



PHILIPPINE SPORTS COMMISSION

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PERSONNEL OFFICE OPERATIONS

Revision No.:

1

PSC-SOP-BAFMS-04

Effectivity:

4-15-2021

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1.0 PURPOSE

The Purpose of this procedure is to provide guidelines on the effective implementation of the Civil Service Commission (CSC) memoranda, issuances, rules and regulations. It shall also provide leadership and assistance in the development and retention of qualified and efficient work force and formulate standards for training and staff development.

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2.0 SCOPE

The scope of this procedure covers recruitment and selection of personnel, time keeping and attendance, compensation and benefits, training and development and performance appraisal.

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3.0 DEFINITION OF TERMS

3.1 Biometrics is the machine used to measure and analyze a person's unique physical (or behavioral) characteristics (ex. fingerprint)

3.2 Career Development Plan is a written list of the short and long-term goals that employees have pertaining to their current and future jobs, and a planned sequence of formal and informal experiences to assist the employees in achieving their goals

3.3 Career Service refers to the positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; (3) security of tenure

3.4 Compensatory Time-off refers to the time off received by an employee who worked extra hours instead of receiving overtime pay

3.5 Manpower Planning which is also called as Human Resource Planning consists of putting right number of people, right kind of people at the right place, right time, doing the right things for which they are suited for the achievement of goals of the organization


3.6 Merit Selection Plan is the system used for selection of employees in the government service

3.7 Non-career service refers to positions expressly declared by law to be in the non-career; or those whose entrance in the service is characterized by (1) entrance on basis other than those of the usual tests of merits and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made

3.8 Performance Appraisal is the systematic evaluation of the performance of employees and to understand the abilities of a person for further growth and development

3.9 Psycho-social Attributes refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way he/she perceived things, ideas, beliefs and understanding and how he or she acts and relates these things to others in social situations


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- 3.10 Qualification Standards is a statement of the minimum qualifications for a position which shall include education, experience, training and civil service eligibility; and physical characteristics and personality traits required in the performance of the job
- 3.11 Selection Line-up is the listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited, to the comparative information of their education, experience, training and civil service eligibility, performance rating, relevant to work accomplishments, physical characteristic psycho-social attributes, personality traits and potential assessment
- 3.12 Strategic Performance Management System is a mechanism used to measure the employee's work performance
- 3.13 Training Analysis (sometimes called Training Needs Analysis (TNA)) is the process of identifying the gap in employee training and related training needs.

4.0 REFERENCE DOCUMENTS


- 4.1 Civil Service Law and Rules
- 4.2 PSC Merit Selection Plan
- 4.3 PSC Strategic Performance Management System
- 4.4 DBM Circulars/Issuances

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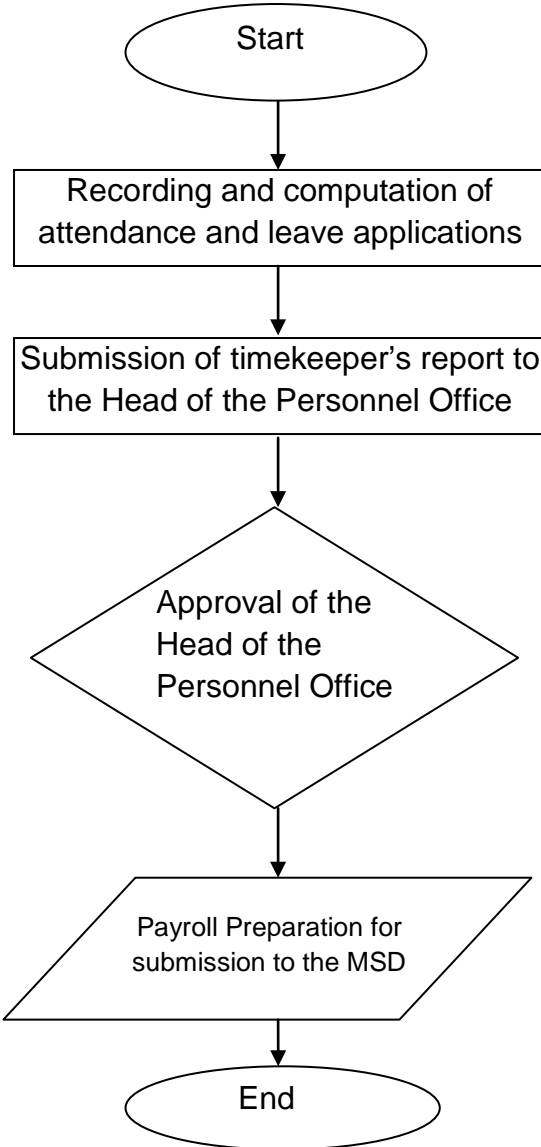
5.0 PROCESS FLOW

