**UPM-HRD-OP-01F3**

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*UPM HRDO SELECTION REPORT*

**(UNIT) - HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD**

PSI POP NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION TTLE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SG/ STEP: \_\_\_\_\_\_\_\_\_\_

DATE OF LOCAL PUBLICATION (HRDO POSTING): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF CSC PUBLICATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **ASSESSMENT PROCEDURE**

The Unit Human Resource Management Personnel Selection Board evaluated and screened the following qualified applicants:

|  |  |
| --- | --- |
| (Insert Name) | Employment History (pls. include the name of company where the applicant currently works or previously worked) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **MERIT SELECTION PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Selection Factors** | **(Rank 1)** | **(Rank 2)** | **(Rank 3)** | **(Rank 4)** | **(Rank 5)** |
| 1. Performance Rating |  |  |  |  |  |
| 2. Education |  |  |  |  |  |
| 3. Training |  |  |  |  |  |
| 4. Experience |  |  |  |  |  |
| 5. Accomplishments |  |  |  |  |  |
| 6. Physical Characteristics &  Personality Traits |  |  |  |  |  |
| 7. Potential |  |  |  |  |  |
| Total |  |  |  |  |  |

1. **COMPARATIVE ASSESSMENT**

(Profile of Applicants/ Ranking of applicants)

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UPMLA HRDO SELECTION REPORT

**(UNIT)**- **HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Recommended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This is to certify that the selection process has been conducted on \_\_\_\_\_\_\_\_\_\_\_in accordance to the UP-Merit Selection Plan and Civil Service Commission Rules and Regulations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(AO/ 2nd level Member)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2nd level Administration Representative Member)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2nd level Union Representative Member)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(1st level Administration Representative Member)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(1st level Union Representative Member)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chair, UNIT-HRMPSB)