

4. Processing of the Recruitment, Selection, and Placement for Plantilla Position

This service processes the recruitment, selection, and placement of applicants for plantilla position(s) based on the periodical publication of vacant plantilla position to Civil Service Commission.

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. Application Letter stating the position applying for (1 copy)		Applicant
2. CSC Form 212 (Revised 2017) – Personal Data Sheet with recent passport-size picture (1 set)		Applicant
If the position requires:		
3. Authenticated Transcript of Records for Bachelor’s Degree (1 Photocopy)		CHED
4. Authenticated Civil Service Eligibility or PRC for RA1080 (1 Photocopy)		CSC/PRC
5. Latest 2 Rating Periods of Individual Performance Commitment and Review (IPCR) with at least Very Satisfactory Rating for promotion (1 set Photocopy)		Current or previous office assigned
6. Certificate of Training (1 Photocopy)		
7. Certificate of Employment for position requiring experience (1 Original Copy)		Training Center
8. Medical Certificate (1 Original Copy)		
8.1 Blood Test (1 Original Copy);		Current or previous office assigned

<p>8.2 Urinalysis (1 Original Copy); 8.3 Chest X-Ray (1 Original Copy); 8.4 Drug Test (1 Original Copy); 8.5 Psychological Test (1 Original Copy); and 8.6 Neuro-Psychiatric Examination (<i>if applicable</i>) (1 Original Copy)</p>		RHU/SPH	Testing Center	
<p style="text-align: center;">CLIENT STEPS</p>	<p style="text-align: center;">AGENCY ACTIONS</p>	<p style="text-align: center;">FEES TO BE PAID</p>	<p style="text-align: center;">PROCESSING TIME</p>	<p style="text-align: center;">PERSON RESPONSIBLE</p>
<p style="text-align: center;">RECRUITMENT (PUBLICATION AND POSTING OF VACANT POSITION)</p>				
<p>1. Visit www.csc.gov.ph/career/ for the List of Published Vacant Positions of the agency. Check if qualified to any positions listed under Municipal Government Office of Tagoloan, Misamis Oriental; or</p> <p>Check in the Bulletin Boards (Public Market, Negosyo Center, and Sangguniang Bayan); or</p>	<p>1.1 Post received Publication of Vacant Positions in 3 conspicuous places;</p> <p>a. Public Market b. Negosyo Center c. Sangguniang Bayan Bulletin Board;</p> <p>1.2 Post received Publication of Vacant Positions in Municipal</p>	<p>None</p>	<p>2 hours</p>	<p><i>Process Server Human Resource Management Office</i></p> <p><i>Municipal Information Officer</i></p> <p><i>Municipal Information Office</i></p>

Check in the Municipal Information Office Facebook Page or LGU Tagoloan website thru www.tagoloanmisor.gov.ph	Information Office Facebook Page or LGU Tagoloan website thru www.tagoloanmisor.gov.ph			
2. Submit complete application requirements for the position chosen to the Human Resource Management Office or thru email at hrmo.lgutagoloan@gmail.com	<p>1 Receive and review the completeness and qualification of the submitted documents.</p> <p>2.1.1 Inform the applicant if he/she passed or failed the evaluation.</p> <p>If passed, advise the applicant to wait for the notice of screening to be sent to his/her provided email address and/or wait for the official call from the HR Staff.</p>	None	2 hours	<p><i>Administrative Officer V (Human Resource Management Officer III)</i></p> <p>Human Resource Management Office</p>
SELECTION (SCHEDULE OF SCREENING/INTERVIEW)				
3. Proceed to the Municipal Hall on the date and time indicated on the Notice of Screening/Interview and evaluation to be conducted by the Human Resource Merit, Promotion, and Selection Board (HRMPSB)	3.1 Conduct Interview and assessment.	None	20 minutes	<p><i>Process Server</i></p> <p>Human Resource Management Office</p> <p><i>Senior Administrative</i></p>

	2 Conduct deliberation.	None	1 day	<i>Assistant I (Data Controller IV)</i> Human Resource Management Office <i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office <i>Municipal Government Department Head I (Human Resource Management Officer)</i> Human Resource Management Office <i>Human Resource Merit, Promotion, and Selection Board (HRMPSB)</i>
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	<p>3.3 Endorse top 5 applicants for a certain position to Municipal Mayor/Municipal Vice Mayor for final selection.</p>	None	1 day	<p><i>Process Server</i> Human Resource Management Office</p> <p><i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office</p>
	<p>3.4 Inform newly-hired/promoted employee and provide checklist of complete requirements for appointment.</p>	None	30 minutes	<p>Human Resource Management Office</p> <p><i>Municipal Government Department Head I (Human Resource Management Officer)</i> Human Resource Management Office</p> <p><i>Human Resource Merit, Promotion, and Selection Board (HRMPSB)</i></p>

				<p><i>Municipal Government Department Head I (Human Resource Management Officer)</i></p> <p>Human Resource Management Office</p> <p><i>Administrative Officer V (Human Resource Management Officer III)</i></p> <p>Human Resource Management Office</p>
PLACEMENT				
4. Submit complete requirements.	4.1 Receive and review all submitted documents and inform newly-hired employee on the official date of his/her assumption.	None	1 hour	<p><i>Administrative Officer V (Human Resource Management Officer III)</i></p> <p>Human Resource Management Office</p>

				<i>Municipal Government Department Head I (Human Resource Management Officer)</i> Human Resource Management Office
5. Take Oath of Office	5.1 Facilitate the Oath Taking of newly-hired/promoted employee.	None	2 hours	<i>Process Server</i> Human Resource Management Office <i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office <i>Municipal Government Department Head I (Human Resource Management Officer)</i>

				Human Resource Management Office
6. Receive appointment duly approved by the Municipal Mayor/Municipal Vice Mayor	6.1 Record into logbook and release the appointment duly approved by the Municipal Mayor/Municipal Vice Mayor and advise the employee to wait for the CSC-approved appointment.	None	20 minutes	<i>Administrative Officer V (Human Resource Management Officer III)</i> Human Resource Management Office
	6.2 Submit appointment with attached complete requirements to the Civil Service Commission Provincial Field Office for approval/validation.	None	1 day	<i>Process Server</i> Human Resource Management Office Civil Service Commission Provincial Field Office
7. 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</i> Human Resource Management Office
8. Receive CSC-approved/validated appointment.	6.1 Record into logbook and release the appointment duly approved/validated by the Civil	None	15 minutes	<i>Administrative Officer V (Human Resource</i>

	Service Commission Provincial Field Office.			<i>Management Officer III)</i> Human Resource Management Office
9. 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</i> Human Resource Management Office
TOTAL:		None	18 days, 3 hours, 45 minutes	