

2. Processing of Application for Renewal of Job Order Employees

This service processes the application for renewal of all Job Order employees who are about to end their contract of service.

Office or Division:	Human Resource Management Office			
Classification:	G2C – Government to Client			
Type of Transaction:	Highly Technical			
Who may avail:	All Job Order employees who are about to end their contract of service.			
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. Endorsement Letter from the previous Department Head (1 Copy)			Department Head	
4. Drug Test Result (1 Original Copy)			Drug Testing Center	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Endorsement Letter from the previous Department Head with attached Application Letter, CSC Form 212 (Revised 2017) – Personal Data Sheet, and recent Drug Test result.	1.1 Receive and review all submitted documents.	None	5 minutes	<i>Process Server</i> Human Resource Management Office
	1.2 Forward all submitted documents to Municipal Government Department Head I (Human Resource Management Officer) for review.	None	1 hour	<i>Process Server</i> Human Resource Management Office

	1.3 Endorse all submitted documents to Municipal Mayor/Municipal Vice Mayor for approval of application for renewal.	None	3 days	<i>Municipal Government Department Head I (Human Resource Management Officer) Human Resource Management Office</i>
	1.4 Receive approved application for renewal and inform renewed Job Order employees on the effectivity of appointment.	None	1 hour	<i>Municipal Government Department Head I (Human Resource Management Officer) Human Resource Management Office</i> <i>Municipal Mayor/Municipal Vice Mayor Mayor's Office/Vice Mayor's Office</i>
	1.5 Prepare appointments of the renewed Job Order employees.	None	1 day	<i>Process Server Human Resource Management Office</i>
	1.6 Forward appointments to Department Heads for signature recommending approval.	None	1 hour	<i>Senior Administrative Assistant I (Data Controller IV) Human Resource Management Office</i>

	1.7 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>Department Heads</i> <i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office
	1.8 Forward appointments to Municipal Budget Office for appropriation.	None	1 hour	<i>Head I (Human Resource Management Officer)</i> Human Resource Management Office <i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office
	1.9 Forward appointments to Municipal Accounting Office for confirmation of availability of funds.	None	1 hour	<i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office <i>Municipal Budget Officer</i> Municipal Budget Office <i>Senior Administrative Assistant I (Data Controller IV)</i>
		None	1 hour	

	<p>1.10 Forward appointments to Municipal Treasurer's Office to certify availability of funds.</p> <p>1.11 Forward appointments to Municipal Mayor/Municipal Vice Mayor for approval of appointment.</p> <p>1.12 Receive approved appointments and forward to notary public for the authentication of government document.</p> <p>1.13 Receive notarized appointments and inform the Department Beadles on 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>Human Resource Management Office</p> <p><i>Municipal Accountant</i> Municipal Accounting Office</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>
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2. 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
3. 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	8 days, 8 hours, 10 minutes	