



8. Receiving of Application Letters

This is a service where the HR has to look into the completeness of the documents being submitted by the applicants. The action may be denied or accepted.

Office or Division	Human Resource Development Division			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen			
Who may avail	All walk-in applicants, LGU employees for promotion, Job Order workers applying for permanent position			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submit 1 original copy and 1 photocopy of the following documents:				
Application Letter		Applicant		
Fully accomplished Personal Data Sheet (CS Form No.212 Revised 2017)		Download form from the CSC website		
Performance rating in the last rating period (if applicable)		Previous employer or current agency connected with		
Photocopy of Certificate of Eligibility rating/license (if applicable)		Applicant		
Photocopy of Transcript of Records		Applicant		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit the application letter with complete supporting documents to the receiving area of the Office of the Mayor and forward it to the HRDD	1. Receive application letter with complete requirements	None	1 Minute	<i>Administrative Aide II</i> Human Resource Development Division
	1.1 Check completeness and accurateness of information in the application letter and Personal Data Sheet against supporting documents.	None	4 Minutes	<i>Administrative Officer IV</i> Human Resource Development Division
	1.2 Conduct initial assessment and advice qualified applicant for the schedule of the HRMPSB Screening.	None	15 Minutes	
	TOTAL:	None	20 Minutes	