

1. HIRING OF PERSONNEL

Office or Division:	HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT DEPARTMENT			
Classification:	Complex transaction to highly technical			
Type of Transaction:	Government to citizen			
Who may avail:	QUALIFIED applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of eligibility or Authenticated license/rating (RA 1080) Diploma and Authenticated transcript of Records Birth Certificate (and Marriage Certificate for married applicants) Photocopies of certificates of training		Civil Service Commission or Professional Regulations Commission/Bar confidant (RA 1080) University / School of Applicant Philippine Statistics Authority Supplied by the applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out and submits a Personnel data sheet or resume together with application letter and photocopies of the requirements	1. Receives PDS/resume and requirements and tells the applicant shall be scheduled for interview if applicant is qualified	None	--	HRDD staff
	2. PDS/resume and requirements are evaluated. Should the applicant be qualified for the position, the applicant is indorsed to the Department or Office for initial interview by the Head of Department/Office.	None	10 minutes	HRDD staff
3. Applicants submits himself/herself for interview	3.a Conduct of interview. 3.b. After the interview, application is indorsed back to the HRDD with interview evaluation sheet	None	30 minutes minutes	Head of Department of Office
	4. For positions with multiple applicants,	None	1 day	HR staff

	examination is conducted.			
	5. Preparation of HRMPSB list and Endorsement of the application to Human Resource Management and Personnel Selection Board for selection and recommendation 6. Scheduling of HRMPSB meeting	None	1 hour	Asst HRMO
7. Appearance of applicant before the HRMPSB	7. HRMPSB interview and deliberation	None	1 hour	HRMPS Board
	8. Processing of the documents of selected applicant for the employment		30 days	HR staff

END OF TRANSACTION