

Processing of Appointment for Casual and Coterminous Employees

This service processes the appointment of the hand-picked Casual and Coterminous employee(s) base on the wide latitude of discretionary power of the Local Chief Executive.

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:	Employee or non-employee of LGU Tagoloan.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. CSC Form 212 (Revised 2017) – Personal Data Sheet (3 sets)		Employee
2. PSA-issued Birth Certificate (1 Original Copy)		PSA
If the position requires:		
3. Authenticated Transcript of Records for Bachelor’s Degree (1 Photocopy)		CHED
4. Certificate of Training (1 Photocopy)		Training Center
5. PSA-issued Marriage Contract if Married (1 Original Copy)		PSA
6. Notarized Statement of Assets, Lialibilities, and Net Worth (SALN) (3 sets)		NOTARY PUBLIC
7. Medical Certificate (1 Original Copy)		RHU/SPH
7.1 Blood Test (1 Original Copy);		Testing Center

7.2 Urinalysis (1 Original Copy); 7.3 Chest X-Ray (1 Original Copy); 7.4 Drug Test (1 Original Copy); 7.5 Psychological Test (1 Original Copy); and 7.6 Neuro-Psychiatric Examination (<i>if applicable</i>) (1 Original Copy)		Testing Center Testing Center Testing Center Testing Center Testing Center		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1 Receive and review all submitted documents.	None	5 minutes	<i>Process Server</i> Human Resource Management Office
	2 Prepare appointment.	None	1 hour	<i>Senior Administrative Assistant I</i> (<i>Data Controller IV</i>) Human Resource Management Office
	3 Forward appointment to Municipal Government Department Head I (Human Resource Management Officer) for review and signature.	None	1 hour	<i>Senior Administrative Assistant I</i> (<i>Data Controller IV</i>) Human Resource Management Office

	4 Forward appointment to Municipal Accounting Office for the availability of funds.	None	1 hour	<i>Municipal Government Department Head I (Human Resource Management Officer)</i> Human Resource Management Office
	5 Forward appointment to Municipal Mayor/Municipal Vice Mayor for approval.	None	3 days	<i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office <i>Municipal Accountant</i> Municipal Accounting Office
	1.6 Forward appointment to Civil Service Commission with attached complete requirements for approval.	None	15 days	<i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office <i>Municipal Mayor/Municipal Vice Mayor</i> Mayor's Office/Vice Mayor's Office

				<i>Process Server Human Resource Management Office</i>
2. Receive Appointment Copy for actual Service.	1 Record into logbook and release the appointment and advise the employee to wait for the CSC-approved appointment.	None	5 minutes	<i>Process Server Human Resource Management Office</i>
3. Accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box.	1 Request client to accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box	None	15 minutes	<i>Process Server Human Resource Management Office</i>
4. Receive CSC-approved appointment	1 Record into logbook and release the appointment and advise the employee to wait for the CSC-approved appointment.	None	5 minutes	<i>Process Server Human Resource Management Office</i>
5. Accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box.	1 Request client to accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box	None	15 minutes	<i>Process Server Human Resource Management Office</i>
TOTAL:		None	18 days, 3 hours, 45 minutes	