



Republic of the Philippines  
 Department of the Interior and Local Government  
**BUREAU OF FIRE PROTECTION**  
**NATIONAL HEADQUARTERS**  
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**MEMORANDUM**

**FOR:** CSUPT LEONIDES P PEREZ, DSC  
 Caretaker, BFP/ Deputy Chief for Administration

**SUBJECT:** PROGRAM OF ACTIVITIES IN THE RECRUITMENT AND SELECTION OF THE REMAINING SEVENTEEN (17) VACANCIES FOR FIRE OFFICER 1 (FO1) IN THE BUREAU OF FIRE PROTECTION NATIONAL HEADQUARTERS (BFP NHQ)

**DATE :** 25 October 2018

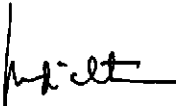
1. This pertains to the intended conduct of selection and recruitment process of Fire Officer (FO1) to fill the remaining seventeen (17) vacancies intended for the creation of BFP Marching Band in the BFP National Headquarters (BFP-NHQ).

2. In view hereof, the following program of activities in the conduct of selection and recruitment process for Fire Officer 1 (FO1) will be adhered and undertaken, to wit:

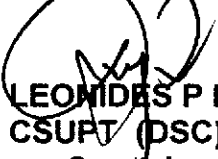
No.	Activities	Timetable
1	Preparation of Notice of Publication/Assignment of Item Numbers	22-26 October 2018
2	Announcement of Hiring	29 October 2018
3	- Acceptance and Evaluation of Application Folders with the physical, medical and dental examination results ( <i>ECG, Urinalysis, CBC with Blood Typing, Hepa B Screening, Cholesterol, Creatinine, Chest X-Ray, FBS, Serum Pregnancy Test (for females), Dental Panoramic X-Ray</i> )  - Screening of Applicants as to Age, Height and Weight	29 October 2018 – 14 November 2018
4	Medical Evaluation of Applicant's Submitted Results of Physical, Medical and Dental Examination by Medical Officer/Medical Team	15-26 November 2018
5	Trade/Skills Test	27 November 2018
6	Posting in the DILG and BFP official website of Final List of Qualified Applicants	28 November 2018

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7	Qualifying Written Examinations (QWE)	29 November 2018
8	Posting in the DILG and BFP official website of Qualifying Written Examination Results to be facilitated by the BFP NHQ	03 December 2018
9	Physical Agility Test (PAT)	04 December 2018
10	Posting of PAT Results in the DILG and BFP official website	05 December 2018
11	Panel Interview (PI)	06 December 2018
12	Posting of PI Results in the DILG and BFP official website	07 September 2018
13	Complete Background Investigation (CBI)	07-11 December 2018
14	Neuro-Psychiatric Examination and Drug Test	12-13 December 2018
15	Posting of Successful Applicants who passed the Neuro-Psychiatric Examination and Drug Test	14 December 2018
16	Deliberation of BFP NHQ HRMP SB	14 December 2018
17	Selection of the Appointing Authority	17 December 2018
18	Posting of the Final List of Successful Applicants in the DILG and BFP official website	17 December 2018
19	Oath-taking Ceremony	18 December 2018
20	Posting of the newly appointed FO1 in the DILG and BFP official website	19 December 2018

  
**RIZZA D SIMBAJON**  
**SSUPT (DSC) BFP**  
**Director, DHRD**

**APPROVED/DISAPPROVED**

  
**LEONIDES P PEREZ**  
**CSUPT (DSC) BFP**  
**Caretaker, BFP/**  
**Deputy Chief for Administration**