

Pre-employment

Employment with the Municipal Government of Reina Mercedes is open to all provided that there is a vacant position. Applicants for vacant positions should possess the minimum qualification requirements of the position applied for.

Vacancies are posted in the Human Resource Management Bulletin Board, Municipal Hall and at the Civil Service Commission Provincial Field Office bulletin and published in the CSC Bulletin of Vacant position for 15 calendar days.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Employee of Municipal Government of Reina Mercedes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application letter		Applicants		
Duly accomplished Personal Data Sheet (Form 212) or Curriculum Vitae with pictures				
Photocopy of supporting documents such as eligibility/ies, trainings				
Certificate of employment, service record				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit or file application letter specifying the position desired	1. Receive the application letter request and forward the same to the Municipal Mayor	None	5 Minutes	Human Resource Management Officer I Human Resource Management Office
	1.1 Conduct pre-screening, prepare list of qualified applicants		10 Minutes	
2. Receives notice of screening	2. Prepare and issue notice of screening	None	3 Minutes	Human Resource Management Officer I Human Resource Management Office
3. Attend the screening	3. Sit with the PSB during screening of applicants	None	20 Minutes / applicant	Human Resource Management Personnel Selection Board Human Resource Management Officer I Human Resource Management Office
	3.1 Prepare the result of		30 Minutes	Human Resource Management

	the deliberation or comparative assessment and minutes of meeting 3.2 Submit the comparative assessment to the appointing authority 3.3 Select applicant to be appointed 3.4 Inform the appointee and require other documents for appointment		5 Minutes 10-15 Minutes 3 Minutes	<i>Officer I</i> Human Resource Management Office
IF APPLICANT IS APPOINTED				
4. Submit additional requirements	4.1. Receive and review documents submitted 4.2 Prepare and process appointment papers 4.2 Sign appointment papers 1.3 Forward appointment to the Civil Service Commission, Field Office, Ilagan City, Isabela		10 Minutes 3 Hours 30 Minutes (if all signatories are available)	<i>Human Resource Management Officer I</i> Human Resource Management Office Municipal Mayor Office of the Municipal Mayor <i>Human Resource Management Officer I</i> Human Resource Management Office
5. Attend orientation / briefing	6. conduct orientation / briefing		20 Minutes	Municipal Mayor Office of the Municipal Mayor <i>Human Resource Management Officer I</i> Human Resource Management Office
6. Register in the biometric machine	6. Assist the appointee in registering in the biometric machine		5 Minutes	<i>Human Resource Management Officer I</i> Human Resource Management Office
TOTAL:		None		