

Filling-up of Vacant Permanent Position

The Human Resource Planning and Performance Management Section (HRPPMS) is responsible for attracting, screening, and selecting employees for the organization in accordance with CSC Memorandum Circular No. 24, s. 2017, otherwise known as *2017 Omnibus Rules on Appointments and Other Human Resource Actions* for permanent, contractual and casual position and Joint Circular No. 1, s. 2017, *Rules and Regulations Governing Contract of Service and Job Order Workers in the Government*.

Office or Division:	Human Resource Planning & Performance Management Section
Classification:	Complex (multi-stage processing)
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government
Who may avail:	Interested qualified individuals with Filipino Citizenship (External and Internal)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Personal Data Sheet, revised 2017	Downloadable from internet (csc.gov.ph)
Work Experience Sheet, revised 2017	Downloadable from internet (csc.gov.ph)
CSC Form No. 1, revised 2017 (Position Description Form) (For permanent, contractual, casual)	HRPPMS/Downloadable from the Internet (csc.gov.ph)
Statement of duties and responsibilities with percentage of working time shall be attached (3 copies; for permanent, contractual and casual)	Concerned hiring office
CSC Form no. 32 (oath of office), revised 2018 (4 copies; for permanent, contractual, casual)	HRPPMS/Downloadable from the internet (csc.gov.ph)
Original copy of the authenticated certificate of Civil Service Eligibility or PRC Report of Rating (2 copies; for permanent, contractual, casual)	Client
Original copy of the authenticated license (for practice of profession positions; 2 copies; for permanent, contractual, casual)	Client
CSC Form no. 211, revised 2018 (Medical Certificate for permanent, contractual, casual)	HRPPMS/ csc.gov.ph
Results of CBC, Urinalysis, Chest X-ray, Drug Test, Psychological Test and Neuropsychiatric Exam	Attending Physician from a hospital/clinic or from medical records
Original copy of authenticated diploma and transcript of records/copy of grades or certification of units earned/certificate of Master unit (if any) (2 copies)	Client
CSC Form no. 7, revised 2018	HRPPMS/csc.gov.ph

(Employees for transfer; 2 copies; for permanent, contractual and casual employees)				
Original copy of PSA Certificate of Live Birth	Client			
Original copy of PSA Marriage Certificate of (if married)	Client			
Original copy of NBI Clearance	Client			
Sworn Statement of Assets, Liabilities and Networth (4 copies; for permanent, contractual and casual)	Downloadable from the internet (csc.gov.ph)			
Copy of Philhealth Members Data Record	Client			
Copy of PAGIBIG Membership Data Form	Client			
Copy of BIR Form No. 1902 or Tax Identification No. (TIN)	Client			
CSC Form No. 4, revised 2018 (Certificate of Assumption to Duty) (4 copies; for permanent, contractual and casual)	HRPPMS			
HRMPSB Resolution No. __, S. 2019	HRPPMS			
DSWD-NCR ID Application Form and 1x1 ID picture with Red Background	HRPPMS			
Community Tax (For Job order and Cost of Service)	Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Occurrence of Vacancy (promotion, retirement, resignation, dismissal, creation of position) 1.1 Submission of certificate of funding or authority to hire (for COS and JO applicants)	None	Within 1 month upon promotion, retirement, resignation, dismissal, creation of position	<i>Admin Assist-II</i> HRPPMS
	TOTAL	None	30 days	
	2. Publication of Vacancies 2.1 Prepares		1 day	<i>AO II/Psychologist</i>

	<p>publication for comments of AO-V</p> <p>2.2 Submission of approved vacancy to CSC</p> <p>2.3 Publication and circulation of vacancies in three conspicuous places in DSWD-NCR DSWD website and JobStreet</p>		<p>2 hours</p> <p>15 days</p>	<p>/</p> <p>HRPPMS</p> <p><i>Admin Assist-II</i> HRPPMS</p> <p><i>Admin Aide IV</i> HRPPMS</p>
	TOTAL		46 days and 2 hours	
<p>Submission of application/set of documents to HRMDS-HRPPMS</p> <p>Compliance of the additional required documents by the applicant</p>	<p>3.Submission of requirements</p> <p>3.1 Receive application/documents submitted by the applicants</p> <p>3.2. If the requirements are incomplete, inform the client for completion of additional/missing documents</p>		<p>3 min</p> <p>2 min</p>	<p><i>Admin Aide IV</i> HRPPMS</p> <p><i>AO-II/Psych-I</i> HRPPMS</p>

	<p>3.3 If the requirements are complete, application will be kept in the application box for encoding.</p> <p>3.4 Encoding in the database 100% of submitted applications</p>		<p>1 min.</p> <p>1 min</p>	<p><i>Admin Aide IV</i> HRPPMS</p> <p><i>Admin Aide IV</i> HRPPMS</p>
<p>Upon closing/deadline of submission of applications, wait for the result of evaluation on your application</p>	<p>3.5 Conducts paper screening of applicants based on the CSC-QS & additional competency requirements indicated in the publication</p>		<p>3 days (may be extended based on the volume of applications)</p>	<p><i>Evaluator/</i> <i>Administrative</i> <i>Officer II</i> HRPPMS</p>
<p>If not qualified, send regret letter to disqualified applicants</p> <p>If qualified, schedule for qualifying examination</p>	<p>3.6 Send invitation to qualified applicants for qualifying examination</p>		<p>Within 5 working days upon receipt from encoding</p> <p>Within 3 working days</p>	<p><i>AO-II/Psych-I</i> HRPPMS</p> <p><i>AO II/Psychologist</i></p>