RECRUITMENT AND SELECTION

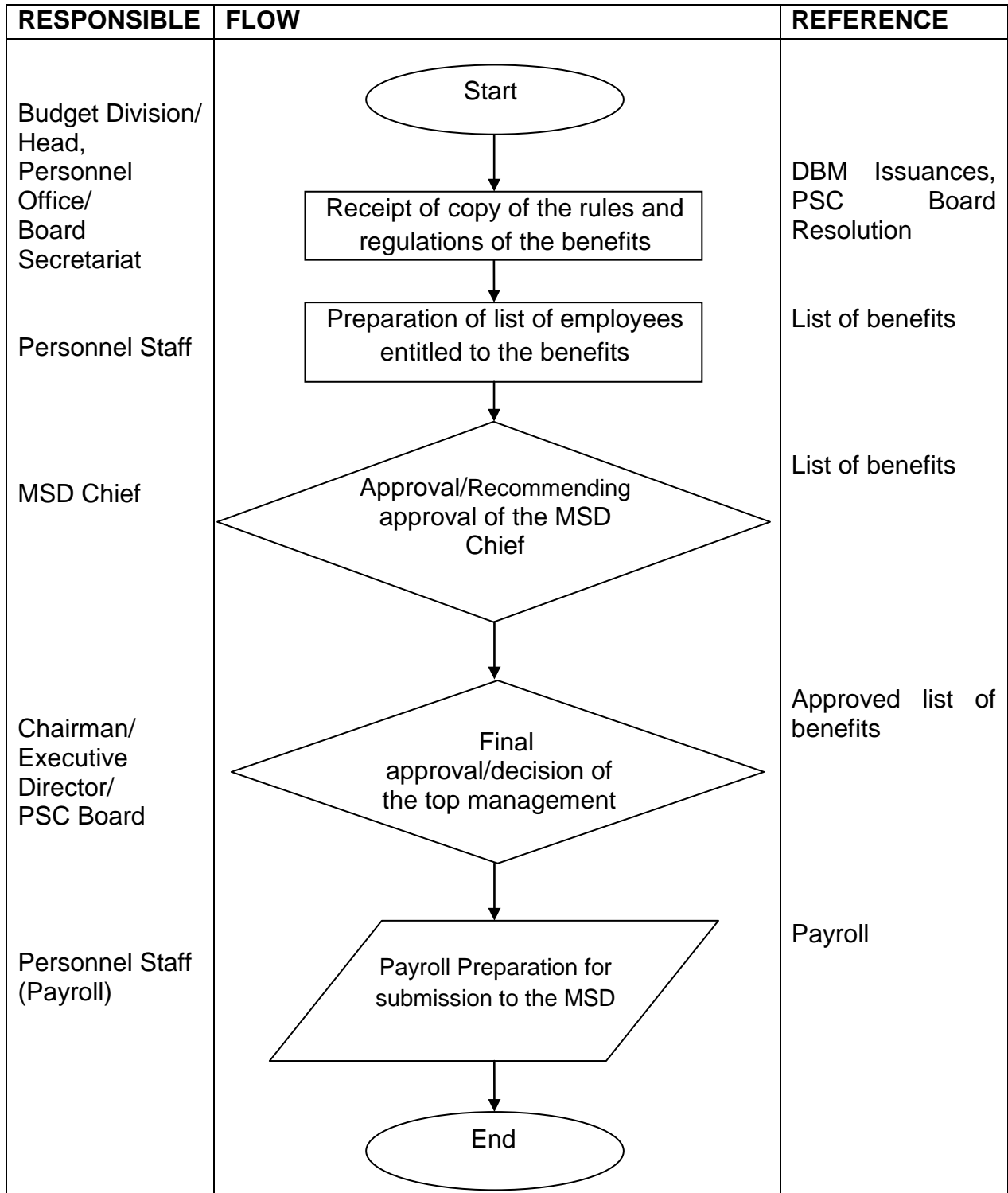
RESPONSIBLE	FLOW	REFERENCE
Personnel Staff	Start	
Personnel Staff	Publication and posting of vacant	CSC Form 9 Request for Publication of Vacant Position
Personnel Staff	Acceptance of application	Application Letter
Head, Personnel Office	Endorsement to Human Resource Merit Promotion and Selection Board (HRMPSB)	Endorsement Letter
Resident Psychologist	Preliminary Exam	Questionnaire
HRMPSB	Deliberation and interview	PCPT Form
Personnel Staff	Computation of ratings	PCPT Form
HRMPSB	Submission of reports/ranking to the Agency Head	Report on ranking
Head of the Agency	Approval/Decision of the Agency Head	List of Top Five Applicants
Personnel Office	Preparation/Issuance of appointments	Appointment Paper
	End	

