

Recruitment and Selection Process

STEP	ACTIVITY	FORMS	REQUIRED DOCUMENTS	MAXIMUM TIME	RESPONSIBLE OFFICER/ EMPLOYEE	ALLOWABLE EXTENSION
Recruitment						
1	Publication/Posting of vacant positions	CSC Form 9		1-15 days	Administrative Assistant III	
2	Gather of applications with necessary documents		*Application Letter, Transcript of Records, Diploma, PRC License, CSC Eligibility	2 weeks	HR Staff	2 weeks due to inaccessibility of Applicant
3	Document Review of Applications submitted	Resume/ CSC Form 212 Personal Data Sheet		2 days	Administrative Officer IV and Administrative Officer V	2 weeks due to inaccessibility of Applicant
4	Conduct Employment Exam		Examination Questionnaire	2 hours	Administrative Officer IV	3 hours depends length of exams
5	Panel interview of qualified applicants	Interview Form	Rating form for 1 st and 2 nd Level position	1 day	Personnel Selection Board Committee	1 day
6	Deliberation of the Personnel Selection Board as to the qualified applicant for the position	Assessment Summary	Consolidated Rating Sheet			

7	Informs successful applicants to submit requirements for preparation of their appointment papers	<p>* Position Description Form(DBM-CSC Form 1, Revised 2017)</p> <p>*Oath of Office (CS Form No.32, Revised 2018)</p> <p>* Certification of Assumption to Duty(CS Form No. 4, Revised 2018)</p>	<p>* Certification of Publication/Posting of Vacant Position * Signed</p> <p>Personal Data Sheet</p> <p>*Original Copy or Authenticated Certificate of Eligibility/Rating/License *</p> <p>Position Description Form</p> <p>*Performance Rating in the last period (for Promotion or Transfer) * Auntheticated</p> <p>Transcript of Records</p> <p>Physical Examination clearance, Police / NBI clearance(for new applicants)</p>			
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