

HUMAN RESOURCE MANAGEMENT

1. RECRUITMENT, SELECTION, AND HIRING POLICY

1.) General Requirements for Application

- > Application letter
- > Comprehensive Resume*
- > Photocopy/Scanned Transcript of Records
- > Age 21 Years Old and above
- > Vision Test (School Driver)
- > Board Examination Passer Certificate (for Teaching Applicants)
- > IQ, Personality Test, and Emotional Quotient Test Results

Minimum Faculty Qualifications

a. Preschool and Elementary

(Sec. 70, 2010 Revised Manual of Regulations for Private Schools in Basic Education)

- holder of a bachelor's degree in education, or its equivalent. Preschool teachers shall have at least six (6) units of professional subjects related to primary education.
- LET board passer

b. Secondary (Junior High School)

(Sec. 70, 2010 Revised Manual of Regulations for Private Schools in Basic Education)

- holders of bachelor's degree in education or its equivalent, or a bachelor of arts degree or its equivalent, with such additional number of professional education subjects as may be required, to teach largely in their major or minor field of concentration.
- LET board passer
- Competency Passer for teachers teaching major subjects in the Technical Programs.

c. Secondary (Senior High School)

- holders of bachelor's degree in education or any bachelor's degree related to the tracks offered by the school.
- for non-education degree holder, Certificate of Teacher Education (CTE) is required and must be a licensure examination for teachers passer on or before May 2022.
- Competency Passer with AM/TM for teachers teaching major subjects in the Technical Vocational Tracks.

d. Degree Programs

(Sec. 35, 2008 Manual of Regulations for Private Higher Education)

- holder of a master's degree, to teach mainly in his major field and where applicable, a holder of appropriate professional license requiring at least a Bachelor's Degree for the professional courses. However, in specific fields where there is dearth of holders of master's degree, a holder of a professional license requiring at least a bachelor's degree may be qualified to teach. Any deviation from this requirement will be subject to regulation by the Commission.

d. Technical Programs

- Competency Passer for teachers teaching major subjects in the Technical Programs with Assessor's Methodology (AM) and Trainor's Methodology (TM) certificate of trainings.

2.) Recruitment

It has been the goal of the school to provide the highest quality of education. To ensure its attainment, the school needs competent employees to manage its daily operations and achieve its goals. The school selects its employees through written examination, careful interviews, personality test, and follow up references. Employment is based on the applicant's qualifications, consistent with the requirements of the available position. Careful consideration is given to the ability, experience, training, and attitude.

1. Recruitment of personnel is primarily based on the need of the department for services which cannot be fulfilled by full time members of the department
2. This need is determined by the Head of Office and is reported to the Head of the Human Resource Development Department.
3. Search for personnel is done through the following:

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RS Peters



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Table of Contents Nasa Human Resource Management Manual

1. Understanding the eBook Nasa Human Resource Management Manual
 - The Rise of Digital Reading Nasa Human Resource Management Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Nasa Human Resource Management Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Nasa Human Resource Management Manual
 - User-Friendly Interface

4. Exploring eBook Recommendations from Nasa Human Resource Management Manual
 - Personalized Recommendations
 - Nasa Human Resource Management Manual User Reviews and Ratings
 - Nasa Human Resource Management Manual and Bestseller Lists
5. Accessing Nasa Human Resource Management Manual Free and Paid eBooks
 - Nasa Human Resource Management Manual Public Domain eBooks
 - Nasa Human Resource Management Manual eBook Subscription Services
 - Nasa Human Resource Management Manual Budget-Friendly Options
6. Navigating Nasa Human Resource Management Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Nasa Human Resource Management Manual Compatibility with Devices
 - Nasa Human Resource Management Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Nasa Human Resource Management Manual
 - Highlighting and Note-Taking Nasa Human Resource Management Manual
 - Interactive Elements Nasa Human Resource Management Manual
8. Staying Engaged with Nasa Human Resource Management Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Nasa Human Resource Management Manual
9. Balancing eBooks and Physical Books Nasa Human Resource Management Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Nasa Human Resource Management Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Nasa Human Resource Management Manual
 - Setting Reading Goals Nasa Human Resource Management Manual
 - Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Nasa Human Resource Management Manual
 - Fact-Checking eBook Content of Nasa Human Resource Management Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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