



Internal/External

1. SERVICENAME: EVALUATION OF DOCUMENTS FOR JOB APPLICANTS IN THE LOCAL GOVERNMENT UNIT, CITY OF ILAGAN.

Description of the Service: Documents are evaluated to affirm the validity of information of job applicants

Office or Division:	City Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter, Personal Data Sheet Clearances : Barangay Clearance Police Clearance, Mayor's Clearance, NBI Clearance Court Clearances (RTC & MTC) Authenticated Eligibility Transcript of Records Medical Certificate Birth Certificate, Marriage Contract (if applicable) Baptismal Certificate		Applicant Barangay Hall PNP BPLO RTC & MTC PRC School City Health Office I & City Health Office II, San Antonio City Hospital City Civil Registrar's Office & Philippine Statistics Authority Church		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete required documents for verification, evaluation & shall undergo preliminary interview & assessment	Verify & evaluate submitted requirements & make preliminary interview & assessment of	None	30 Minutes	Encarnacion V. Bravo City Human Res. Mngt. Officer



		the job applicants.			
2. Wait for notification if shortlisted & qualified for written examination.		Issue notice to job applicant that he is one among the shortlisted applicant & qualified for written examination.	None	30 Minutes	Encarnacion V. Bravo City Human Res. Mngt. Officer
3. Wait for notification if selected/ hired for final deliberation and assessment.		Issue notice to selected/ hired job applicant for final deliberation & assessment.	None	2 days	Encarnacion V. Bravo City Human Res. Mngt. Officer
		TOTAL		2 days & 1 hour	



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