MEMORANDUM

TO: All Regional Directors
Regions 1-12, ARMM, CAR, CARAGA, NIR and NCR

SUBJECT: Program of Activities for the Simultaneous Conduct of CY 2017 Regular Hiring and Selection for Fire Officer 1 (FO1)

DATE: 10 February 2017

1. References:

a. Memorandum dated 20 January 2017; re: Approved Program of Activities for the Simultaneous Conduct of CY 2017 Regular Hiring and Selection for Fire Officer 1 (FO1);

b. Memorandum from SSUPT JESUS P FERNANDEZ, CESE, Director for Comptrollership, dated 04 January 2017, re: Items Included in the FY 2017 BFP Budget;

c. DILG Circular Number 2011-008 dated 21 June 2011 re: General Guidelines in the Recruitment and Promotion of Personnel in the Bureau of Fire Protection (BFP) and Bureau of Jail Management and Penology (BJMP);

d. BFP Memorandum Circular Number 2012-004 dated 30 March 2012 re: Policies and Guidelines in the Recruitment, Selection and Appointment of Fire Officer 1 (FO1), Non-Uniformed Personnel (NUP) and Commissioned Officer via Lateral Entry in the Bureau of Fire Protection (BFP); and

e. BFP Memorandum Circular Number 2014-005 dated 27 March 2014 re: Amendment to BFP Memorandum Circular Number 2012-004 re: Policy Guidelines in the Recruitment, Selection and Appointment of Fire Officer 1 (FO1), Non-Uniformed Personnel (NUP) and Commissioned Officer via Lateral Entry in the Bureau of Fire Protection (BFP).

2. In line with the provision in the 2017 General Appropriations Act for the additional 2,000 Fire Officer 1 (FO1) effective 01 July 2017, be informed of the following Program of Activities for the Simultaneous Conduct of the CY 2017 Regular Hiring and Selection for FO1:
<table>
<thead>
<tr>
<th>No.</th>
<th>Activities</th>
<th>Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preparation of Program Distribution</td>
<td>06 to 10 February 2017</td>
</tr>
<tr>
<td>2</td>
<td>Preparation of Notice of Publication/Assignment of Item Numbers</td>
<td>13 to 17 February 2017</td>
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<tr>
<td>3</td>
<td>Publication of Vacancies to be facilitated by the NHQ</td>
<td>20 February to 01 March 2017</td>
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<td>4</td>
<td>Announcement of Hiring</td>
<td>01 March 2017</td>
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<td>5</td>
<td>Acceptance and Evaluation of Application Folders</td>
<td>01 to 31 March 2017</td>
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<tr>
<td>6</td>
<td>Initial Screening of Applicants as to Age, Height and Weight/Trade/Skills Test</td>
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<tr>
<td>7</td>
<td>Pre-Test (to be facilitated by BFP NHQ)</td>
<td>07 April 2017</td>
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<tr>
<td>8</td>
<td>Submission of the Final List of Qualified Applicants to the Directorate for Personnel, BFP-NHQ (categorized into Driver and Non-Driver Category)</td>
<td>21 April 2017</td>
</tr>
<tr>
<td>9</td>
<td>Posting in the DILG and BFP official website of Final List of Qualified Applicants to be facilitated by the NHQ</td>
<td>28 April 2017</td>
</tr>
<tr>
<td>10</td>
<td>Written Examinations (WE)</td>
<td>05 May 2017</td>
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<tr>
<td>11</td>
<td>Posting in the DILG and BFP official website of Written Examination Results and Mailing of the same to the BFP Regional Offices to be facilitated by the NHQ</td>
<td>11 May 2017</td>
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<tr>
<td>12</td>
<td>Physical Agility Test (PAT)</td>
<td>15 to 17 May 2017</td>
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<tr>
<td>13</td>
<td>Posting of Results of PAT in the DILG-RO and BFP-RO official website to be facilitated by the BFP-RO</td>
<td>19 May 2017</td>
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<tr>
<td>14</td>
<td>Panel Interview (PI)</td>
<td>22 to 26 May 2017</td>
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<tr>
<td>15</td>
<td>Posting of Results of PI in the DILG-RO and BFP-RO official website to be facilitated by the BFP-RO</td>
<td>30 May 2017</td>
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<tr>
<td>16</td>
<td>Complete Background Investigation (CBI)</td>
<td>31 May to 13 June 2017</td>
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<tr>
<td>17</td>
<td>Neuro-Psychiatric, Medical, and Dental Examinations (NPMDE)</td>
<td>14 to 21 June 2017</td>
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<tr>
<td>18</td>
<td>Posting of Successful Applicants who passed the NPMDE to be facilitated by the BFP-RO</td>
<td>23 June 2017</td>
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<tr>
<td>19</td>
<td>PSB Deliberation and Posting of the Final Ranking of Applicants in the DILG-RO and BFP-RO official website to be facilitated by the BFP-RO</td>
<td>26 June 2017</td>
</tr>
<tr>
<td>20</td>
<td>Oath-taking Ceremony and Posting of Appointments in the DILG-RO and BFP-RO official website to be facilitated by the BFP-RO</td>
<td>01 July 2017</td>
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</tbody>
</table>

