



**PHILIPPINE MINING DEVELOPMENT CORPORATION**

**Quality Procedure**

**Hiring**

Control No: PMDC-QP-07-02

Revision No.: 2

Effectivity: September 15, 2017

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**Internal Hiring/Promotion for Rank-and-File Positions**

*Note: Priority is given to internal candidates prior to hiring of external applicants.*

Step	Hiring Procedures	Responsibility	Forms to Use/References/Remarks
1	Determine the need for hiring/ filling up of vacant position in accordance with approved organization structure, and outline job description, technical requirements/ qualification standards (if new position)*	Requesting Manager/ Officer/HRAD Manager for the qualification standards	Memorandum to the President and CEO to be submitted by Requesting Manager and coursed through the concerned Vice-President.  To be discussed in the MANCOM
2	Approval of Request for Hiring	President and CEO	
3	Issue memo or notice regarding the publication of the vacant position.	HRAD Manager	Memorandum or Notice of Vacant Position with required qualifications
4	Accept applications from employees: (1) letter of interest in the vacant position addressed to the President & CEO, attention to the HRAD Manager, and (2) updated resume must be submitted by the aspiring employee	HR Specialist to ensure completeness of submitted requirements	
5	Preliminary evaluation of candidates - Prepare a comparative list of candidates taking into consideration the minimum qualification requirements of the position/criteria (4.1.1, 4.1.2, 4.1.3 and 4.1.4) prescribed in the Promotion and Selection Policy; - Forward the comparative list of candidates to the concerned department/unit where the vacancy exists together with the application documents	HR Specialist to be reviewed by the HR Officer/HRAD Manager	Promotion and Selection Policy  Comparative List of Candidates ( <b>Form 9</b> )
6	Evaluation of applicants, which includes: 1. Written examination; 2. Other forms of testing (optional)	Requesting Manager with assistance from HRAD, if required.	Shortlist of Candidates & Written Justification (if necessary)
7	Submission to the Promotion and Selection Board (PSB) of the following: a. Post-test shortlist/ranking of	Requesting Manager	Promotion and Selection Policy

Approved by:

**Jaime T. De Veyra**

Vice President, Corporate Services

Date:

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	<p>candidates and written justification; and,</p> <p>b. Selection line-up/comparative list of candidates prepared by HRAD</p>		<p>Requesting Manager's Shortlist of Candidates &amp; Written Justification (if necessary)</p>
8	<p>Evaluation of the candidates</p> <p>- PSB Interview</p>	<p>Promotion and Selection Board (PSB)</p>	<p>Promotion and Selection Policy</p> <p>Comparative List of Candidates (<b>Form 9</b>)</p> <p>Requesting Manager's Shortlist of Candidates &amp; Written Justification (if available)</p> <p>Candidate Evaluation Form (<b>Form 1</b>) <i>duly signed by the PSB Member</i></p> <p>PSB Evaluation Summary (<b>Form 10</b>)</p>
9	<p>Submission of the PSB Evaluation Summary to the Vice President</p>	<p>PSB, PSB Secretariat</p>	<p>PSB Evaluation Summary (<b>Form 10</b>)</p>
10	<p>Interview by the Vice President of the requesting department</p>	<p>Concerned Vice President</p>	<p>PSB Evaluation Summary (<b>Form 10</b>)</p> <p>Interview Sheet for President and Vice President (<b>Form 2</b>)</p>
11	<p>Submission to the President and CEO the evaluation report of the screened candidates:</p> <p>a. PSB Evaluation Summary</p> <p>b. Interview Sheet of the requesting department's Vice President</p>	<p>HRAD</p>	<p>PSB Evaluation Summary (<b>Form 10</b>)</p> <p>Interview Sheet for President and Vice President (<b>Form 2</b>)</p>
12	<p>Interview of the President and CEO</p>	<p>President and CEO</p>	<p>Interview Sheet for President and Vice</p>

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Vice President, Corporate Services

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			<b>President (Form 2)</b>
13	Final selection of employee for promotion	President and CEO	Promotion and Selection Policy
14	Issuance of the Notice of Personnel Action/Approval of Promotion (copy furnished Payroll Officer for the new compensation)	HR Officer, HRAD Manager	Notice of Personnel Action <b>(Form 3)</b>
15	Issue New Employment Contract	HRAD	
16	Send out "Regrets Letter" to shortlisted candidate who did not pass the evaluation process	HR Specialist, HR Officer	Regrets Letter – for interviewed applicants who did not make it <b>(Form 5)</b>

Any exception to the above-stated procedure shall be subject to the approval of the President and CEO.

