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Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	HIRING REGULAR FACULTY (ORIGINAL APPOINTMENT)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. PREPARATION AND SUBMISSION OF BP] Step1 --> Decision{2. COMPLETE} Decision -- NO --> Return[RETURN TO UNIT WITH LETTER] Return --> Comp[COMPLETION OF LACKING REQUIREMENTS] Comp --> Recheck[RECHECKING AND REEVALUATION OF DOCUMENTS] Recheck --> Step3[3. BUDGET CLEARANCE] Decision -- YES --> Step3 Step3 --> End((A)) </pre>	<p>Prepares and submits BP with complete documents to HRDO.</p> <p>Completion of requirement checklist.</p> <p><i>Note: If there are clarifications/missing documents, return to the college/office with deficiency checklist; if complete, HRDO provides clearance and submits to Budget Office.</i></p> <p>Provides clearance.</p> <p>Appointments that pass thru APFC:</p> <ul style="list-style-type: none"> • Original • Reemployment • Reappointment • Transfer from other government agency • Extension of Service beyond compulsory retirement age of 65 • Professorial Chairs • Faculty Grant • Tenure • Waiver re: Tenure Rule • Reclassification • Transfer to regular item • Automatic promotion • Promotion 	<p>End User</p> <p>HRDO Staff</p> <p>HRDO Staff</p> <p>End User</p> <p>HRDO Staff</p> <p>BO Chief</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date:

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Flowchart	Description	Person Responsible
<pre> graph TD A((A)) --> P4[4. DELIBERATION AND ACTION ON RECOMMENDATION] P4 --> D1{ENDORSED} D1 -- YES --> B((B)) D1 -- NO --> P5[5. COMPLY ADDITIONAL INFORMATION REQUESTED] P5 --> P6[6. COMPLETES THE DOCUMENTS NEEDED] P6 --> B </pre>	<p>Deliberates and acts on the recommendation.</p> <p>Prepares letter of compliance to the requirements of APFC.</p> <p>Completes the needed data and forwards to HRDO for re-deliberation of APFC.</p>	<p>APFC</p> <p>HRDO Staff</p> <p>End User</p>

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Flowchart	Description	Person Responsible
<pre> graph TD B((B)) --> 6[6. RECOMMENDATION & SIGNING OF BP] 6 --> 7[7. APPROVAL AND SIGNING] 7 --> 8[8. PREPARATION AND INITIAL ON FA] 8 --> 9[9. INITIAL ON FA] 9 --> 10{APPROVED} 10 -- YES --> 11[11. RELEASING OF COPIES] 10 -- NO --> C((C)) 11 --> End((End)) </pre>	<p>Recommends action; signs BP.</p> <p>Approves; signs BP.</p> <p>Prepares FA based on approved BP; initials FA.</p> <p>Initials FA.</p> <p>Approval of FA.</p> <p>Distributes FA to concerned colleges/offices as follows:</p> <ul style="list-style-type: none"> • 1st copy (Original) - Employee • 2nd copy - 201 File • 3rd copy - Accounting Office • 4th copy - BO 	<p>VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p> <p>VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p>

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Flowchart	Description	Person Responsible
<pre> graph TD C((C)) --> 12[12. ENDORSEMENT OF BP TO OVPA] 12 --> 13[13. ENDORSEMENT TO OSU] 13 --> 14[14. DELIBERATION OF ENDORSEMENT] 14 --> ENDORSED{ENDORSED} ENDORSED -- NO --> 15[15. RETURN TO VCAA FOR ACTION] 15 --> 13 ENDORSED -- YES --> SIGNING[SIGNING AND APPROVAL OF BP] SIGNING --> 16[16. PREPARATION OF FA] 16 --> End((End)) </pre>	<p>Endorses BP to OVPA for Professor level (SG 26 and above) and extension of service beyond 65.</p> <p>Endorses to OSU.</p> <p>Deliberates endorsement and acts on the recommendation.</p> <p>If not approved, returns endorsement to OVCAA for action; If approved, President signs BP.</p> <p>Prepares FA.</p>	<p>Chancellor</p> <p>VPAA</p> <p>BOR</p> <p>VPAA</p> <p>President/BOR</p> <p>HRDO/OSU Staff</p>

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