3. Further, you are hereby directed to strictly observe the following significant undertakings in connection with the conduct of hiring, to wit:

a. The Program Distribution of FO1 quota BFP-wide shall be based on the firetruck: firefighter ratio. Attached is Program Distribution List for your ready reference.
b. **Initial Screening.** The concerned Regional Administrative Officer shall conduct preliminary/initial screening of applicants' documents based on the Qualification Standards and provisions of Republic Act No. 9263 as amended by Republic Act No. 9592.

**Driver and Non-Driver Category.** To ensure that the augmentation of the existing fire truck drivers in the BFP is properly addressed, you are hereby directed to prioritize FO1 applicants who were holders of National Certificate (NC) III in Driving issued by the Technological Education and Skills Development Authority (TESDA) and holders of unexpired Professional Driver's License with restriction code 2 and 3 (PDL 23), provided that applicants have complied with the minimum Qualification Standards (QS) stipulated under existing circulars, laws and rules.

Applicants who fall under the “Driver” category must have both PDL 23 and NC III in driving issued by the TESDA. Otherwise, those applicants who fail to submit their NC III’s will be placed under the “Non-Driver” category.

It is ministerial on the part of Regional Emergency Medical Services (REMS) to facilitate the initial assessment of applicant based on the required height and weight. The REMS shall submit the list of names of the applicants who passed the Initial Screening to the RPSB, to be used as basis in the next procedure which is the Trade Test.

**Applicants with Waiver.** Based on the previously issued Memorandum dated 16 January 2017, re: Processing of Certificate of Waiver, the Certificate of Waiver may be used or presented to any BFP recruiting unit nationwide. The applicants shall attach the said Certificate of Waiver to their application folder to justify their deficiencies. Absence of the same shall mean outright disqualification of the applicant.

The acceptance and evaluation of application folder for Fire Officer 1 (FO1) BFPwide as approved by the undersigned is from 01 to 31 March 2017. It is expected that applicants with waiver attached their Certificate of Waiver in their application folders. Be reminded that only Certificate of Waiver approved on or before 31 March 2017 shall be attached to application folders. Other Certificate of Waiver issued by the undersigned beyond that date shall only be used in the next recruitment and selection process.

c. **Trade Test.** To substantiate the legitimacy of the submitted documents, applicants with PDL 23 and NC III in Driving shall be subjected to the actual trade test to be facilitated by the RPSB thru the Regional Chief Operations.

**TESDA Trade Test.** Applicants who have PDL 23 and are not holders of NC III in Driving shall undergo the Trade Test to be conducted by the Regional TESDA during the Initial Screening stage and prior to the submission of the Final List of Qualified Applicants to the NHQ. For this purpose, Regional Administrative Officers are directed to facilitate the necessary coordination/collaboration with TESDA regional offices for the conduct of Trade Test or devise a system on the procedure to be adopted during the Trade Test.
The actual result of the aforesaid test shall cause the removal or retention of the applicant in their respective categories (Drivers or Non-Driver).

d. **Final List of Qualified Applicants.** The Final List of Qualified Applicants shall be categorized into Driver and Non-Driven Category. Said list shall be posted in the DILG and BFP official website which shall be facilitated by the NHQ.

e. **Written Examination.** The conduct of simultaneous Written Examination shall be facilitated by the concerned RPSBs with the assistance of representatives from the BFP National Headquarters.

**Venue.** It shall accommodate all the examinees at one time to ensure uniformity in the communication of instructions, as only the representatives from NHQ will convey the same. The Regional Offices shall provide us information if there are existing ordinances/rules or regulations in your respective AORs or Written Examination venues which prohibit the burning of volumes of paper, as this may be our basis in the disposal of our test materials subsequent to the conclusion of the Written Examination.

Regional Administrative Officers must provide armchairs for the convenience of the examinees. If and only if all efforts have been exhausted and armchairs are not available, Regional Administrative Officers may ask the examinees to bring their own folders instead.

**Proctors.** Additional proctors from Regional Offices may be designated to augment the number of proctors coming from the NHQ.

