



MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

June 09, 2020
MPV/M-0825-20

MEMORANDUM

TO : ALL CONCERNED

FROM : THE OFFICER-IN-CHARGE
Office of the Assistant General Manager
Finance and Administration

SUBJECT : RECRUITMENT PROCEDURES FOR OUTSOURCED PERSONNEL
DURING THE IMPLEMENTATION OF GENERAL COMMUNITY
QUARANTINE (GCQ)

Due to the ongoing threat of the COVID-19 pandemic and as people practice social and physical distancing, the use of technology in the recruitment process during the General Community Quarantine (GCQ) is very important such as online applications and video interviews in order to hire quickly and effectively without compromising the safety of the employees and applicants

In this regard, we are implementing the following recruitment procedures for outsourced personnel under the Recruitment Section – Personnel Division to ensure the protection of health and well-being of its employees and clientele:

1. RECRUITMENT PROCESS

- Applicants are required to submit scanned copies of their resume and other requirements through e-mail at miaarecruitmentsection@gmail.com. Walk-in applicants shall also be directed to submit their resume through e-mail instead of submitting hard copies of their documents. They are also enjoined to keep their lines open for updates in case they are qualified to any available vacant positions.
- The Recruitment Section shall issue a letter of endorsement through e-mail to LSERV for qualified applicants who will be taking the pre-employment examination. LSERV shall then notify the qualified applicants through e-mail regarding the details of their pre-employment examination.
- Once all the requirements are submitted and screening is conducted, the Recruitment Section shall schedule an online interview with the applicant. The online interview shall be conducted via Messenger, Zoom, Viber, Microsoft

Teams, Skype or whichever app is available and practicable to the applicant and interviewer.

- Applicants who successfully passed the initial interview shall be notified through text message, e-mail or phone call and shall be immediately endorsed through e-mail or any applicable means to the prospective end-user for final interview and further assessment. End-users are also encouraged to conduct the final assessment through video interview.
- Concerned end-user shall notify through e-mail the Recruitment Section the results of the final interview or assessment and the possible endorsement for a five (5)-day On the Job Training (OJT).
- Upon receipt of the end-user's endorsement, the Recruitment Section shall provide LSERV through e-mail with the contact details of the applicant and the schedule of OJT.
- The Recruitment Section shall also endorse the applicants' access pass application through e-mail at the ID and Pass Control Division (IDPCD) for the issuance of On-Duty Access Pass.
- Successful applicants shall be notified through e-mail or any applicable means the date of deployment for their five (5)-day OJT. A copy of the approved memorandum for OJT as well as the request for access pass shall be sent by the Recruitment Section to the applicant.
- After the five (5)-day OJT, the end-user shall submit an Evaluation Report to the Personnel division indicating the duration of an applicant's OJT as well as their performance during the training through e-mail. The Evaluation Report should indicate if the applicant was able to achieve the end-user's standards.
- The Recruitment Section shall prepare a letter addressed to LSERV to be signed / approved by the Assistant General Manager for Finance and Administration (AGMFA) recommending the hiring of the applicant. Once approved, the end-user shall be furnished with a copy of the said letter through e-mail and the applicant shall be notified by LSERV of their official date of assumption.

2. MIAA AND LSERV ORIENTATION

- Both MIAA and LSERV must come up with a system or procedure to conduct their pre-employment seminar and/or orientation through video conferencing type of presentation. They must also prepare soft copies of checklist or employment manual to be sent out to the e-mail addresses of newly hired outsourced employees after the orientation.

Considering these changes, it is imperative for the hiring staff or officer to ensure that all applicants shall provide active and updated contact information such as mobile number and e-mail address on their resume.

Further, the abovementioned policies and procedures are made sure to still be in accordance with MIAA's existing rules and regulations and in compliance with the Anti-Red Tape Act of 2007.

For your information and guidance.


ARLENE B. BRITANICO