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TIMEKEEPING AND ATTENDANCE


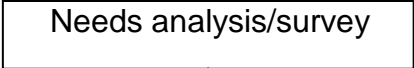
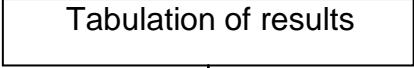
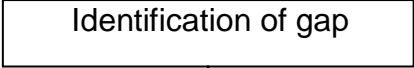
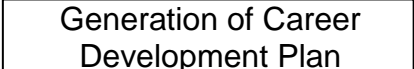
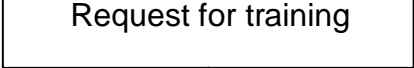

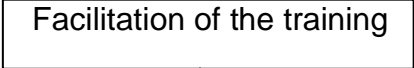
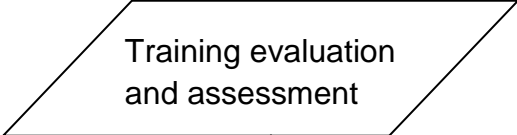
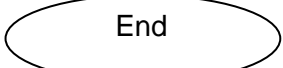
RESPONSIBLE	FLOW	REFERENCE
<p>Personnel Staff (Timekeeper)</p> <p>Personnel Staff Timekeeper</p> <p>Head, Personnel Office</p> <p>Personnel Staff (Payroll)</p>	 <pre> graph TD Start([Start]) --> Step1[Recording and computation of attendance and leave applications] Step1 --> Step2[Submission of timekeeper's report to the Head of the Personnel Office] Step2 --> Decision{Approval of the Head of the Personnel Office} Decision --> Step3[/Payroll Preparation for submission to the MSD/] Step3 --> End([End]) </pre>	<p>Daily Time Record (DTR)</p> <p>Attendance Report</p> <p>Approved Attendance Report</p> <p>Payroll</p>


