



MEMORANDUM FROM THE SECRETARY

TO : **FIRST AND SECOND LEVEL HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF THE DICT CENTRAL OFFICE**

REGIONAL CLUSTER OFFICES

SUBJECT : **OPENING OF VACANCIES IN THE CENTRAL OFFICE AND REGIONAL CLUSTER OFFICES**

DATE : **12 JULY 2021**

In the exigencies of the service, pursuant to the provision of existing laws, and to address the urgent to fill the Department's human resource and manpower needs, the first and second level Human Resource Merit Promotion and Selection Board (HRMPSB) of the Central Office is hereby **directed** to promptly publish, source, and evaluate applications for existing vacancies in the Central and Regional Cluster Offices (RCOs) of the Department.

In order to expedite the processing of the same, the Human Resource Management Division, Central Office, as the focal division in the recruitment, selection and placement activities of the entire Department, is hereby authorized to call on the RCOs for immediate assistance in the prompt publication and posting of all vacancies, and in the conduct of complete staff work of all applications received for endorsement to the concerned HRMPSB in the Central Office. In turn, the Regional Cluster Offices (RCOs) shall source and evaluate applications received either thru physical submission or via the assigned email address, and promptly transmit the same using the appropriate evaluation forms and other requirements prescribed by the Central Office.

All applications, regardless of evaluation result (qualified or unqualified), shall be immediately transmitted to the HRMD of the Central Office for final review, evaluation, and processing pursuant to the pertinent provisions of the Department's Merit Section Plan.

For immediate compliance.


GREGORIO B. HONASAN II
Secretary



Copy furnished:
All concerned.