<b>Internal Hiring / Promotion for Managerial Positions and Above</b> <i>Note: Priority is given to internal candidates prior to hiring of external applicants.</i>			
Step	Hiring Procedures	Responsibility	Forms to Use/References/Remarks
1	Determine the need for hiring/ filling up of vacant position in accordance with approved organization structure, and outline job description, technical requirements/ qualification standards (if new position) *	President and CEO for Vice President Positions; President and CEO and concerned Vice President for managerial positions/ HRAD Manager for the qualification standards and job descriptions	Memorandum to the President and CEO to be submitted by the Requesting Officer
2	Approval of Request for Hiring	President and CEO	
3	Issue memo or notice regarding the publication of the vacant position upon approval of President/CEO	HRAD Manager	Memorandum or Notice of Vacant Position with required qualifications
4	Posting of Notice of Vacancy in the PMDC website and through any or all of the following: <ul style="list-style-type: none"> <li>• Online platforms such as Jobstreet</li> <li>• Conspicuous place within the office premises</li> <li>• Others</li> </ul>	HR Specialist	
5	Accept applications from employees: (1)	HR Specialist to ensure	



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	letter of interest in the vacant position addressed to the President & CEO, attention to the HRAD Manager, and (2) updated resume must be submitted by the aspiring employee	completeness of submitted requirements	
6	<p>Preliminary evaluation of candidates</p> <ul style="list-style-type: none"> <li>- Prepare a comparative list of candidates taking into consideration the minimum qualification requirements of the position/criteria (4.1.1, 4.1.2, 4.1.3 and 4.1.4) prescribed in the Promotion and Selection Policy;</li> <li>- Forward the comparative list of candidates to the concerned VP for managerial positions (Note: For above managerial positions, forward directly to the President &amp; CEO)</li> </ul>	HR Specialist to be reviewed by the HR Officer/HRAD Manager	<p>Promotion and Selection Policy</p> <p>Comparative List of Candidates (<b>Form 9</b>)</p>
7	Interview of qualified candidates	Vice-President	<p>Comparative List of Candidates (<b>Form 9</b>)</p> <p>Interview Sheet – for VP and President (<b>Form 2</b>)</p>
8	Endorsement of qualified candidates to the President and CEO	Vice-President	
9	Interview and assessment of shortlisted candidates	President and CEO	<p>Comparative List of Candidates (<b>Form 9</b>)</p> <p>Interview Sheet – for VP and President (<b>Form 2</b>)</p>
10	Endorsement to the Board Committee on Nominations and Remuneration	President and CEO	Memo to the Board Committee
11	Interview and evaluation of candidates	Board Committee on Nomination and Remuneration	
12	Endorsement of the most qualified applicant to the PMDC Board	-do-	Memorandum to the Board
13	Approval (or disapproval) of hiring/promotion	PMDC Board	Board Resolution
14	Prepare & serve Notice of Personnel Action; (copy furnished Payroll Officer for the new compensation)	HRAD Manager/Payroll Officer	Notice of Personnel Action Form ( <b>Form 3</b> )

Approved by: Mary Ann P. Zarcilla  
OIC Vice President, Corporate Services

Date: \_\_\_\_\_

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15	Issue New Employment Contract	HRAD	
16	Send out "Regrets Letter" to shortlisted candidate who did not pass the evaluation process	HR Specialist, HR Officer	Regrets Letter – for interviewed applicants who did not make it ( <b>Form 5</b> )
Any exception to the above-stated procedure shall be subjected to the approval of the President and CEO			

