policy shall prescribe the policies on personnel recruitment, selection and hiring applicable to Benilde.

This policy covers all regular, non-teaching positions of Benilde.

This policy aims to:

- a. establish an effective recruitment and selection policies of qualified professionals with a systematic workforce planning system; and
- b. recruit and select the best possible candidates in a cost effective and timely manner.

5. Written examinations of all applicants shall be centralized in the designated Center.

6. The applicant shall be entitled to see the results of all background checks and shall be provided the opportunity to correct any inaccurate information contained therein. A background check is initiated only if significant interest exists in an applicant's candidacy for the position to which the candidate has applied. All information is for employment purposes only. It is kept in strict confidence by PODO and is shared only on a need-to-know basis with the requisitioning Office/Center Head.

7. People and Organization Development Office shall inform the successful applicants of the Job Offer via email, text message or phone call.

8. All applicants who passed the written examination and interviews by the PODO and office/center concerned shall be required to undergo a medical examination at the accredited clinic before they are hired to prove that he/she is fit to work.

Policy Statements on Hiring Non-Teaching Associates

9. All hired applicants shall sign on the job offer and submit the necessary requirements to PODO before preparation of Employment Contract (EC).
10. All hired applicants who passed satisfactorily all requirements shall be covered by an Employment Contract (EC).
11. All information received relative to recruitment shall be maintained by the PODO in a highly confidential file, including disclosure statements and background investigation results. All documentation relating to applicants shall be treated with utmost confidentiality in accordance with the Data Privacy Law.

The following individuals are ineligible for employment:

- a. Those with criminal records or with pending criminal cases
- b. Former associates who were dismissed for just cause
- c. Former associates who are not fit to work

The following are necessary requirements for the preparation of the Employment Contract (EC):

- SSS Number
- Tax Identification Number (TIN)
- Home Development Mutual Fund (HDMF) Number
- PhilHealth Number
- NBI Clearance
- Certificate of Employment or clearance from the most recent employer
- Transcript of records and Diploma (Certified True Copy)
- Two (2) pieces 2x2 colored ID Pictures
- Birth Certificate and Marriage Contract (if applicable)
- Map of the House (current residence and permanent residence)

12. No person shall be hired or assigned to any office/center, where he/she shall be reporting directly to a relative by blood or by marriage within the 4th degree of affinity or consanguinity (i.e., parents, brothers, sisters, uncles, aunts and 1st degree cousins).

12.1. Husband and wife whose marriage took place in the course of their employment shall not lose their respective jobs. The couple, however, shall not work within the same Office/ Center or in offices/centers where there exists a conflict of interest.

12.2. Any exception to the above policy provisions shall require the approval of the Chancellor in order to guarantee the best interest of the College. The approval and consent needs to be sought as per disclosure form and shall be submitted to PODO.

13. Inclusion of newly-hired associates in the payroll shall always be based on the pay advice prepared by Talent Management Development Unit (TMDU) and approved by the PODO Senior Director.

For more details see the signed document in the link below:

Policy on Hiring of Non-Teaching Associates