



Human Resource Management Office

External Services



1. Hiring of Plantilla Personnel for Successful Applications

The Authority shall adhere to the Civil Service Commission's Omnibus Rules on Appointments and Other Human Resources Actions (ORAOHRA) Rule VII Sec. 24 of the Publication and Posting of Vacant Positions states that, "Vacant positions in the career service, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, shall be published and posted in three (3) conspicuous places for a period of at least ten (15) calendar days for LGUs with original charters in accordance with the provisions of RA No. 7041 and its implementing guidelines..." and in Sec. 29, "The Publication of a particular vacant position shall be valid until filled but not extend beyond nine (9) months reckoned from the date the vacant position was published."

Office/Division:	Human Resource Management Office (HRMO)
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All interested applicants
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<i>Application</i>	
1. Letter of intent (1 original or 1 photocopy or 1 electronic copy)	Applicant
2. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (1 original or 1 photocopy or 1 electronic copy)	Please download the PDS and Work Experience Sheet at www.csc.gov.ph
3. Performance rating in the last 2 rating period (if with previous government service)	Previous/current government employer
4. (1 original or 1 photocopy or 1 electronic copy)	
5. Certified / authenticated of eligibility/rating/license (1 original or 1 photocopy or 1 electronic copy)	Civil Service Commission (CSC) / Professional Regulation Commission (PRC)
6. Certified / authenticated of Transcript of Records (1 original or 1 photocopy or 1 electronic copy)	College / University graduated
<i>Upon Appointment</i>	
1. Personal Data Sheet and Work Experience Sheet (4 Original Copies)	Applicant
2. Authenticated Copy of Civil Service Eligibility/ PRC Rating (4 copies)	Civil Service Commission (CSC) / Professional Regulation Commission (PRC)
3. Authenticated Transcript of Record and Diploma (2 copies)	University/College Graduated
4. Medical Certificate (CSC Form 211, revised 2018) (1 original copy and 2 photocopies with test result attached)	Please download the Medical Certificate (CSC Form 211, revised 2018) at www.csc.gov.ph and signed by a government physician
5. Valid NBI Clearance (1 original copy for original appointee)	National Bureau of Investigation (NBI)
6. PSA-issued Birth Certificate (2 authenticated copies)	Philippine Statistics Authority (PSA)



7. Marriage Contract/ Certificate (if applicable) (2 authenticated copies)	Philippine Statistics Authority (PSA)			
Upon Appointment (For Transferee - with prior Government Service)				
1. Clearance from money, property and legal accountabilities from the previous Government office (1 original copy)	Previous/current government employer			
2. Certified true copy of pre-audited disbursement voucher of last salary from previous agency and/or Certification by the Chief Accountant of last salary received from previous office duly verified by the assigned auditor thereat (1 original copy)	Previous/current government employer			
3. Certificate of Available Leave Credits (1 original copy)	Previous/current government employer			
4. Government Service Record (1 original copy)	Previous/current government employer			
5. Approved Daily Time Record (DTR) (1 original copy)	Employee			
6. Statement of Assets and Liabilities and Net Worth (SALN) (4 original copy)	Please download the Statement of Assets and Liabilities and Net Worth (SALN) at www.csc.gov.ph			
7. Landbank ATM application/number (1 photocopy for ATM Card [Front])	Landbank (for Landbank ATM application form)			
8. BIR 2316 (Certificate of Compensation Payment/ Tax Withheld) (1 original copy)	Previous/current government employer			
9. BIR withholding certificates (Forms 1905) (1 original copy)	Previous/current government employer or Bureau of Internal Revenue (BIR)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the Authority's website, Facebook page, and bulletin board or CSC website for the list of job vacancies.	a. Post job vacancies in three (3) conspicuous places: Municipal Hall Entrance, Municipal Hall Exit and Municipal Health Office and CSC website <i>*posting period is at least fifteen (15) calendar days</i>	None	15 days	HRM Officer (Section Chief) Human Resource Management Office
2. Submit the complete application requirements thru email, hrmo_lguvinzons0202016@yahoo.com or thru courier/walk-in at registered office address.	a. Send acknowledgment letter thru email after pre-assessment of applications received. Prepare Summary of Applicant's Qualifications Only shortlisted	None	30 minutes	HRM Officer (Section Chief) Human Resource Management Office



	applicants with complete requirements and applied within the application period will be contacted for the formal assessment process.			
3. Confirm the attendance to Competency-Based Exam and attend the same on the scheduled date	a. Schedule shortlisted applicants for Competency-Based Exam	None	15 minutes	<i>HRM Officer(Section Chief)</i> Human Resource Management Office
None	b. Administers the Competency-Based Exam to shortlisted applicants	None	1 hour	<i>HRM Officer(Section Chief)</i> Human Resource Management Office
None	c. HRM Officer evaluates the Competency-Based Exams	None	2 minutes	<i>HRM Officer(Section Chief)</i> Human Resource Management Office
None	d. For failed applicants, HRMO sends a regret email letter	None	5 minutes	<i>HRM Officer(Section Chief)</i> Human Resource Management Office
4. Confirm the attendance to HRMPSB Members to the Behavioral Event Interview and attend the same on the scheduled date	a. Schedule shortlisted applicants for Behavioral Event Interview	None	2 hours	<i>HRM Officer(Section Chief)</i> Human Resource Management Office
None	b. HRMPSB members deliberates all shortlisted applicants	None	1 day	<i>HRMPSB Members</i>
None	c. HRMPSB Secretariat prepares Consolidated	None	3 hours	<i>HRM Officer(Section Chief)</i>



	Ratings, Comparative Assessment Result and HRMPSB Resolution			Human Resource Management Office
None	d. HRMPSB Secretariat conducts Background Investigation to top 5 qualified applicants	None	3 days	<i>HRMPSB Secretariat</i> Human Resource Management Office
None	e. HRMPSB Chairman submits the Background Investigation Report, HRMPSB Resolution and Comparative Assessment Result to the Appointing Authority	None	30 minutes	<i>HRMPSB Chairman</i>
None	f. Appointing Authority decides on who will be appointed among the top 5 applicants	None	1 day	<i>Local Chief Executive</i> Mayor's Office
None	g. HRMPSB Secretariat prepares the congratulatory and rejection email letter	None	30 minutes	<i>HRMPSB Secretariat</i> Human Resource Management Office
None	h. Preparation of appointment papers and for signature of Appointing Authority	None	5 days	<i>HRPSB Secretariat</i> Human Resource Management Office (HRMO) <i>Local Chief Executive</i> Mayor's Office
None	i. Submits the required documents to CSC DFO for approval of appointment	None	4 hours	CSC DFO



5. Newly-appointee(s) assumes office and submits pre-employment requirements	a. Release of appointment papers, Oath of Office, Assumption to Duty, Position Description Form, etc. to successful applicant	None	2 hours	HRMPSB Secretariat Human Resource Management Office (HRMO)
6. On-Boarding Program <i>*Appointee should assume office within thirty (30) days of receipt of written notice</i>	6.1 Conduct of On-Boarding Program and endorse the newly-appointed employee to the department where he/she is assigned	None	1 day	HRM Officer (Section Chief) Human Resource Management Office
TOTAL:			27 days, 4 hours & 52 minutes	