BFP Officers and personnel who will be involved in the conduct of Written Examination must be in the venue at least four (4) hours before the intended start of the Written Examination, and they must wear their GOA/Bush Jacket.

**Examination Proper.** The registration (evaluation of Valid IDs, seat plans, etc.) will start at exactly 1200H 05 May 2017. The simultaneous conduct of qualifying examination will commence at exactly 1400H. Duration of examination is two (2) hours.

Applicants must bring with them their two (2) valid IDs, passport size picture with nametag, folder, in case of unavailability of armchair, and Black Ballpen during the written examination.

Attire of examinees shall be white t-shirt, maize pants and rubber shoes.

**Checking of Answer Sheets.** The Checking of Answer Sheets will be carried out by the Committee of Examiners thru a scanning machine in the NHQ. Consequently, the duly certified results of all examinees will be sent to the regions and posted in the BFP website.

Results shall be posted in the DILG and BFP official website and Mailing of the same to the BFP Regional Offices shall be facilitated by the NHQ.
f. To standardize/rationalize the number of FO1 applicants who will proceed to the next stages of hiring, "Quota x 2" per Region shall be observed, to illustrate:

**Given:**

<table>
<thead>
<tr>
<th>150</th>
<th>Duly approved Quota per Region based on Program Distribution List</th>
</tr>
</thead>
<tbody>
<tr>
<td>450</td>
<td>Total # of FO1 applicants who passed the Written Examination</td>
</tr>
</tbody>
</table>

**Formula:**

\[
\text{Quota} \times 2 \\
150 \times 2 = 300
\]

Hence, only the top three hundred (300) applicants amongst the 450 applicants who passed the Written Examination shall be allowed to proceed to the next stage.

g. The Drivers and Non-Drivers will be ranked independently/separately with respect to the results of the Written Examination to give preference to drivers.

**Example:** 150 = Duly approved Quota per Region based on Program Distribution List

\[
\begin{align*}
50 & = \text{Drivers who passed the Written Examination} \\
400 & = \text{Non-Drivers who passed the Written Examination} \\
450 & = \text{Total Number of FO1 applicants who passed the Written Examination}
\end{align*}
\]

Since Quota x 2 will be observed, only the top 300 will proceed to the next stage which is the Physical Agility Test. Therefore all the 50 Drivers are automatically included in the top 300, and those Non-Drivers who ranked # 1 to # 250 will fill the rest of the 300 quota. In case the number of successful applicants is lower than the quota due to elimination by reason of failure to pass the recruitment stage/s, the concerned region shall consider the applicant/s who is "next in rank" in the Written Examination. The Regional Office/s shall request for the list of "next-in-rank" applicants (Attention: RSS, HRMD, BFP NHQ).

h. **Physical Agility Test.** Prior to the conduct of Physical Agility Test, initial physical assessment (blood pressure, heart rate, pulse rate) shall be conducted to applicants by the concerned BFP Medical Officers. Only applicants who passed the Physical Agility Test shall proceed to the next stage which is the Panel Interview.

Posting of Results of Physical Agility Test in the DILG-RO and BFP-RO official website to shall be done by the BFP-RO.

i. **Panel Interview.** The oral examination shall be 60% of the corresponding maximum percentage points based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential (physical and intellectual attributes)</td>
<td>30%</td>
</tr>
<tr>
<td>Psychosocial Attributes</td>
<td>20%</td>
</tr>
<tr>
<td>Personality Traits</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60%</strong></td>
</tr>
</tbody>
</table>
Only those applicants who underwent the Panel Interview shall be subjected to Background Check. No Special Panel Interview shall be conducted. Results of Panel Interview shall be posted in the DILG-RO and BFP-RO official website.

j. **Complete Background Investigation.** The RPSB through the Regional Intelligence and Investigation Branch shall conduct a comprehensive background investigation in a span of two (2) weeks to verify the authenticity of the submitted documents and to check the personal background of the applicants. Only those applicants who have passed the CBI shall undergo the Neuro-Psychiatric Examination.

k. **Neuro-Psychiatric Examination & Medical/Dental Examinations.** The RPSB shall ensure that only shortlisted applicants will be subjected to the conduct of Neuro-Psychiatric/Medical/Dental Examinations. In the event that the number of shortlisted applicants is less than the PDL, the “next-in-rank” applicants in the latest stage of the process (Panel Interview) shall be prioritized.

Posting of Successful Applicants who passed the NPMDE shall be facilitated by the BFP-RO.