COMPENSATION AND BENEFITS



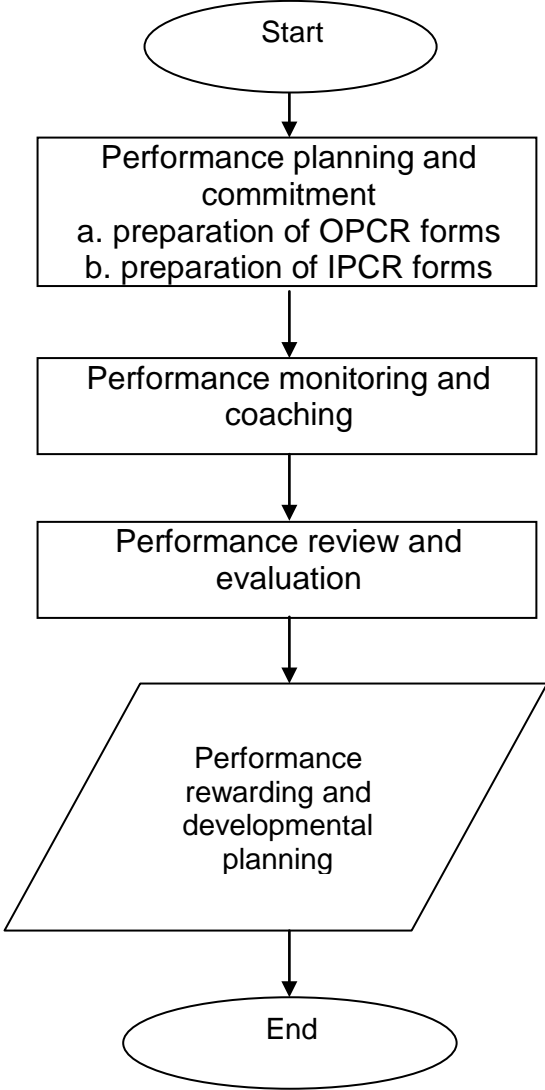



TRAINING & DEVELOPMENT

RESPONSIBLE	FLOW	REFERENCE
Personnel Staff (Training)		
Personnel Staff (Training)		Training Needs Analysis form
Head, Personnel Office		Tabulation form
Head, Personnel Office		Tabulation Result
Head, Personnel Office		Career Development Plan
Head, Personnel Office		Request Letter
Executive Director		Approved Request Letter
Personnel Staff (Training)		List of Approved Trainings
Head, Personnel Office		Training Report
		

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PERFORMANCE APPRAISAL: SPMS CYCLE

RESPONSIBLE	FLOW	REFERENCE
Employee Supervisor & Supervisor	 <pre> graph TD Start([Start]) --> A[Performance planning and commitment a. preparation of OPCR forms b. preparation of IPCR forms] A --> B[Performance monitoring and coaching] B --> C[Performance review and evaluation] C --> D[/Performance rewarding and developmental planning/] D --> End([End]) </pre>	PSC-SPMS OPCR and IPCR forms
Personnel Office		IPCR
Personnel Office		Rated IPCR
Top Management		List of Employees

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6.0 PROCEDURE

6.1 RECRUITMENT & SELECTION

- 6.1.1 Vacant positions in the career service shall be published in the PSC website and posted in at least 3 conspicuous places in PSC for at least ten (10) working days. Vacant positions which are not filled within six (6) months shall be re-published.
- 6.1.2 The following positions are exempt from the publication requirements; (1) primarily confidential positions; (2) positions which are policy determining; (3) highly technical positions; (4) other non-career positions; (5) positions to be filled by existing regular employees in the agency in case of reorganization
- 6.1.3 Preliminary evaluation of the qualifications of all candidates shall be conducted taking into consideration the required minimum qualifications for each vacant position.
- 6.1.4 Preliminary exam shall be taken for those applicants who meet the minimum qualification standards.
- 6.1.5 A Selection Line-up of those who meet the minimum qualification requirements shall be posted in at least three (3) conspicuous places in PSC.
- 6.1.6 The selection line-up shall be submitted to the HRMPSB for deliberation.
- 6.1.7 The HRMPSB shall make a systematic assessment of the competence and qualifications of the candidates for appointment to the corresponding level of positions.
- 6.1.8 The HRMPSB shall submit to the Appointing Authority the list of candidates recommended for appointment from which the Appointing Authority shall choose the applicant to be appointed.
- 6.1.9 The Appointing Authority shall assess the merits of the HRMPSB's recommendation for appointment and in the exercise of sound discretion, select in so far as practicable, from among the top five (5) ranking applicants deemed most qualified for appointment to the vacant position.
- 6.1.10 An appointment shall be issued in accordance with the provisions of the PSC's CSC Approved Merit Selection Plan.
- 6.1.11 A notice announcing the appointment of an employee must be posted in three (3) conspicuous places in PSC a day after the issuance of the appointment for at least fifteen (15) days.

