



Internal/External

2. SERVICENAME: PROCESSING OF APPOINTMENTS

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

Office or Division:	City Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Forms/ Documents to Accomplish (PDS/ WES, CSC Medical Certificate, SALN		City Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 Grace V. Lugo Admin. Asst. IV



				<p>Department Head concerned</p> <p>Kevin Richard A. Agtarap City Accountant</p>
<p>3. Seek approval of appointment paper from the appointing authority.</p>	<p>Prepare the appointment paper of the appointee.</p> <p>Forwarded the appointment paper to City Mayor or Vice-Mayor for signature</p>	<p>None</p>	<p>30 minutes</p> <p>5 days</p>	<p>Encarnacion V. Bravo City Human Res. Mngt. Officer</p> <p>Grace V. Lugo Admin. Asst. IV</p> <p>Encarnacion V. Bravo City Human Res. Mngt. Officer</p> <p>Hon. Josemarie L. Diaz, DMD., MBA</p> <p>Hon. Jay Eveson C. Diaz, RN, DPA City Vice-Mayor</p>
<p>4. Return to CHRMO for the release of appointment papers approved</p>	<p>Forwarded the appointment paper to CSC field for Final approval</p> <p>Inform the appointee for the</p>	<p>None</p>	<p>10 days</p> <p>1 day</p>	<p>Encarnacion V. Bravo City Human Res. Mngt. Officer</p> <p>CSC Isabela Field Office</p>



	release of appointment papers upon approval			Encarnacion V. Bravo City Human Res. Mngt. Officer
		TOTAL	17 days & 45 minutes	