

MEMORANDUM CIRCULAR No. 123

Series of 2024

TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT/ REGIONAL/ PROJECT MANAGERS, DIVISION MANAGERS AND ALL OTHERS CONCERNED

SUBJECT : ANNUAL RECRUITMENT PLAN OF NIA

As part of ongoing process of systematizing the human resource planning to achieve the best use of our most important asset which is our human resources, the Administrative and Finance Division at Regional Offices and Human Resources Division at Central Office are hereby directed to prepare its annual Recruitment Plan with the following objectives:

1. To determine the present and future staffing requirements of NIA;
2. To provide a predetermined strategy to be implemented during the hiring process;
3. To identify future recruitment needs such as allocation of budgeting requirements;
4. To identify possible recruitment challenges so that NIA can promptly respond to these challenges in recruitment/hiring.
5. To provide an in - depth understanding of the current situation of the human resources of NIA

The Agency's Recruitment Plan shall be duly accomplished by the Regional Office's Administrative Section and Human Resources Division's Recruitment Standards and Compensation Section at the end of each year subject for consideration and approval by the Regional/Department Manager and the Administrative Department Manager, respectively. It is the primordial duty of the recruitment personnel to update their respective Recruitment Plan to reflect changes in their personnel movement. The Recruitment Plan is comprised of the following details:

I. Lists of Existing and Anticipated Vacancies

- 1.1 Position Title
- 1.2 Item Number
- 1.3 Job Grade
- 1.4 Location
- 1.5 Date Vacated
- 1.6 Number of Next-in-Rank personnel based on Systems of Ranking Positions
- 1.7 Candidate Sourcing- refers to possible candidate sources such as qualified next in rank employees, submitted applications, referrals etc.
- 1.8 Mode of recruitment/hiring - refers to talent attraction scheme through publication in government bulletins, newspaper, Agency website, social networking, job fairs, campus recruitment, professional associations, use of databases of relevant agencies like CSC's register of eligibles etc.



II. Possible issues and concerns

It is also imperative to identify the potential deterrents that could hinder the successful sourcing of competent candidates as well as the expeditious filling-up of the vacancies such as no appropriate eligibilities among the applicants, withdrawal of applications from potential candidates, lapsation of publication, passive applications, scheduling issues etc.

Attached in this memorandum is a copy of the Recruitment Plan.

For compliance and appropriate action.


ENGR. EDUARDO EDDIE G. GUILLEN

Administrator

10 DEC 2024



RECRUITMENT PLAN

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I. LISTS OF EXISTING AND ANTICIPATED VACANCIES

	Position Title	Section / Division	Job Grade	Item No.	Date Vacated	No. of Next-in-Rank as per SRP	Candidate Sourcing	Mode of Recruitment/ Hiring	Target Date of Filling-up
1									
2									
3									
4									

II. POSSIBLE ISSUES AND CONCERNS

Prepared by:

Approved by :
