

## 2. Processing of Appointments

**Description of the Service: Appointments is prepared and issued to newly appointed and promoted employee.**

<b>Office or Divisions:</b>	<b>City Human Resource Management Office</b>			
<b>Classification:</b>	<b>Complex</b>			
<b>Type of Transactions:</b>	<b>Government to Client</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Forms/ Documents to Accomplish (PDS/ WES, CSC Medical Certificate, SALN		City Human Resource Management Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure required forms documents to accomplish & submit the same to CHRMO.	Receive the accomplished forms/documents & check the completeness.	None	15 minutes	Encarnacion V. Bravo City Human Res. Mngt. Officer
2. Secure signature of Department Head as to duties & functions of the position (PDF), appropriation & availability of funds.	Prepare the PDF from of the employee for Department Head signature & certification as to appropriation & availability of funds.	None	1 day	Encarnacion V. Bravo City Human Res. Mngt. Officer  Norie M. Liban Admin. Officer V (HRMO III)  Department Head concerned  Ramel M. Macutay City Accountant
3. Seek approval of appointment paper from the appointing authority.	Prepare the appointment paper of the appointee.	None	30 minutes	Encarnacion V. Bravo City Human Res. Mngt. Officer
	Forwarded the appointment paper to City Mayor or Vice-Mayor for signature	None	5 days	Norie M. Liban Admin. Officer V (HRMO III)
4. Return to CHRMO for the release of appointment papers approved	Forwarded the appointment paper to CSC field for approval Final approval  Inform the appointee for the release of appointment papers upon approval	None	10 days	Encarnacion V. Bravo City Human Res. Mngt. Officer  Hon. Josemarie L. Diaz, DMD., MBA
		None	1 day	Hon. Kiryll S. Bella  City Vice-Mayor  Encarnacion V. Bravo City Human Res. Mngt. Officer  CSC Isabela Field Office  Encarnacion V. Bravo City Human Res. Mngt. Officer
<b>TOTAL:</b>			<b>17 days &amp; 45 minutes</b>	