

**HUMAN RESOURCE MANAGEMENT OFFICER**  
Office

**SELECTION AND RECRUITMENT OF  
APPLICANT FOR EMPLOYMENT**

**MS. ORVILLA D. SOLIMAN**

Municipal Government Department Head, Chief Administrative Officer

❖ **ABOUT THE SERVICE:**

The Municipal Government of Porac, Pampanga, through its Human Resource Management office (HRMO), aims to promote proper screening and processing of the documents of applicant and likewise the orientation for those who are willing to serve the public.

The HRMO takes responsibility for the development of flexible and service-oriented human resources with emphasis on adaptability, tolerance and capacity to learn.

Vacant positions are posted in three (3) noticeable places within the vicinity of the Municipal Hall and the Civil Service Commission (CSC) Field Office. Anyone who meets the qualification standards for the vacant position may submit application to the HRMO for review and evaluation.

Personnel Selection Board (PSB) shall screen the applicant. The PSB shall consist of the following:

- a. Municipal Mayor or his representative as the chairman
- b. Sangguniang Bayan Chairman of the Committee on Appropriations/Chairman of the Committee on Ethics
- c. Department Head of the certain department where the vacancy is
- d. 2<sup>nd</sup> or 1<sup>st</sup> level representative
- e. HRM Officer (Ex-Officio, Secretariat)

❖ **REQUIREMENTS:**

1. Publication Form (approved by the CSC)
2. Application Letter
3. Resume with 2x2 pictures
4. Original and Photocopy of Certificate of Eligibility(ies)
5. Original and Photocopy of Transcript of Records

## 6. Promotional Line-up Memorandum/Appointment Paper

### ❖ SCHEDULE OF AVAILABILITY OF THE SERVICE:

Monday to Friday, 8:00 a.m. to 5:00 p.m.

### ❖ HOW TO AVAIL OF THE SERVICE:

Procedure	Processing Time	Person/s Responsible
1. Post position for vacant item.	15 day posting	HRM Officer Administrative Aide
2. Submit Letter of Intent, resume, photocopy of Certificate of Eligibility/ies (if applicable) and Transcript of Records		Applicant
3. Receive application	1 min./ document	Administrative Aide
4. Forward application for review/ evaluation	15 mins.	HRM Officer
5. Process application for prospective employment: -Conduct IQ-EQ Exams  -interview  - Notify applicant	30 mins./applicant  1 hour  Within 2 weeks after the submission of applicant	HRM Officer Administrative Aide  HRM Officer/Municipal Administrator / municipal Mayor  HRM Officer Administrative Aide
6. Prepare appointment papers	Within 2 weeks	HRM Officer Administrative Aide HRM Officer
7. For Department Heads: concur appointment	15 days upon submission	Sangguniang Bayan
8. Approve Appointment	1 day	Appointing Authority/municipal Mayor
9. Submit to the Civil Service Commission  -Verification and/or Approval/Disapproval of documents	1 hour	HRM Officer Administrative Aide  CSC Personnel
10. Release approved/disapproved appointment	A day after receipt of appointment from CSC	HRM Officer Administrative Aide

❖ FLOWCHART:

