



13. RECRUITMENT, SELECTION AND PROMOTION FOR 1ST AND 2ND LEVEL POSITIONS

This service refers to the recruitment, selection and promotion process for 1st and 2nd level career service positions in the Department.

Office or Division	DILG Central Office (Personnel Division, Administrative Service); DILG Regional Offices
Classification	Highly Technical Transaction
Type of Transaction	G2G - Government to Citizens
Who May Avail	All internal and external applicants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Letter (with Position Title and Item Number Indicated)	
2. Updated Personal Data Sheet (CSC Form No. 212) with Work Experience Sheet	CSC Form No. 212 may be downloaded from http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html
3. Photocopy of Transcript of Records	School Graduated
4. Photocopy of Diploma	School Graduated
5. Photocopy of Proof of Eligibility (e.g. CSC Certificate of Eligibility, Certificate/License/ID issued by the Professional Regulation Commission (PRC), Integrated Bar of the Philippines (IBP), etc.)	CSC, PRC, IBP, etc.
6. Photocopy of Certificate of Completion of LGOO training course (for LGOO IV -VII positions)	Issued by Local Government Academy upon completion of LGOO training course

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete job application documents via physical submission, online portal/ email/ DMS/ courier.	1.1 Check completeness and correctness of job application letter with supporting documents, then receive documents.	None	10 Minutes	CO: PD Receiving Clerk/ Administrative Officer II / IV RO: Administrative Officer III / V (Records Unit/ Personnel Section) P/CO: Designated Records Officer
2. Acknowledge notification of indorsement/regret letter	2.1.a . Evaluate job applications and inform applicants if they met the QS or not. CO: If QS is met, prepare Indorsement Letter signed by AS-PD Chief and forward to concerned	None	1 Working Day	CO: Administrative Officer II / IV RO: Administrative Officer III / V (Records Unit/ Personnel Section)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	HRMSSPB together with the Application Documents.			
	2.1.b. RO: If QS and functional requirements are met, prepare a list of applicants for DILG Pre-Qualifying Examination (PQE).	None		Action Officer/HRMO
3. If qualified, confirm attendance to PQE schedule; take the PQE on the said date.	3.1. If qualified per functional requirement of the position, inform applicant of DILG; Pre-Qualifying Exam (PQE) schedule thru SMS or e-mail; Otherwise, send regret letter.	None	1 Working Day	HRMSPB/ Secretariat
	3.2. For CO: Accomplish the PQE Request Form and forward to Personnel Division, Administrative Service.	None	CO: 1 Working Day	Requesting Office/HRMSSPB Secretariat/ Action Officer
	3.2.a. CO: Receive PQE request and administer PQE	None	CO: 5 Working Days	Psychometrician Action Officer
	3.2.b. RO: Administer PQE if RO has registered psychometrician holding a permanent position, or avail services of private testing centers recognized by DILG Central Office	None	RO: 14 Working Days (TAT may vary depending on the mode of PQE)	Psychometrician Action Officer / Private Testing Center
4. Acknowledge receipt of PQE result	4.1. Inform applicant of PQE Result thru SMS, e-mail or regular mail	None	<u>CO:</u> 5 Working Days <i>(includes waiting time from the Administration of PQE to the release of PQE result to HRMSPB)</i> <u>RO:</u> 10 Working Days <i>(includes waiting time</i>	HRMSPB/ Secretariat



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			<i>from the Administration of PQE to the release of PQE result)</i>	
	4.2. Evaluate the Applicants and Endorse to the final Recommending/ Approving Authority/ies	None		Bureau/Service/ Regional/ Provincial/ City HRMSPB
5. Confirm attendance to B/S HRMSPB functional examination and/or Central HRMSPB panel interview on the said date	5.1.1. Conduct assessment of applicants thru: a. Functional examination; b. Group orals; c. Panel Interview; and d. Other competency-based assessment methods Note: Types of assessments may vary in Regional Offices	None	70 Working Days	HRMSPB/ Secretariat
	5.1.2. Deliberate and calibrate on the results of the selection process	None		
	5.1.3. Conduct background check on screened applicants and endorse to the final recommending/approving authority. For CO: Notify applicants of CHRMSBPB panel interview schedule, and Conduct CHRMSBPB assessment and/or panel interview, and deliberate results.			
6. Acknowledge letter and accomplish the CSS Form	6.1. Notify applicant considered for appointment as well as the concerned operating unit, and administer the CSS.	None	4 Hours	CO: Administrative Officer II / IV RO: Administrative Officer III / V (Records Unit/ Personnel Section)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Submit basic documentary requirements	7.1. Request applicant/candidate to submit basic documentary requirements.	None	10 Working Days	
	7.2. Prepare Appointment.	None	1 Working Day	PD Action Officer/HRMO
8. Sign Appointment documents and other CSC forms	8.1. Approve the Appointment and notify the appointee.	None	7 Working Days	Designated Approving Authority/Regional Director/Assistant Regional Director/HRMO
9. Attend Oath Taking and assume duty	9.1. Conduct of Oath Taking either physical or online.	None		Designated Approving Authority/Regional Director/Assistant Regional Director/HRMO
	9.2. Post list of newly-hired/promoted employees in the DILG website and in 3 conspicuous places in the Department (15 calendar days).	None	1 Working Day	PD Action Officer/HRMO
10. Submit documents in compliance with CSC requirement Requirements for Newly Hired/ Promoted/ Transferred Employees	10.1. Facilitate completion of appointment documents for submission to CSC	None	CO: 10 Working Days RO: 3 Working Days	PD Action Officer/HRMO
11. Undergo personnel briefing/ onboarding	11.1. Conduct personnel briefing to the appointee.	None	4 Hours	PD Action Officer/HRMO
	TOTAL	None	Central Office: 106 Working Days, 10 Minutes Regional Office: 112 Working Days, 10 Minutes	

Note: *Recruitment, Selection and Placement for 1st and 2nd Level process is anchored on 2017 Civil Service Commission (CSC) Omnibus Rules on Appointment and other Human Resource Actions (ORAOHRA) (revised 2018)