






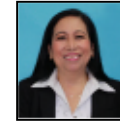


SECSIME NO. R4A-FAD-09. SELECTION AND PROMOTION

Office or Division:	Finance and Admin Division – Human Resource Unit			
Classification:	Complex Transaction			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen			
Who may avail:	External Customers (Applicants) Internal Customers (DENR Employees and Contractual Personnel)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Letter		To be prepared by the applicants		
2. Accomplished Personal Data Sheet (PDS)		To be prepared by the applicants		
3. Transcript of Records		To be prepared by the applicants		
4. Eligibility		To be prepared by the applicants		
5. IPCR (if applicable)		To be prepared by the applicants		
6. Training Certificate		To be prepared by the applicants		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	Personnel Section advertise available vacant positions			 MARIFE G. PEÑANO HRMO/ Chief Personnel



Submission of application letter & other application documents to the Personnel Section	Personnel Section Prepare all submitted PDS and application form for preliminary screening & interview.		1 Day	 Nilda C. Balanon Personnel Staff
	Prepares long list of qualified applicants and forwards PDS & interview forms to concerned divisions		5 minutes	 Nilda C. Balanon Personnel Staff
Examination of Applicants	Conducts written examination for applicants.		1 hour for written exam	 Nilda C. Balanon Personnel Staff
	Conducts oral examination for applicants. Rates them & returns documents to personnel		30 minutes for oral exam	Division Chief/s
Interview of Applicants	Panel interview for SG 15 above HRMPSB Interview and rates applicants accordingly		30 minutes	HRMPS Board  NOEMI A. PARANADA Chair, HRMPSB/Regional Director



Cristina D. Come
Vice-Chair,
HRMPSB/OIC, FAD



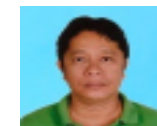
Engr. Jessie A. Conde
C, EMED



Robert Angelo Metin
OIC, CPD







Faina C. Ifurung
Member EMB-EU
Alternate







Wilfredo U. Billones
Member EMB-EU
Representative






				 MARIE JUNN A. CUASING Member / GAD FPS Representative
	Prepares Summary of Evaluation Rating & Short List of Applicants		30 minutes	 MARIFE G. PEÑANO HRMO/ Chief Personnel
	Reviews of evaluation & Result & Shortlist & Forwarded to the Chairman		1 hour	 MARIFE G. PEÑANO HRMO/ Chief Personnel
	Reviews documents for final section of appointee/s and forward to shortlist appointing authority (EMB Director)		1 hour	Recommending Authority Regional Director  NOEMI A. PARANADA, OIC



	Select Appointee based on the shortlisted applicant of the Regional Office			 Engr. WILLIAM P. CUÑADO EMB-DIRECTOR
	Prepares Appointment Papers & Other pertinent documents such as PDF		1 Day	 Nilda C. Balanon Personnel Staff
	Signs the certification Of the validity and completeness of all requirements and supporting papers		30 MINS	 Cristina D. Come Chief, FAD
	Certifies that the appointee has been screened and found qualified by the HRM PSB		30 MINS	Recommending Authority Regional Director  NOEMI A. PARANADA



	Approves Appointment Papers and signs PDF			Appointing Authority EMB Director  Engr. ENGR. WILLIAM P. CUÑADO
	Prepares Report of Personnel Action & Submits to Civil Service for recording . Post List of new appointed/ promoted employees in the bulletin board		30 Mins	 Nilda C. Balanon Personnel Staff
	Conducts orientation of new appointee/ employees		3 hours	 Nilda C. Balanon Personnel Staff
TOTAL:		NONE	3 WORKING DAYS	COMPLEX TRANSACTION