

## Submission of Application for Vacant Position

The vacant position/s in the Department is/are posted in the DSWD Website, conspicuous places in DSWD-NCR, Civil Service Commission (CSC) Bulletin Boards and Job Street. The employment statuses of the posted vacancies are indicated such as Permanent, Contractual, Casual, Contract of Service (COS) and Job Order (JO).

<b>Office or Division:</b>	Human Resource Planning & Performance Management Section (HRPPMS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizens G2G – Government to Government			
<b>Who may avail:</b>	Interested qualified individuals with Filipino Citizenship			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Job Applicants Checklist			HRPPMS	
Application letter addressed to Regional Director Vicente Gregorio B. Tomas at 389 San Rafael St., Sampaloc, Manila with indicated position applying for, item number, designation and signature.			Client	
Duly accomplished Personal Data Sheet with Work Experience Sheet			Client	
Transcript of Record and Diploma			Client/ Graduated School or University	
Copy of Civil Service Eligibility and/or PRC License ID and/or Board of Rating (if applicable)			Civil Service Commission (CSC) or Professional Regulation Commission (PRC), Supreme Court of the Philippines (SC) for positions involving practice of profession	
Copy of Certified duly signed Individual Performance Contract Rating (IPCR) or its equivalent for external applicants with a Very Satisfactory rating during the last period (if applicable)			Client/Present or Previous employer	
Copy of certificate of relevant trainings and seminar attended (if applicable)			Client	
Copy of certificate of employment for external applicants (if applicable)			Client	
<b>A. Online Submission</b>				
<b>A.1 DSWD website</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access the DSWD website to view the job postings (jobs.dswd.gov.p	None	None	1 minute (based on system response time)	<i>Client/Applicant</i>  Online System

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2. Select the desired position among the list of vacancies, clicks "Apply now"	None		1 minute (based on system response time)	<i>Client/Applicant</i>  Online System
3. Accomplish the registration by entering the following: 1. Name 2. Contact Number 3. Email Address	The information entered by the client/applicant will be accepted by the system	none	2 minutes	<i>Client/Applicant</i>  Online System
4. Attach/Upload the application documents/requirements and cover note	The documents uploaded/submitted will be accepted by the system.	none	1-2 minutes	<i>Client/Applicant</i>  Online System
5. Clicks 'submit your application'	The documents uploaded/submitted will be accepted by the system	none	1-2 minutes (based on system response time)	<i>Client/Applicant</i>  Online System
	Upon the closing/deadline of submission of applications, the evaluator will review and validate the submitted documents if the applicant met the minimum qualification of the position applied for. Applicant will be informed of the result of his/her application.  - Qualified applicants shall receive invitation for the	none	3 days (may be extended based on the volume of applications)	<i>Evaluator/ Human Resource Officer</i>

	Initial Qualifying Test (IQT) through email and SMS.  - Not qualified applicants, shall receive a regret letter through email.			
<b>TOTAL</b>		<b>None</b>	<b>3 days and 8 minutes</b>	
<b>A.2. Jobstreet website</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access the JobStreet website to view the job postings ( <a href="http://www.jobstreet.com.ph">www.jobstreet.com.ph</a> )	None	None	1 minute (based on system response time)	<i>Client/Applicant</i>  Online System
2. Login to your JobStreet.com account by logging in using Facebook account or providing email or ID and password.	None	None	1 minute (based on system response time)	<i>Client/Applicant</i>  Online System
3. In the search box, type DSWD to find jobs posted by the field office	None	None	1 minute (based on system response time)	<i>Client/Applicant</i>  Online System
4. Select the desired position among the list of vacancies by clicking the position. Click "apply now tab"	None	None	1 minute (based on system response time)	<i>Client/Applicant</i>  Online System
5. Another tab will pop-up. Choose between "My profile is still up to date" if the uploaded resume is still updated or click "upload	The information entered by the client/applicant will be accepted by the system	None	1-2 minutes	<i>Client/Applicant</i>  Online System

<i>resume” to replace old resume.</i>				
6.a. If “ <i>My profile is up to date</i> ” is chosen look for submit application and click it. Applicant may also provide a brief summary of his competencies in the “ <i>Make a pitch!</i> ” box.	The documents uploaded/submitted will be accepted by the system.	None	1-2 minutes	<i>Client/Applicant</i>  Online System
b. If “ <i>upload resume</i> ” look for “ <i>replace</i> ” and upload an updated resume or change information that is need to be edited.	The documents uploaded/submitted will be accepted by the system	None	1-2 minutes	<i>Client/Applicant</i>  Online System
7. Clicks “ <i>submit your application</i> ”	The documents uploaded/submitted will be accepted by the system	None	1-2 minutes (based on system response time)	<i>Client/Applicant</i>  Online System
	Upon the closing/deadline of submission of applications, the evaluator will review and validate the submitted documents if the applicant met the minimum qualification of the position applied for. Applicant will be informed of the result of his/her application. - Qualified applicants shall receive	None	3 days (may be extended based on the volume of applications)	<i>Evaluator/ Administrative Officer II</i>

	invitation for the Initial Qualifying Test (IQT) through email and SMS.  - Not qualified applicants, shall receive a regret letter through email.			
<b>TOTAL</b>		<b>None</b>	<b>3 days and 8 minutes</b>	
<b>B. Walk-in Submission</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to HRPPMS (Room 209) to submit application/ set of documents.  Compliance of the additional required documents by the applicant	1. Receive application/documents submitted by the applicants  1.1 If the requirements are incomplete, inform the client for completion of additional/missing documents  1.2 If the requirements are complete, application will be kept in the application box for encoding.	None	5 minutes	<i>Admin Aide IV</i>  HRPPMS
	1.3 Encoding in the database 100% of submitted applications		1 day (depending on the bulk of application)	<i>Admin Aide IV</i>  HRPPMS

