

2. Processing of Application for Job Order Employees

This service processes the application for Job Order.

Office or Division:	Human Resource Management Office			
Classification:	G2C – Government to Client and G2G – Government to Government			
Type of Transaction:	Highly Technical			
Who may avail:	Individuals who want to be employed in the agency as Job Order employees.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Letter (1 Copy)			Applicant	
2. CSC Form 212 (Revised 2017) – Personal Data Sheet (1 set)			Applicant	
3. Drug Test Result (1 Original Copy)			Drug Testing Center	
4. PAG-IBIG Number			PAG-IBIG	
5. PHILHEALTH Number			PHILHEALTH	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Letter, CSC Form 212 (Revised 2017) – Personal Data Sheet.	1.1 Receive and review all submitted documents.	None	5 minutes	<i>Process Server</i> Human Resource Management Office

	<p>1.2 Forward all submitted documents to Municipal Government Department Head I (Human Resource Management Officer) for review.</p>	None	1 hour	<p><i>Process Server</i> Human Resource Management Office</p> <p><i>Municipal Government Department Head I (Human Resource Management Officer)</i> Human Resource Management Office</p>
	<p>1.3 Endorse all submitted documents to Municipal Mayor/Municipal Vice Mayor for action on the application.</p>	None	3 days	<p><i>Municipal Government Department Head I (Human Resource Management Officer)</i> Human Resource Management Office</p>
	<p>1.4 Receive feedback on the Job Order applications.</p>	None	5 minutes	<p><i>Municipal Mayor/Municipal Vice Mayor</i> Mayor's Office/Vice Mayor's Office</p>
	<p>1.5 Inform applicants on the status of their application. If hired, inform them on the effectivity date of their appointment and schedule of orientation and deployment, and provide checklist of complete requirements.</p>	None	1 hour	<p><i>Process Server</i> Human Resource Management Office</p> <p><i>Process Server</i> Human Resource Management Office</p>

2. Appear on scheduled orientation and deployment and submit complete requirements.	2.1 Receive and review all submitted documents.	None	5 minutes	Process Server Human Resource Management Office
	2.2 Orient the newly-hired Job Order employees with the LGU's organizational structure and core values; an overview of job responsibilities, tasks, and expectations specific to their role; familiarization with the LGU's policies, rules, and regulations; introduction to key personnel and departments they may need to collaborate with; and other reminders.	None	1 hour	Administrative Officer V (Human Resource Management Officer III) Human Resource Management Office
	2.3 Deploy newly-hired Job Order employees to their assigned departments.	None	1 hour	Process Server Human Resource Management Office
	2.4 Prepare appointments of the newly-hired Job Order employees.	None	1 day	Senior Administrative Assistant I (Data Controller IV) Human Resource Management Office
	2.5 Forward appointments to Department Heads for signature recommending approval.	None	1 hour	Senior Administrative Assistant I (Data Controller IV) Human Resource Management Office Department Heads

	2.6 Forward appointments to Municipal Government Department Head I (Human Resource Management Officer) to certify correctness of the details of appointments.	None	1 hour	<i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office <i>Head I (Human Resource Management Officer)</i> Human Resource Management Office
	2.7 Forward appointments to Municipal Budget Office for appropriation.	None	1 hour	<i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office
	2.8 Forward appointments to Municipal Accounting Office for confirmation of availability of funds.	None	1 hour	<i>Municipal Budget Officer</i> Municipal Budget Office
	2.9 Forward appointments to Municipal Treasurer's Office to certify availability of funds.	None	1 hour	<i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office <i>Municipal Accountant</i> Municipal Accounting Office

	<p>2.10 Forward appointments to Municipal Mayor/Municipal Vice Mayor for approval of appointment.</p> <p>2.11 Receive approved appointments and forward to notary public for the authentication of government document.</p> <p>2.12 Receive notarized appointments and inform the Department Beadles the availability of approved appointments.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>3 days</p> <p>1 day</p> <p>30 minutes</p>	<p><i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office</p> <p><i>Municipal Treasurer</i> Municipal Treasurer's Office</p> <p><i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office</p> <p><i>Municipal Mayor/Municipal Vice Mayor</i> Mayor's Office/Vice Mayor's Office</p> <p><i>Process Server</i> Human Resource Management Office</p> <p><i>Notary Public</i> Public Attorney's Office</p>
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3. Receive approved and notarized appointments.	3.1 Record into logbook and release the approved and notarized appointments.	None	10 minutes	<i>Process Server</i> Human Resource Management Office
	3.2 Secure 2 copies of appointments for record and filing.	None	10 minutes	<i>Process Server</i> Human Resource Management Office
4. Accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box.	4.1 Request client to accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box	None	15 minutes	<i>Process Server</i> Human Resource Management Office
TOTAL:		None	10 days, 10 hours, 20 minutes	