



REVISED OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS

**1:30pm to 4:45pm, Thursday & Friday
September 12 & 13, 2024 via ZOOM**

Course Outline

General Policies on Appointment

- General Policies on Appointment
- Effectivity and Submission of Appointments
- Disapproval/ Invalidation and Recall of Approval/ Validation of Appointments
- Prohibitions

TALENT PLANNING

Processes for assessing and defining Agency's staffing demands, making provision for the movement of human resources into, within and out of the organization so that people's competencies are effectively and efficiently utilized to achieve Agency's goals.

- Qualification Standards
- Employment Status, Nature of Appointment and Other Human Resource Actions
- Evidence Requirements for PRIME HRM

TALENT SOURCING

Processes and strategies for identifying and attracting as many qualified candidates for existing and anticipated vacancies.

- Publication and Posting of Vacant Positions

TALENT SELECTION AND PLACEMENT

Processes for evaluating and selecting most qualified candidates based on objective job related criteria.

Preparing new entrants to the Agency and roles to facilitate integration, performance and promote retention.

- Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board
- Procedures in the Preparation of Appointments
- Requirements for Regular Appointments
- Employment Status, Nature of Appointment and Other Human Resource Actions
- Probationary Period

Modes of Separation

- Certain Modes of Separation, Documents Required for Record Purposes

Responsibilities of HRMO

- Responsibilities of the Human Resource Management Officer

Valuable advice on Appeals

This lecture will comprehensively cover all the rules (1 to 13) of the Revised Omnibus Rules on Appointments and other Human Resource Actions with best practices insights to be shared by the lecturer.

This two-session training is highly recommended for all public servants, heads of all branches of government, state universities and colleges, directors and head of bureaus, personnel head, chairpersons and members of the selection committees, prosecutors, lawyers, ombudsmen, judges and justices of the judiciary, arbitration and mediation boards, human resource practitioners, key management officials, and those aspiring to enter public service.

The webinar open to the general public. Those in the private sector who wants to benchmark on the government's CSC rules are welcome to attend.

Center for Global Best Practices is a CSC-accredited training provider. Government employees attending this program will earn points for career advancement. Attendees from the government are exempted from the P2,000.00 limit set by COA for attending training provided by the private sector based on Department of Budget and Management Circular No. 563 dated April 22, 2016.

Training investment is inclusive of an e-certificate and a printed learning material:

₱ 4,880 / person (when you register and pay on or before August 12, 2024)

₱ 5,880 / person (when you register after August 12, 2024)

We encourage those interested to attend to register and pay at least 15 days prior to the scheduled training to ensure that the printed manual is delivered prior to the webinar schedule. Courier services need a lead time of 2 weeks specially in the Visayas and Mindanao areas.

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