



Republic of the Philippines
Department of the Interior and Local Government
Bureau of Fire Protection
NATIONAL HEADQUARTERS
Agham Road, Sitio San Roque, Brgy. Bagong Pag-asa, Quezon City



MEMORANDUM

FOR: DIRECTOR LEONARD R BAÑAGO, DSC
Chief, BFP

SUBJECT: CALENDAR OF ACTIVITIES IN THE APPOINTMENT AND
PROMOTION OF NON-UNIFORMED PERSONNEL (NUP) IN THE
BUREAU OF FIRE PROTECTION

DATE : 06 September 2017

1. References:

- a. Authority to fill-up Vacancies dated 05 September 2017; and
- b. Notice of Vacancy, Publication Control No. 2017-055 dated 05 September 2017.

2. In this line with the established recruitment and selection system in the BFP that is competency-based and characterized by strict observance of the rule of merit and fitness to ensure that the entry and appointment of highly qualified individuals will strengthen the BFP's human resource capability, the undersigned proposes the following calendar of activities in the conduct of selection process, to wit:


No.	ACTIVITIES	TIME
1	Publication of Vacancies	06 - 16 September 2017
2	Announcement of Hiring	07 September 2017
3	Acceptance of Application Folder and Initial Evaluation of Application Folder	07 - 29 September 2017
4	Deadline of Submission	29 September 2017
5	Posting in the DILG and BFP Official Website of the Final List of Qualified Applicants	02 October 2017
6	Conduct of Qualifying Written Examination (WE)	04 October 2017
7	Posting of Qualifying WE Results in the DILG and BFP Official Website	09 October 2017
8	Conduct of Panel Interview	
	a. First Level	10 October 2017
	b. Second Level	11 October 2017
9	Posting of PI Results in the DILG and BFP Official Website	13 October 2017

10	Conduct of Complete Background Investigations (CBI) for Non-BFP Member Applicants	13 - 20 October 2017
11	Submission of the CBI Result to PSB	20 October 2017
12	Submission of PSB Resolution for the Pre-Selection of the Appointing Authority	23 October 2017
13	Pre-Selection by the Appointing Authority	24 October 2017
14	Posting of Pre-Selected Applicants	25 October 2017
15	Neuro-Psychiatric Examination, Drug Test	26 – 30 October 2017
16	Physical, Dental and Medical Examination	03 – 09 November 2017
17	Submission of NPE and MDE Results	10 November 2017
18	Posting of NPE and MDE Results in the DILG and BFP Official Website	10 November 2017
19	PSB Final Deliberation	13 November 2017
20	Posting of Final Result/Ranking	14 November 2017
21	Oath Taking Ceremony	15 November 2017
22	Posting of Appointment of Successful Applicants	16 November 2017

3. For approval.


ROMEL C TRADIO
 SSUPT BFP
 Director for Personnel

Approved by:


LEONARD R BAÑAGO
FIRE DIRECTOR (DSC)
 Chief, BFP