RECRUITMENT

CVA RISK ASSESSMENT GUIDE

ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	DOCUMENTS REQUIRED	RISK FACTORS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES
Determine Vacancies for FO1 position	NHQ Personnel Section	To determine the required number of personnel for recruitment	DBM Authorized strength per year for the last five (5) years. BFP Strength Report for the last five (5) years.	Premature disclosure of vacancies to favor certain applicants	Low	Low	DBM Authorized strength, RA 9263
Allocate quota per region	Directorate for Admin	To determine number of personnel to be assigned per region	Formula for quota allocation	Influence by certain RDs for higher quota	Medium	Medium	Formal request from regions as to the number needed
Declare Recruitment of FO1 to all Regions	FC	To inform regional directors re commencement of recruitment	Memo Circular re Vacant Positions\n\nLogbook on incoming Memos	Unauthorized early release of information re recruitment\n\nDelay in info dissemination	Medium	Low	Logbook, Acknowledgement of Memo Circular
Publish Vacancies	NHQ Personnel Section	To inform the public of the vacant positions in the bureau	Publications Postings	Postings of vacancies in selected areas only	Medium	Medium	CSC bulletin of vacant positions; Memo sent to all regions via fax
Receive Application Folders of Applicants (for Regional applicants)	Regional Personnel Section	To compile applicant credentials	List of applicants	Loss of folders/ attached documents	Low	Low	Logbook
Prepare Matrix (for Regional applicants)	Regional Personnel Section	To identify applicants' credentials	Folders	Matrix subject to manipulation to favor certain applicants	Low	Low	Logbook
Interview (for Regional applicants)	RPSB	To validate credentials of applicants	Folders;Matrix	Interview may not be objective	Medium	Low	QS, guidelines on conduct of interview

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ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	DOCUMENTS REQUIRED	RISK FACTORS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES
Initial Medical/ Dental Exam (for Regional applicants)	REMS	To ensure the physical fitness of applicants	Endorsement from the RPSB re medical/ dental exam	*Subject to "waivers" *May be skewed to favor select applicants *Falsification/ altering of documents/ exam results *Collusion between EMS personnel and applicant	Medium	Medium	Medical Criteria/ Guidelines; Medical exam results
Background Investigation (for Regional applicants)	Regional Intelligence and Investigation Unit	To ensure the integrity of the applicants	Background investigation reports	*Misdeclarations/ non-declaration in investigation reports *Background check may not be comprehen- sive as due to lack of manpower *Falsification/ altering of documents	Medium	Medium	Investigation reports
Agility Test (for Regional applicants)	Regional Personnel Section	To evaluate physical fitness of applicants	Results of agility tests	*Biased Selection	Medium	Medium	Criteria/ Guidelines re agility test; results of agility test
Short list qualified candidates (for Regional applicants)	Regional Personnel Section	To identify short listed applicants for recruitment	Results of medical, BI, and agility tests	*Biased Selection	Low	Low	Results of medical, BI, and agility tests
Approval and endorsement of qualified applicants (for Regional applicants)	Regional Director	To recommend qualified applicants	Marix of short listed applicants	*Alterations on list of qualified applicants	Low	Low	Matrix
Receive Application Folders of Applicants (for NHQ applicants)	NHQ Personnel Section	To compile matrices from regions	Matrix from regions	* Loss of folders/ attached documents	Low	Low	Logbook
Prepares Matrix (for NHQ applicants)	NHQ Personnel Section	To identify applicants' credentials and/or credentials	Folders	*Matrix subject to manipulation to favor select applicants	Low	Low	Logbook