**Recommended Hospitals/Clinical Laboratories.** The list of recommended hospitals and/or clinical laboratories operating within your respective regions must include certified true copy of the service providers’ proof of accreditation from the Department of Health (DOH) and price quotations of their services.

l. **Final Ranking of Applicants.** The RPSB shall convene, deliberate and prepare final ranking of applicants through a resolution signed by all RPSB members following the order of priorities, for subsequent submission to the appointing authority:

1st priority - Drivers
2nd priority - Non-Drivers

Final Result/Ranking shall be posted in the DILG-RO and BFP-RO official website.

The appointing authority shall appoint only those who were included in the final ranking prepared by the PSB.

As a requirement, your respective PSB resolutions shall contain the detailed stages of hiring and selection, to include the dates of correspondence issued for the purpose.

m. **Oath-taking Ceremony.** Posting of appointments in the DILG-RO and BFP-RO official website shall be facilitated by the BFP-RO upon approval of the appointing authority.

n. **Unit Assignment.** The Regional Director must ensure that all appointees shall be assigned to City/Municipal Fire Stations or Sub-Stations. The
initial specific unit assignment shall be stated in the Regional Order/Absorption Order.

o. Submission of Documents. Three (3) days after the oath taking ceremony, the following documents shall be submitted to RSS, HRMD, BFP NHQ for the issuance of Bureau Order announcing the absorption of successful applicants for FO1 in the BFP:

Three (3) sets of the following:
- Regional Order (with unit/place of assignment);
- Regional Personnel Selection Board Resolution;
- Authority to Fill-up Vacancies
- Medical/Dental Board Resolution
- Certificate of Waiver signed by Chief, BFP

Three (3) sets of the following per recruit arranged as follows:
- Appointment
- Assumption of Office
- Oath of Office
- Computer Data Sheet
- SALN
- Tax Identification Number, Philhealth and Pagibig Numbers

4. In this regard, you are directed to submit the following requirements (ATTENTION: RSS, HRMD, BFP NHQ) NLT 17 April 2017:

a. Name and address of your respective venues for Written Examination (gymsnasiums, covered courts, auditoriums and the like,);

b. Final List of Qualified Applicants using the format below, in hard and soft copies in Excel Format:

Region 1
Driver

<table>
<thead>
<tr>
<th>No.</th>
<th>First</th>
<th>Middle Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Juana</td>
<td>Dimaano</td>
<td>Cruz</td>
</tr>
<tr>
<td>2.</td>
<td>Charles</td>
<td>Castillo</td>
<td>Evangelista</td>
</tr>
<tr>
<td>3.</td>
<td>Jester</td>
<td>Lastimosa</td>
<td>Fajardo</td>
</tr>
<tr>
<td>4.</td>
<td>Mario</td>
<td>Asuncion</td>
<td>Gonzales</td>
</tr>
</tbody>
</table>

Non - Driver

<table>
<thead>
<tr>
<th>No.</th>
<th>First Name</th>
<th>Middle</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Paola Angela</td>
<td>Panghulan</td>
<td>Bautista</td>
</tr>
<tr>
<td>2.</td>
<td>Maricris</td>
<td>Rivera</td>
<td>Dimayuga</td>
</tr>
<tr>
<td>3.</td>
<td>Ross Angela</td>
<td>Vasquez</td>
<td>Fajardo</td>
</tr>
<tr>
<td>4.</td>
<td>Ma. Eailiza</td>
<td>Miranda</td>
<td>Matienza</td>
</tr>
</tbody>
</table>

*Note: Email/Send the softcopy in excel format to rssbfpnhq10@yahoo.com.ph*
Applicants who fall under the “Driver” category must meet the following twin requirements:

b.1. must have both Professional Driver’s License with restriction code 2 and 3 (PDL 23) and National Certificate (NC) III in driving issued by the Technological Education and Skills Development Authority (TESDA); and

b.2. must pass the Trade Test.

Otherwise, those applicants who fail to meet the above-mentioned twin requirements shall be placed under the “Non-Driver” category.

c. Photocopy of Professional Driver’s License with restriction code 2 and 3 and TESDA National Certificate III in Driving of applicants who fall under the “Driver” Category.

d. Alphabetically arranged Examination Seat Plan with right thumb mark, signature and latest passport size picture (with nametag) of each examinee, using the attached format.

e. List of proctors from Regional Offices together with their cellular phone number/s.

For every fifty (50) qualified applicants who will undergo the qualifying examination, two (2) proctors shall be recommended by the Regional Director.

f. List of at least three (3) recommended hospitals and/or clinical laboratories operating within your respective regions.

5. For strict compliance.

BOBBY BARUELLO
DIRECTOR (DSC) BFP
Fire Chief