

SECTION 8: RECRUITMENT, SELECTION, and EMPLOYMENT

8.1. Policy Statement

De La Salle-College of Saint Benilde believes that one of the factors that contributes to the progress and success of the organization is having the right person for the right job. This policy aims to deploy competent and highly qualified administrators to assume appropriate administrative positions.

8.2. Equal Opportunity Statement

De La Salle-College of Saint Benilde is committed to providing equal employment opportunities to all applicants. The College does not discriminate on the basis of race, color, religion, sex, orientation, age, national origin, marital status, or disability.

8.3. Vacancies and OIC

8.3.1. The following vacancies may occur:

8.3.1.1. Permanent vacancy. This occurs when an incumbent vacates his/her administrative post permanently. This may be due to resignation, retirement, termination, and similar reasons.

8.3.1.2. Temporary vacancy. This occurs when an incumbent temporarily vacates his/her post. Some causes of temporary vacancies are Leave of Absence, temporary transfer/assignment or project, seminar participation, official business, secondment to another Lasallian institution and similar reasons.

8.3.2. If an OIC is necessary, such person is recommended by the official administrator or the immediate head. Proper approval shall be secured before informing the OIC candidate of the assignment.

8.3.3. A formal communication about the appointment is issued to the person designated and to offices concerned such as HRD, Finance, ITD, GASD, etc. HRD and FD shall be informed of entitlements to certain benefits or privileges.

8.3.4. Supplies, equipment and other similar needs are provided to the OIC.

8.3.5. For permanent vacancies, the OIC assumes the duties and responsibilities of the position. An OIC designation does not assure an official appointment to the administrative position.

8.3.6. For temporary vacancies, the OIC's functions include, but are not limited to, the discharge of administrative day-to-day operations of the office. The OIC shall consult the next higher authority for major decisions.

8.4. Recruitment

8.4.1. The prescribed hiring procedures stated in the respective manual to which the incoming administrator belongs shall be followed (for new hirees).

8.4.2. Sources of personnel are as follows:

8.4.2.1. Internal Source

Internal sourcing occurs when the incoming administrator is already employed in the College. In view of their familiarity with the College, priority shall be given to qualified current members of the community.

Before any communication is made to the incoming administrator, the requesting department shall seek approval from the heads of the potential administrator for the possible transfer.

Additional employment requirements may be required from the internal applicant.

8.4.2.2. External Source

External sourcing occurs when the incoming administrator is not part of the DLS-CSB employment force (e.g., project-based workers, consultants, outside applicants).

8.4.2.3. Secondment

Secondment is a temporary movement of personnel of another La Salle School to DLS-CSB or vice-versa. Generally, this is covered by the following guidelines:

8.4.2.3.1. Secondment takes place upon the request of the President of one institution and the approval of the President of the other La Salle School.

8.4.2.3.2. Matters relating to compensation, continuity of tenure and other terms of employment are decided mutually between the Presidents of the schools concerned.

8.4.2.3.3. Specific guidelines on secondment are found in HRD-OVCA and HRD and OVCA-HRD.