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ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	DOCUMENTS REQUIRED	RISK FACTORS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES
Panel Interview (for NHQ applicants)	NHQ PSB	To evaluate applicants	Folders;Matrix	*Non- interview of applicant/s *Collusion among PSB members * Interview may not be objective	Medium	Medium	Folders vs. criteria on selection, guidelines on conduct of interview
Comprehen-sive Medical/ Dental Exam (for NHQ applicants)	EMS	To assure the physical fitness of applicants	Endorsement from PSB	*Subject to "waivers" *May be skewed to favor select applicants *Falsification/ altering of documents/ exam results *Collusion with investigators /EMS doctors/ personnel	Medium	Medium	Medical/ dental Criteria/ Guidelines; Medical exam results
Background Investigation (for NHQ applicants)	IAS	To assure the integrity of the applicants	Endorsement from PSB	*Misdeclarations/ non-declaration in investigation reports *Background check may not be comprehen-sive *Falsification/ altering of documents	Medium	Medium	Guidelines re investigation; investigation reports
Agility Test (for NHQ applicants)	NHQ Personnel Section	To evaluate physical fitness status of applicants	Folders; Matrix	*Waiver	Medium	Medium	Criteria/ Guidelines re agility test; results of agility test
Short list qualified candidates (for NHQ applicants)	NHQ PSB	To identify short listed applicants for recruitment	Results of medical, BI, and agility tests	*Biased Selection	Low	Low	Results of medical, BI, and agility tests

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ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	DOCUMENTS REQUIRED	RISK FACTORS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES
Receive Application Folders of NHQ applicants and those endorsed by the Regional Offices (for Regional and NHQ applicants)	NHQ PSB	To receive application folders of Regional and NHQ applicants	Folders of qualified applicants; endorsement by RDs re short listed applicants	* Loss of folders/ attached documents	Low	Low	Endorsement from RD; matrices of qualified applicants
Consolidate Applications from all areas including the national office (for Regional and NHQ applicants)	NHQ PSB	To integrate recruitment applications nationwide	Applicants' folders; list of qualified applicants	* Loss of folders/ attached documents	Low	Low	Complete list of qualified applicants
Conducts Final Deliberation and issues Board Resolution	NHQ PSB	To arrive at a list of qualified applicants (for recruitment [NHQ applicants] and final medical and dental exam [for regional applicants])	Applicants' folders; list of qualified applicants	*Collusion among PSB members *Biased Selection	Medium	Medium	List of NHQ qualified applicants; Rating sheets
Comprehensive Medical/Dental Exam (For Regional Applicants who qualify)	EMS	To assure the physical fitness of qualified applicants	Endoresement for Medical/ dental exam from the PSB	*Subject to "waivers" *May be skewed to favor select applicants *Falsification/ altering of documents/ exam results *Collusion among investigators /EMS doctors/ personnel	Medium	Medium	Medical/ Dental Criteria/ Guidelines; Medical exam results
Conduct deliberation, if necessary and prepare Board Resolution	Personnel Selection Board (NHQ)	To recommend Alternate who will replace Principal who fails in exam	Board Resolution on Personnel for Promotion	Undue influence by PSB members to favor certain applicants	Medium	Medium	Medical exam results

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ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	DOCUMENTS REQUIRED	RISK FACTORS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES
Approve Board Resolution of Successful Applicants	FC	To confirm the list of succesful applicants	Board Resolution	*Reversals in the Board Resolution	Low	Low	Board Resolution
Processing of Appointments and Oath Taking	NHQ Personnel Section	To officially absorb FO1s	Board Resolution	*Delay in processing	Low	Low	Board Resolution; appointment papers
Temporary Appointment	NHQ Personnel Section	To officially absorb FO1s	Board Resolution	*Intentional delay in informing successful applicants	Low	Low	Appointment papers
FBRC Training	FNTI	To provide special training for new FOI recruits	Endorsement from NHQ Personnel Section	* Non-completion/ attendance of training	Low	Low	List of successful applicants for training
Submit Appointment papers to CSC for attestation	Directorate for Admin, NHQ	to confirm appointment	Appointment papers	Delayed submission of appointment papers to CSC	Low	Low	Board Resolution; Appointment papers

PROMOTION

CVA RISK ASSESSMENT GUIDE

ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	DOCUMENTS REQUIRED	RISK FACTORS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES
Identify promotion quota per position per region (including NHQ)	Directorate for Admin, NHQ	To determine the no. of vacant positions	Plantilla /List	Favoring NHQ or certain regions, internal and external influence	Low	Medium	DBM Strength
Disseminate quota to NHQ and regional offices	Fire Chief	To inform all concerned about vacant positions	Memo Circular re Vacant Positions	Delayed or lack of information dissemination	Medium	Medium	Memo, logbook
Receive folders of applicants for promotion	Personnel Section, NHQ/Regional Office	To identify personnel vying for vacant positions	Employees' folders, endorsement from RD	Loss of folders, discrimination against or favoring certain applicants	Low	Low	Logbook of received folders; control number per folder