	1.4 Conducts paper screening of applicants based on the CSC-QS & additional competency requirements indicated in the publication.		3 days (may be extended based on the volume of applications)	<i>Evaluator/ Administrative Officer II/Psych- I</i>  HRPPMS
	1.5 If not qualified, send regret letter to disqualified applicants  1.6 If qualified, schedule for qualifying examination.		Within 5 working days upon receipt from encoding  Within 3 working days	<i>Evaluator/ Administrative Officer II/Psych- I</i>  HRPPMS
<b>TOTAL</b>		<b>None</b>	<b>9 days and 5 minutes</b>	

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Job Applicants Checklist	HRPPMS
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designation and signature.	
Duly accomplished Personal Data Sheet with Work Experience Sheet	Client
Transcript of Record and Diploma	Client/ Graduated School or University
Copy of Civil Service Eligibility and/or PRC License ID and/or Board of Rating (if applicable)	Civil Service Commission (CSC) or Professional Regulation Commission (PRC), Supreme Court of the Philippines (SC) for positions involving practice of profession
Copy of Certified duly signed Individual Performance Contract Rating (IPCR) or its equivalent for external applicants with a Very Satisfactory rating during the last period (if applicable)	Client/Present or Previous employer
Copy of certificate of relevant trainings and seminar attended (if applicable)	Client
Copy of certificate of employment for external applicants (if applicable)	Client

**A. Online Submission**  
**A.1 DSWD website**

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Access the DSWD website to view the job postings (jobs.dswd.gov.ph)	None	None	1 minute (based on system response time)	<i>Client/Applicant</i>  Online System
2. Select the desired position among the list of vacancies, clicks "Apply now"	None		1 minute (based on system response time)	<i>Client/Applicant</i>  Online System
3. Accomplish the registration by entering the following: 1. Name 2. Contact Number 3. Email Address	The information entered by the client/applicant will be accepted by the system	none	2 minutes	<i>Client/Applicant</i>  Online System
4. Attach/Upload the application documents/requirements and cover note	The documents uploaded/submitted will be accepted by the system.	none	1-2 minutes	<i>Client/Applicant</i>  Online System

5. Clicks 'submit your application'	The documents uploaded/submitted will be accepted by the system	none	1-2 minutes (based on system response time)	<i>Client/Applicant</i>  Online System
	<p>Upon the closing/deadline of submission of applications, the evaluator will review and validate the submitted documents if the applicant met the minimum qualification of the position applied for. Applicant will be informed of the result of his/her application.</p> <p>- Qualified applicants shall receive invitation for the Initial Qualifying Test (IQT) through email and SMS.</p> <p>- Not qualified applicants, shall receive a regret letter through email.</p>	none	3 days (may be extended based on the volume of applications)	<i>Evaluator/ Human Resource Officer</i>
<b>TOTAL</b>		<b>None</b>	<b>3 days and 8 minutes</b>	
<b>A.2. Jobstreet website</b>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Access the JobStreet website to view the job postings ( <a href="http://www.jobstreet.c">www.jobstreet.c</a>	None	None	1 minute (based on system response time)	<i>Client/Applicant</i>  Online System

<a href="#">om.ph</a> )				
2. Login to your JobStreet.com account by logging in using Facebook account or providing email or ID and password.	None	None	1 minute (based on system response time)	<i>Client/Applicant</i>  Online System
3. In the search box, type DSWD to find jobs posted by the field office	None	None	1 minute (based on system response time)	<i>Client/Applicant</i>  Online System
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6.a. If "My profile is up to date" is chosen look for submit application and click it. Applicant may also provide a brief summary of his competencies in the "Make a pitch!" box.	The documents uploaded/submitted will be accepted by the system.	None	1-2 minutes	<i>Client/Applicant</i>  Online System

b. If “upload resume” look for “replace” and upload an updated resume or change information that is need to be edited.	The documents uploaded/submitted will be accepted by the system	None	1-2 minutes	<i>Client/Applicant</i>  Online System
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<b>TOTAL</b>		<b>None</b>	<b>3 days and 8 minutes</b>	
<b>B. Walk-in Submission</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1. Proceed to HRPPMS (Room 209) to submit application/ set of documents.</p> <p>Compliance of the additional required documents by the applicant</p>	<p>1. Receive application/documents submitted by the applicants</p> <p>1.1 If the requirements are incomplete, inform the client for completion of additional/missing documents</p> <p>1.2 If the requirements are complete, application will be kept in the application box for encoding.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Admin Aide IV</i> HRPPMS</p>
	<p>1.3 Encoding in the database 100% of submitted applications</p>		<p>1 day (depending on the bulk of application)</p>	<p><i>Admin Aide IV</i> HRPPMS</p>
	<p>1.4 Conducts paper screening of applicants based on the CSC-QS &amp; additional competency requirements indicated in the publication.</p>		<p>3 days (may be extended based on the volume of applications)</p>	<p><i>Evaluator/ Administrative Officer II/Psych-I</i> HRPPMS</p>

	<p>1.5 If not qualified, send regret letter to disqualified applicants</p> <p>1.6 If qualified, schedule for qualifying examination.</p>		<p>Within 5 working days upon receipt from encoding</p> <p>Within 3 working days</p>	<p><i>Evaluator/ Administrative Officer II/Psych- I</i></p> <p>HRPPMS</p>
<b>TOTAL</b>		<b>None</b>	<b>9 days and 5 minutes</b>	