<b>External Hiring for Rank-and-File Positions</b>			
<b>Step</b>	<b>Hiring Procedures</b>	<b>Responsibility</b>	<b>Forms to Use/References/Remarks</b>
1	Draft Job Advertisement after approval to fill-up vacant position	HR Specialist, HR Officer and reviewed by HRAD Manager & Requesting Manager	
2	Posting of Job Advertisement in the PMDC website and through any or all of the following: <ul style="list-style-type: none"> <li>• Online platforms such as Jobstreet</li> <li>• Conspicuous place within the office premises</li> <li>• Others</li> </ul>	HR Specialist	
3	Receipt of applications <ul style="list-style-type: none"> <li>• Application Letter</li> <li>• Curriculum Vitae (CV) with photo</li> </ul>	HR Specialist	
4	Initial Screening <ul style="list-style-type: none"> <li>- paper evaluation of applications based on submitted CV, job description and technical requirements for the position</li> </ul>	HR Officer	
5	Communicate with applicants regarding the schedule of the written examination and interview of shortlisted applicants	HR Specialist	Letter informing shortlisted applicants of interview schedule ( <b>Form 4 or 4-A, whichever is applicable</b> )
6	Preliminary evaluation of candidates <ul style="list-style-type: none"> <li>- Prepare a comparative list of candidates taking into consideration the minimum qualification requirements of the position/criteria (4.1.1, 4.1.2, 4.1.3 and 4.1.4)</li> </ul>	HR Specialist to be reviewed by the HR Officer/HRAD Manager	Promotion and Selection Policy  Comparative List of Candidates ( <b>Form 9</b> )

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OIC Vice President, Corporate Services

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	<p>prescribed in the Promotion and Selection Policy;</p> <ul style="list-style-type: none"> <li>- Forward the comparative list of candidates to the concerned department/unit where the vacancy exists together with the application documents</li> </ul>		
7	<p>Evaluation of applicants, which includes:</p> <ol style="list-style-type: none"> <li>1. Written examination;</li> <li>2. Other forms of testing (optional)</li> </ol>	<p>Requesting Manager with the assistance if HRAD, if required</p>	<p>Shortlist of Candidates &amp; Written Justification (if necessary)</p>
8	<p>Evaluation of the candidates</p> <ul style="list-style-type: none"> <li>- PSB Interview</li> </ul>	<p>Promotion and Selection Board (PSB)</p>	<p>Promotion and Selection Policy</p> <p>Comparative List of Candidates (<b>Form 9</b>)</p> <p>Requesting Manager's shortlist of Candidates &amp; Written Justification (if available)</p> <p>Candidate Evaluation Form (<b>Form 1</b>) <i>duly signed by the PSB Member</i></p> <p>PSB Evaluation Summary (<b>Form 10</b>)</p>
9	<p>Submission of the PSB Evaluation Summary to the Vice President</p>	<p>PSB, PSB Secretariat</p>	<p>PSB Evaluation Summary (<b>Form 10</b>)</p>
10	<p>Interview by the Vice President of the requesting department</p>	<p>Concerned Vice President</p>	<p>PSB Evaluation Summary (<b>Form 10</b>)</p> <p>Interview Sheet for President and Vice President (<b>Form 2</b>)</p>

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11	Submission to the President and CEO an evaluation report of the screened candidates: c. PSB Evaluation Summary d. Interview Sheet of the requesting department's Vice President	HRAD	PSB Evaluation Summary ( <b>Form 10</b> )  Interview Sheet for President and Vice President ( <b>Form 2</b> )
12	Interview of the President and CEO	President and CEO	Interview Sheet for President and Vice President ( <b>Form 2</b> )
13	Final selection of employee for promotion	President and CEO	Promotion and Selection Policy
14	Serve Job Offer (copy furnished Payroll Officer)	HRAD Manager	
15	Issue Probationary Employment Contract	HRAD	
16	Send out "Regrets Letter" to shortlisted candidate who did not pass the evaluation process	HR Specialist, HR Officer	Regrets Letter – for interviewed applicants who did not make it ( <b>Form 5</b> )
17	Provide list of pre-employment requirements to the new employee	HR Specialist	Pre-employment Checklist ( <b>Form 7</b> )
18	Provide information to Payroll Officer for payroll purposes	HRAD Manager	Job Offer ( <b>Form 8 or 8-A, whichever is applicable</b> )
19	Orientation on the organization's policies, objectives, administrative matters, etc.	HRAD Manager, HR Officer/HR Specialist	