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ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	DOCUMENTS REQUIRED	RISK FACTORS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES
Prepare matrix of applicants	Personnel Section, NHQ/Regional Office	To come up with list of interested applicants	Employees' folders	Loss of folders/ attached documents, non-inclusion in matrix, biased selection	Low	Low	Logbook of received folders; matrix of applicants
Evaluate QS and other legal reqts of applicants	Personnel Section, Intel & Investgtn Unit (NHQ/Regional Office)	To determine qualified applicants based on QS and legal requirements	1. Matrix of Applicants 2. Employee's folders	*Falsification of documents *Biased Selection	Medium	High	Logbook of received folders; Folders vs. criteria for selection, guidelines on qualifications, evaluation report
Prepare matrix of qualified applcnts	Personnel Section, NHQ/Regional Office	Identify applicants who pass qualification reqts	1. Matrix of Applicants 2. Employee's folders 3. Evaluation Report	*Loss of folders/ attached documents *Biased Selection	Low	Low	Logbook; Matrix of qualified applicants vs. Matrix of interested applicants
Approve/ endorse matrix of qualified applicants	Fire Chief (NHQ)/Regional Director	To confirm final list of qualified applicants	Matrix of Qualified Applicants	*Alter matrix of qualified applicants	Low	Low	Matrix of qualified applicants vs. Matrix of interested applicants
Consolidate regional and NHQ matrices of qualified applicants	Personnel Section, NHQ/Regional Office	To establish complete list of qualified applicants	Matrix of Qualified Applicants (NHQ and Regional)	*Biased Selection	Low	Low	Logbook, NHQ and Regional matrices of qualified applicants
Conduct written exam and panel interview	Personnel Selection Board (NHQ)	To determine potential of applicants to assume higher position	1. Matrix of Qualified Applicants (NHQ and Regional) 2. Employees folders (8 copies)	Biased conduct of panel interview ("bata-bata" system) and checking of exam results, undue influence from PSB members themselves, other PSB officials, and government officials	Medium	High	Guidelines on conduct of exam and interview

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ACTIVITY	RESPONSIBLE UNIT/ PERSON	OBJECTIVE	DOCUMENTS REQUIRED	RISK FACTORS	LIKELIHOOD OF OCCURRENCE	SIGNIFICANCE OF RISK	CONTROL ACTIVITIES
Rank applicants	Personnel Selection Board (NHQ)	To prioritize list of applicants based on written exam and interview	1. Matrix of Qualified Applicants (NHQ and Regional) 2. Employees folders	Likelihood of altering exam/interview results, inaccuracies in computing applicants' scores	Medium	Medium	Mechanism to validate ranking, matrix, rating sheets
Conduct final deliberation and prepare Board Resolution	Personnel Selection Board (NHQ)	To establish final list of applicants for promotion: Principals and Alternates	1. Matrix of Qualified Applicants (NHQ and Regional) 2. Employees folders	Undue influence by PSB members to favor certain applicants	Medium	Medium	QS, legal and other documents
Conduct medical and neuropsycho'l exams to qualified applicants based on quota	Emergency Medical Services (NHQ)	To determine physical and mental fitness of quota applicants	1. Matrix of Qualified Applicants (NHQ and Regional) 2. Employees folders	*Alterations of exam results *Passing of applicant despite failure in medical/physical/neuropsycho-logical test *Collusion with personnel of PNP and DOH accredited clinic/hospital	Medium	Medium	Required lab exams; results
Conduct deliberation, if necessary and prepare Board Resolution	Personnel Selection Board (NHQ)	To recommend Alternate who will replace Principal who fails in neuropsych exam	1. Board Resolution on Personnel for Promotion	Undue influence by PSB members to favor certain applicants	Low	Low	Matrix, Medical exam results
Approve Board Resolution and endorses to Dir. For Admin	Fire Chief	To confirm the list of personnel for promotion	1. Board Resolution 2. Matrix of Personnel for Promotion	*Reversals/ alterations in the Board Resolution	Low	Low	Board Resolution, Medical exam results
Submit Appointments to CSC for attestation	Directorate for Admin, NHQ	To confirm appointment	Appointment papers	Delayed submission of appointment papers to CSC	Low	Low	Board Resolution; Appointment papers

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