

# FINANCE AND ADMINISTRATIVE SERVICE

## HUMAN RESOURCES DIVISION

### 1. Hiring of Successful Candidates to Plantilla Positions [Issuance of Appointment to Selected Applicants (Original Appointment)]

The selected applicant must submit all the applicable requirements for Appointment preparation. The Secretariat will review the documents as to correctness and completeness. Once the submitted documents are correct and complete, the Secretariat will print the Appointment Paper for signature of the Human Resource Management Officer, Chairperson of the Human Resource Merit Promotion and Selection Board, and the Appointing Authority/Officer.

<b>Office or Division:</b>	<b>CRCO-FAS-HRD</b>
<b>Classification:</b>	<b>Complex</b>
<b>Type of Transaction:</b>	<b>Government to Client</b>
<b>Who may avail:</b>	<b>Selected Applicants (Original Appointment)</b>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Upon application:	
a. Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017)	To be prepared by the applicant (submit the original copy used during the application).
b. Work Experience Sheet (Attachment to CS Form No. 212) applicable to those with work experience	Civil Service Commission (CSC) or Philippine Statistics Authority (PSA) Website offers an e-file of Work Experience Sheet for downloading.
c. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, promotion, transfer, reappointment (change of status to permanent) or reemployment	Certificate of Eligibility issued by the CSC or National Police Commission (NAPOLCOM) or Career Executive Service Board (CESB); or Valid professional license issued by the Professional Regulation Commission (PRC)/Supreme Court of the Philippines (SC)/Maritime Industry Authority (MARINA) for positions involving practice of profession.
d. Affidavit of Informed Consent, Waiver, and Undertaking of Compliance to the Minimum Qualification Standards and Requirements	PSA Website offers an e-file of the Affidavit of Informed Consent, Waiver, and Undertaking of Compliance to the Minimum Qualification Standards and Requirements for downloading.
Upon selection:	

e. Position Description Form (DBM-CSC Form No. 1, Revised 2017)	CSC or PSA Website offers an e-file of Position Description Form for downloading.
f. Medical Certificate (CS Form No. 211, Revised 2018)	A Medical Certificate issued by a licensed government physician.
g. Certificate of Live Birth	A Certificate of Live Birth duly authenticated by the Philippine Statistics Authority or the Local Civil Registrar of the municipality or city where the birth was registered or recorded
h. Marriage Certificate (if applicable)	Original Marriage Contract/Certificate duly authenticated by the Philippine Statistics Authority or the Local Civil Registrar of the municipality or city where the marriage was registered or recorded
i. Pag-IBIG Member's Data Form (MDF)	Pag-IBIG MDF issued by the Pag-IBIG Fund Office.
j. PhilHealth Member Data Record (MDR)	PhilHealth MDR issued by the PhilHealth Office.
k. Bureau of Internal Revenue (BIR) Form No. 1905 or BIR Form No. 2316, whichever is applicable	BIR Form No. 1905 issued by the BIR Revenue District Office (RDO) where the selected applicant is registered; and BIR Form No. 2316 issued by the previous office or agency of the selected applicant.
l. Statement of Assets, Liabilities, and Net Worth (SALN) Form	CSC Website offers an e-file of SALN for downloading.
m. Oath of Data Privacy	The Human Resources Division (HRD) provides the Oath of Data Privacy form, which must be accomplished by the selected applicant.
n. Clearances · National Bureau of Investigation; · Police; and · Barangay	Clearances issued by the National Bureau of Investigation (NBI), Police, and Barangay in the municipality or city where the applicant was registered or recorded
Additional requirements for selected applicants to be assigned at PhilSys Registry Office (PRO):	
o. Metropolitan Trial Court or Regional Trial Court Clearance, whichever is applicable; and National Prosecution Service Clearance	Clearances issued by the Metropolitan Trial Court Office (MTC), Regional Trial Court Office (RTC), and Office of the City Prosecutor in the municipality or city where the applicant was registered or recorded.
p. Personal History Statement (PHS) Form	The HRD provides the PHS form, which must be accomplished by the selected applicant.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements	1.1 Review and receive the submitted requirements for appointment preparation of the selected applicant	None	4 hours	Administrative Officer II and Administrative Assistant V
	Preparation of Appointment Paper  1.2 Enter the appropriate information and print the Appointment Paper	None	1 day	Administrative Officer II and Administrative Assistant V
	1.3 Review and validate entries in the Appointment Paper	None	1 day	Supervising Administrative Officer; Administrative Officer V; and Administrative Officer II
	1.4 Prepare an Endorsement Memorandum for the Appointment Paper	None	1 hour	Administrative Officer II; Administrative Assistant V; and Administrative Aide V
	1.5 Review the Endorsement Memorandum and validate with the Appointment Paper	None	3 hours	Supervising Administrative Officer
	1.6 Forward the Appointment Paper for signature of the Human Resource Management Officer	None	1 day	Chief Administrative Officer and Supervising Administrative Officer
	1.7 Forward the Appointment Paper	None	2 days	Chairperson of the NHRMPSB; Chief

	for signature of the Chairperson of the National HRMPSB			Administrative Officer; and Administrative Assistant V
	1.8 Forward the Endorsement Memorandum and Appointment Paper to the Appointing Authority	None	5 days	Appointing Authority; Supervising Administrative Officer; Administrative Officer II; Administrative Assistant V; and Administrative Aide V
	1.9 Receive and photocopy the signed Appointment Paper	None	1 day	Administrative Officer II and Administrative Assistant V
	1.10 Issue the Appointment Paper to the concerned person	None	1 day	Supervising Administrative Officer; Administrative Officer II; Administrative Assistant V; and Administrative Aide V
	1.11 Prepare the Oath of Office and Certification of Assumption to Duty	None	1 day	Administrative Officer II; Administrative Assistant V; and Administrative Aide V
	<b>TOTAL</b>		<b>13 days and 8 hours</b>	