Any exception to the above-stated procedure shall be subjected to the approval of the President and CEO

**External Hiring for Managerial Positions and Above**

Step	Hiring Procedures	Responsibility	Forms to Use/References/Remarks
1	Issue memo or notice regarding the publication of the vacant position	HRAD Manager	Memorandum or Notice of Vacant Position with required qualifications
2	Posting of Job Advertisement in the PMDC website and through any or all of the following: <ul style="list-style-type: none"> <li>Online platforms such as Jobstreet</li> <li>Conspicuous place within the office</li> </ul>	HR Specialist	

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	<p>premises</p> <ul style="list-style-type: none"> <li>• Others</li> </ul>		
3	Accept applications from applicants: (1) letter of interest in the vacant position addressed to the President & CEO, attention to the HRAD Manager, and (2) updated resume must be submitted by the aspiring employee	HR Specialist to ensure completeness of submitted requirements	
4	<p>Preliminary evaluation of candidates</p> <ul style="list-style-type: none"> <li>- Prepare a comparative list of candidates taking into consideration the minimum qualification requirements of the position/criteria (4.1.1, 4.1.2, 4.1.3 and 4.1.4) prescribed in the Promotion and Selection Policy;</li> <li>- Forward the comparative list of candidates to the concerned VP for managerial positions (Note: For above managerial positions, forward directly to the President &amp; CEO)</li> </ul>	HR Specialist to be reviewed by the HR Officer/HRAD Manager	<p>Promotion and Selection Policy</p> <p>Comparative List of Candidates (<b>Form 9</b>)</p>
5	Interview of qualified candidates	Vice-President	<p>Comparative List of Candidates (<b>Form 9</b>)</p> <p>Interview Sheet – for VP and President (<b>Form 2</b>)</p>
6	Endorsement of qualified candidates to the President and CEO	Vice-President	
7	Interview and assessment of shortlisted candidates	President and CEO	<p>Comparative List of Candidates (<b>Form 9</b>)</p> <p>Interview Sheet – for VP and President (<b>Form 2</b>)</p>
8	Endorsement to the Board Committee on Nominations and Remuneration	President and CEO	Memo to the Board Committee
9	Interview and evaluation of candidates	Board Committee on Nomination and Remuneration	
10	Endorsement of most qualified applicant to the PMDC Board	-do-	Memorandum to the Board
11	Approval (or disapproval) of hiring/promotion	PMDC Board	Board Resolution

Approved by:

Mary Ann P. Zarcilla

OIC Vice President, Corporate Services

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12	Background reference check of candidate before endorsing to the Board Committee on Nomination and Remuneration (if necessary)	HRAD	Background Reference Check Form <b>(Form 6)</b>
13	Prepare Job Offer for approval by the Vice President for Corporate Services and President and CEO	HRAD Manager	
14	Call candidate for the Job Offer	HR Specialist, HR Officer	
15	Serve Job Offer	HRAD Manager	
16	Issue Probationary Employment Contract	HRAD Manager/HR Officer	
17	Send out "Regrets Letter" to shortlisted candidate who did not pass the interviews	HR Specialist, HR Officer	Regrets Letter – for interviewed applicants who did not make it <b>(Form 5)</b>
18	Provide list of pre-employment requirements to the new employee	HR Specialist	Pre-employment Checklist <b>(Form 7)</b>
19	Provide information to Payroll Officer for payroll purposes	HRAD Manager	Job Offer <b>(Form 8 or 8-A, whichever is applicable)</b>
20	Orientation on the organization's policies, objectives, administrative matters, etc.	HRAD Manager, HR Officer/HR Specialist	
Any exception to the above-stated procedure shall be subjected to the approval of the President and CEO			

\*Filling-up of new positions will require approval from the PMDC Board and GCG

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OIC Vice President, Corporate Services

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