6.2 ATTENDANCE & PAYROLL PREPARATION

- 6.2.1 Using the biometrics as a device for recording the attendance of an employee, the timekeeper shall compute the number of days in attendance, taking into consideration all official travels, approved leave of absence, compensatory time-off/official business, etc. However, in cases that the biometrics system is not being utilized for attendance registration (e.g. no electricity, lockdown, alternative work arrangements due to pandemic), copies of attendance through logbook, Daily Time Record (DTR) and copies of screenshots of virtual attendance registration per office are the bases of the attendance report.

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6.2.2 The approved record/report of attendance shall be forwarded for payroll preparation.

6.2.3 The payroll shall then be forwarded to the Management Services Division for review and signature and for appropriate endorsement to concerned office.

6.3 COMPENSATION & BENEFITS

6.3.1 Benefits/incentives provided for under the law are prepared and a list of entitled employees shall be submitted to the top management for approval.

6.3.2 Upon approval of the concerned Officer/s, the payroll shall be prepared for submission to the Management Services Division for review and signature and for appropriate endorsement to concerned office.

6.4 TRAINING & DEVELOPMENT

6.4.1 The Personnel Office shall conduct, on an annual basis, a Training Needs Analysis (TNA).

6.4.2 Based on the Training Needs Analysis, the training goals for each employee, shall be identified.

6.4.3 The Head of the Personnel Office shall generate a Career Development Plan for each employee of the Agency and shall submit to the Executive Director for approval.

6.4.4 The training needs should be done within the specified period.

6.4.5 A training evaluation shall be conducted after each training/seminar to assess the same appropriately.


6.5 PERFORMANCE APPRAISAL

6.5.1 Using the PSC's CSC Approved Strategic Performance Management System (SPMS), the Personnel Office shall monitor the submission of the Individual Performance Commitment & Review Form (IPCR).

6.5.2 Computation of the average of the Performance Rating and review of the Summary List of the Individual Performance Rating shall be conducted.




6.5.3 Analytic data on retention, skill/competency gaps, talent development plans that align with strategic plans shall be provided.

6.5.4 Coordination on the developmental interventions that will form part of the HR plan shall be conducted.

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7.0 FORMS ATTACHED

- 7.1 Comparative Assessment Form
- 7.2 Compensatory Time-off (CTO) Form
- 7.3 Daily Time Record (DTR)
- 7.4 Document Request Form (DRF)
- 7.5 Individual Performance Commitment Review Form (IPCR)
- 7.6 Leave Card
- 7.7 Office Performance Commitment Review Form (OPCR)
- 7.8 Payroll
- 7.9 Personnel Locator Form
- 7.10 Potential Assessment Form
- 7.11 Psycho-social and Personality Traits (PCPT) Form
- 7.12 Training Needs Analysis Form (TNA)
- 7.13 Training Needs Analysis Report
- 7.14 Training Report
- 7.15 Training and Seminar Evaluation Report
- 7.16 Training Effectiveness Evaluation and Assessment Form

Prepared by/Date:	Checked by:	Approved by/Date:
 Michelle S. Balunan Acting Head Personnel Office	 Anna Christine S. Abellana QMS Management Representative	 Atty. Guillermo B. Iroy, Jr OIC-Executive Director 15 April 2021