



RECEIVING OF APPLICATION FOR EMPLOYMENT

Application to vacancies in the Department are submitted to the Personnel Division for their evaluation. The submission of an application letter and the corresponding supporting documents are necessary as these documents serve as basis of the said Division in preparing the roster of applicants for deliberation.

Office or Division:	Personnel Division – Appointment Section
Classification:	Simple
Type of Transaction:	Government-to-Government (G2G), Government-to-Citizen (G2C)

CHECKLIST OF DOCUMENTARY REQUIREMENTS		
Document	No. of Copy(ies)	Where to Secure
1. Application Letter	1	Applicant
2. Duly accomplished Personal Data Sheet	1	Applicant/ Civil Service Commission Website
3. Certificate of Eligibility	1	Applicant/ Civil Service Commission
4. Transcript of Records	1	Applicant / Graduate School of the Applicant
5. Performance Rating, if applicable	1	Applicant

PROCEDURES				
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Submit the documentary requirements for employment	Receives and review the completeness of the requirements	None	5 minutes	Receiving Staff
2. Secure receiving copy of submitted documents	Return the receiving copy to the applicant	None	5 minutes	Receiving Staff
TOTAL:			10 minutes	

Note: A longer period not exceeding twenty (3) days shall be allowed in exceptional circumstances such as submission of additional documents, etc.