



Republic of the Philippines
Department of Health

'AMANG' RODRIGUEZ MEMORIAL MEDICAL CENTER

Sumulong Highway, Sto. Niño, Marikina City, Philippines 1800
Email Address: amangrod@ yahoo.com / Website: www.armmc.doh.gov.ph
Tel. Nos. (+632) 941-5854 & (+632) 948-1263

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February 3, 2021

HOSPITAL ORDER

No. 001A s. 2021

RE: INTERNAL GUIDELINES OF AMANG RODRIGUEZ MEMORIAL MEDICAL CENTER ON RECRUITMENT AND SELECTION DURING THE PERIOD OF COMMUNITY QUARANTINE

I. BACKGROUND

Amidst the President's declaration of State of Public Health Emergency through Proclamation No. 922 s. 2020, the Civil Service Commission (CSC) has issued Memorandum Circular No. 10 s. 2020 and Memorandum Circular No. 14 s. 2020 to address and manage possible disruption of services that may arise from inter-zonal mobility and access restrictions brought about by the COVID-19 pandemic.

Likewise CSC Memorandum Circular No. 5 s 2020 and Memorandum Circular No. 8, s. 2020 provides framework in the maintenance of uninterrupted and responsive and frontline and essential services as relegated to government agencies through the use of leave credits in relation to COVID-19 treatment protocols.

II. OBJECTIVE

To expedite acquisition and enhance the balance of Human Resource requirements of "Amang" Rodriguez Memorial Medical Center by adopting optimum recruitment and selection measures and counter the effect of limited face to face transaction through the use of available latest authorized technology in social media platforms without undermining the aspect of merit, fitness and Equal Employment Opportunity (EEO).

III. SCOPE

This Internal Guidelines shall cover all applicants from vacant positions published on January 3, 2021 onwards as well as other manpower augmentation initiatives until such time that Community Quarantine in the National Capital Region is lifted by the President.

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IV. GENERAL GUIDELINES

- A. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall continue adoption of the Internal Guidelines as approved by the Commission to be the basis for appointment to First, Second, and Executive/Managerial Positions in the Second Level in the Department of Health (DOH) and its Offices as embodied in Department Order No. 2019 – 0437 dated October 23, 2019 unless subsequent revision be issued by the Department of Health.
- B. Published vacant positions and anticipated vacancies must be processed, published and posted in accordance with CSC guidelines and prevailing Publication Laws by the Civil Service Commission.
- C. Adopt a mechanism that would facilitate processing issuance of appointment through utilization of available resources, networking within the local communities or other initiatives that promotes equal employment opportunity.

V. SPECIFIC GUIDELINES

HRMPSB TIMELINE OF ACTIVITIES

1. Faced by inadequacy of safe and hazard free space, the Human Resource Merit Promotion and Selection Board (HRMPSB) will coordinate with adjacent communities and elective local government officials for the provision of available space e. g. unused classrooms or rent suitable venues as maybe authorized by the Financial and Management Officer or her duly authorized representative.
2. Conduct technical capability assessment of applicants by migrating to virtual platforms such as Viber, Zoom, video conferencing, Google Meet or any other suitable virtual technology applications.
3. Require applicants with technical capability to send a short video-clip about themselves and their initial concept of the position they applied for.
4. Conduct written interview to those applicants without technical means to respond and be reached by the real-time virtual technology applications.
5. Require every member of the HRMPSB to submit interview questionnaire on to the HRMPSB secretariat for appropriate scheduling as agreed during ENBANC meetings or recent resolutions.



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6. Integrate virtual interaction with applicants as provided in CSC MC No. 14 s. 2020 in lieu of face to face transaction to be the basis of evaluation in the conduct of Targeted Selection interview.
7. Come up with Comparative Assessment Report (CAR) for applicants based on expected timeline thereby providing the appointing authority to make prudent preferential decision should it be deemed necessary that more time would be required.
8. Subsequent publication of vacant position shall be determined at large by the majority of the members of the HRMPSB in accordance to manpower priority and strategic direction of the agency.


VI. REPEALING CLAUSE

This guideline is shall be the guide and reference of the members of the Human Resource Merit Selection and Promotions Board while the General, all other related issuances inconsistent or contrary to its provisions are hereby repealed/rescinded.

VII. EFFECTIVITY

Unless suggested to be further modified by the DOH-Civil Service Field Office, this guideline shall retroactively take effect on March 16, 2020, the date of the President's declaration placing the entire country under the State of Calamity and shall remain in force until the same has been lifted by the President of the Philippines.

APPROVED:


IMELDA M. MATEO, MD, MBAH, FPCP, FPCCP
Medical Center Chief II

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1. CSC Memorandum Circular No. 14. S. 2020 dated July 8, 2020
 2. DOH Department Order No. 2019-0437 dated October 23, 2019