

### 3. Hiring of Successful Candidates to Plantilla Positions [Issuance of Appointment to Selected Applicants (Transfer / Reappointment / Reemployment)]

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.

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| <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<br/>(Transfer/Reappointment/Reemployment)</b>  |
| <b>CHECKLIST OF REQUIREMENTS</b>   | <b>WHERE TO SECURE</b>  |
| Upon application:  |   |
| a. Personal Data Sheet (PDS)<br>(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 uploaded 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 uploaded 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 uploaded an e-file of Position Description Form for downloading.   |
| f. Medical Certificate   | Licensed government physician.  |

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| (CS Form No. 211, Revised 2018)   |  |
| g. Certificate of Live Birth  | Philippine Statistics Authority or the Local Civil Registrar of the municipality or city where the birth was registered or recorded      |
| h. Original Marriage Certificate (if applicable)  | 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 Fund Office.  |
| j. PhilHealth Member Data Record (MDR)  | PhilHealth Office.   |
| k. Bureau of Internal Revenue (BIR) Form No. 2316   | BIR Form No. 2316 issued by the previous office of the selected applicant.   |
| l. Statement of Assets, Liabilities, and Net Worth (SALN) Form  | CSC Website uploaded an e-file of SALN for downloading.  |
| m. Approved Request for Transfer  | Issued by the previous office of the selected applicant.   |
| n. Clearance Form (CS Form No. 7, Revised 2018)   |  |
| o. Certified true copy of pre-audited disbursement voucher of last salary and/or Certification by the Chief Accountant of last salary received from previous office duly verified by the assigned auditor thereat |  |
| p. Service Record   |  |
| q. Certification of Leave Credits or Leave Balance  |  |
| r. Oath of Data Privacy   | The Human Resources Division (HRD) provides the Oath of Data Privacy form, which must be accomplished by the selected applicant.         |
| s. Clearances<br>· National Bureau of Investigation;<br>· Police; and<br>· Barangay   | National Bureau of Investigation (NBI), Police, and Barangay in the municipality or city where the applicant was registered or recorded. |

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| Additional requirements for selected applicants to be assigned at PhilSys Registry Office (PRO):                                   |   |
| t. Metropolitan Trial Court or Regional Trial Court Clearance, whichever is applicable; and National Prosecution Service Clearance | 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. |
| u. 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<br><br>1.1 Enter the appropriate information and print the Appointment Paper | None            | 1 day           | Administrative Officer II and Administrative Assistant V  |
|                                    | 1.2 Review and validate entries in the Appointment Paper  | None            | 1 day           | Supervising Administrative Officer;<br>Administrative Officer V; and<br>Administrative Officer II |
|                                    | 1.3 Prepare an Endorsement Memorandum for the Appointment Paper   | None            | 1 hour          | Administrative Officer II;<br>Administrative Assistant V; and<br>Administrative Aide V            |
|                                    | 1.4 Review the Endorsement Memorandum and   | None            | 3 hours         | Supervising Administrative Officer  |

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|  | validate with the Appointment Paper   |      |        |  |
|  | 1.5 Forward the Appointment Paper for signature of the Human Resource Management Officer  | None | 1 day  | Chief Administrative Officer and Supervising Administrative Officer  |
|  | 1.6 Forward the Appointment Paper for signature of the Chairperson of the National Human Resource Merit Promotion and Selection Board | None | 2 days | Chairperson of the NHRMPSB; Chief Administrative Officer; and Administrative Assistant V   |
|  | 1.7 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 |
|  | 1.8 Receive and photocopy the signed Appointment Paper  | None | 1 day  | Administrative Officer II and Administrative Assistant V   |
|  | 1.9 Issue the Appointment Paper to the concerned person   | None | 1 day  | Supervising Administrative Officer; Administrative Officer II; Administrative Assistant V; and Administrative Aide V                       |
|  | 1.10 Prepare the Oath of Office and Certification of Assumption to Duty   | None | 1 day  | Administrative Officer II; Administrative Assistant V; and   |

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|              |   |             |                            | Administrative Aide V  |
|              | 1.11 Prepare appointment transmittal form, with complete documents appointment paper, position description form, assumption to duty, oath of duty, authenticated CSC eligibility, Personal Data Sheet, Work Experience Sheet.     | None        | 1 day                      | Administrative Officer II; Administrative Assistant V; and Administrative Aide V |
|              | 1.12 Transmit of appointment transmittal form, with complete documents appointment paper, position description form, assumption to duty, oath of duty, authenticated CSC eligibility, Personal Data Sheet, Work Experience Sheet. | None        | 4 hours                    | Administrative Officer II; Administrative Assistant V; and Administrative Aide V |
|              | 1.13 Receive attested appointment form and Position Description Form from CSC   | None        | 4 hours                    | Administrative Officer II; Administrative Assistant V; and Administrative Aide V |
|              | 1.14 Photocopy attested appointment form and Position Description Form  | None        | 10 minutes                 | Administrative Aide V  |
|              | 1.15 Issue attested appointment form and Position Description Form to appointee   | None        | 10 minutes                 | Administrative Officer V and Administrative Officer II;                          |
| <b>TOTAL</b> |   | <b>None</b> | <b>13 days and 8 hours</b> |  |