

1. Recruitment, Selection and Hiring

This service is both external or internal, where applicant/s for vacant position/s in this municipality may come from outside or inside of the agency as long as they are qualified. This is the process on how this municipality recruit, select and hire applicant/s for the position to be filled.

Office/Division:	Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All qualified applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter (1 Original)		Applicant		
Resume or Personal Data Sheet (1 set – Original or Photocopy)		Applicant		
Certificate of Eligibility (if required in the position – 1 Photocopy)		Applicant		
Certificate of Training/s (if required in the position - Photocopy)		Applicant		
Other documents may be submitted When notified by the HRMO IV		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Look for vacant positions published & posted in CSC Website, CSC Field Office Bulletin and in conspicuous places in the municipal hall.	1. Publish and post vacant positions in CSC Website, Field Office Bulletin and municipal hall bulletin	None	10 Minutes	<i>Administrative Officer V</i> HRM Office
2. Submit application and requirements in HRM Office or through online application	2. Accept/ receive application and requirements submitted by applicant through walk-in or online.	None	5 Minutes	<i>Supervising Admin. Officer</i> HRM Office
3. Wait for initial interview	3. Interview the applicant (through phone, online messages or in person)	None	10 Minutes	<i>Supervising Admin. Officer</i> HRM Office
	3.1 Wait for the application/s to come within the prescribed period	None	20 Days Posting	<i>Supervising Admin. Officer</i>

	indicated in the publication.			HRM Office
4. Wait for advice or notification for an interview with the HRMPSB	4. Present the shortlisted applicants to the HRMPSB for interview	None	15 Minutes	<i>Supervising Admin. Officer</i> HRM Office
5. Wait for advice/ notification to complete the requirement for appointment	5. Advise the applicant if he/she pass the assessment and was selected by the board 5.1 provide the list of necessary documents for appointment.	None	2 Days	<i>Supervising Admin. Officer</i> HRM Office
6. Selected Applicant will complete the requirements and submit to HRM Office	6. Accept and verify all the documents submitted.	None	30 Minutes	<i>Administrative Officer V</i> HRM Office
7. Wait for advice from HRMO to sign the appointment paper (if hired)	7. Prepare the necessary documents for Appointment for signature of Supervising Admin. Officer, the Appointing Authority and the Appointee	None	2 Hours	<i>Administrative Officer V</i> HRM Office
TOTAL:		None	20 Days 3 Hours & 10 Minutes	

(Recruitment, Selection and Hiring) is qualified for multi-stage processing