				/ HRPPMS
	TOTAL		8 days and 12 minutes	
Submission of queries, petitions and complaints for not being included in the list of qualified applicants	4. Preparation of initial qualified applicants for exam to the HRMPSB to allow for queries, petitions, complaints of disqualification		1 hour	<i>AO-II/Psych</i> HRPPMS
	4.1 Creation of memorandum indicating initial qualified applicants for exam		30 min.	<i>AO-II/Psych-I</i> HRPPMS
	4.2 Posting of memorandum and circulation of the list in three conspicuous places to allow for queries, petitions, complaints of disqualification		3 days	<i>AO-II/Psych-I</i> HRPPMS

	TOTAL		3 days, 1 hour and 30 min	
Confirms attendance to the examiner	5. Qualifying examinations		1 min	<i>AO-II/Psych</i> HRPPMS
Registration of applicants	5.1 Notification of applicants for examination		3 hours (counted as 1 day)	
Takes the psychometric & technical exams	5.2 Administers the qualifying exams		3 minutes	
	5.3 Checks the results of the psychometric and personality test			
	5.4 Forwards the technical exam to the pool of checkers		3 days (including the endorsement and scoring)	<i>Admin Aide IV</i> HRPPMS
	5.5 Encoding of results of IQ, personality and technical in data base		1 min	
	TOTAL		4 days and 5 minutes	
Indicate character references in the Personal Data Sheet for character	6. Character Validation		3 days (including the endorsement and scoring)	<i>AO-II/Psych</i> HRPPMS
	6.1 Submit character validation form			

validation.	to immediate superiors and colleagues of internal applicants 6.2 Call character references of external applicants		10 minutes	
	TOTAL		3 days and 10 minutes	
	7. Panel Interview 7.1 Assesses and rates the ETE (education, training, and experience) of applicants for preparation of comparative data matrix prior to the deliberation 7.2 Creation of initial comparative matrix 7.3 Creation of profile matrix 7.4 Creation of rating form		10 min 20 min 15 min 5 min 15 min	<i>HRMPSB Secretariat</i>

Respond to scheduling of panel interview	7.5 Creation of power point presentation 7.6 Scheduling of panel interview both for panelists & applicant		1 hour	
Register and attends panel interview	7.7 PSB conducts panel interview and deliberation		1 hour (maybe extended based on the number of applicants) Counted as 1 day	<i>HRMPSB panel</i>
	TOTAL		2 days and 5 minutes	
	8. Preparation of the minutes of the meeting/ documentation 8.1 Transcription of recorded interview 8.2 Creation of minutes of the		30 minutes 1 hour	<i>HRMPSB Secretariat</i>

	meeting		15 minutes	
	8.3 Creation of the resolution			
	8.4 Forward drafted minutes and resolution to immediate superior for approval		1 min	
	TOTAL		1 hour and 46 minutes	
	9. Approval of the HRMPSB Resolution		10 working days	<i>HRMPSB Members and Appointing Authority</i>
	TOTAL		10 days	
Inform applicants for the result of selection: If selected for the position, endorsement to placement for instruction on submission of documentary requirements If not selected for the position, send regret letter	10. Notification of applicants upon receipt of the approved resolution		1 min	<i>HRMPSB Secretariat</i> <i>Admin Clerk/ Placement officer</i>
	TOTAL		1 day	
	TOTAL		1 minute	

<p>Submission of documentary requirements needed for appointment</p> <p>If the applicant did not pursue their application, the next ranking candidate is considered for appointment and will comply with the documentary requirements for appointment</p> <p>If the applicant pursue their application, complete necessary documents for submission</p>	<p>11. Acceptance of documentary requirements needed for appointment</p> <p>11.1 inform the next in rank for requirements if the selected applicant did not pursue their application</p> <p>11.2 Prepares and endorses the appointment of the proposed appointee for signature of the appointing authority</p>		<p>Within 5 working days upon notification</p> <p>Within 15 working days</p>	<p><i>Placement Officer/ Admin. Assist-II</i></p> <p>HRPPMS</p>
	TOTAL		20 days	
<p>Proposed appointee takes oath and assumes the position</p>	<p>12. Administers oath-taking process</p>		<p>Within 30 calendar days from issuance of appointment</p>	<p><i>Placement Officer/ Admin. Assist-II</i></p> <p>HRPPMS</p>
	TOTAL		30 days	

FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback	<p>Kindly accomplish the Customer Feedback Form and place at the drop box located in front of the HRPPMS Receiving Area.</p> <p>Telephone: (02) 8310-0725</p> <p>E-mail: hrppms.foncr@dswd.gov.ph</p>
How feedbacks are processed	<p>Every end of the month, your feedbacks are consolidated and summarized by the designated Personnel Officer.</p> <p>Feedbacks requiring answers/clarifications are forwarded to appropriate Office for immediate response within 3 working days</p> <p>Appropriate client shall be informed of the response.</p> <p>For the status of your query/clarification, you may contact us thru:</p> <p>Telephone: (02) 8310-0725</p> <p>E-mail: hrppms.foncr@dswd.gov.ph</p>
How to file a complaint	<p>Kindly accomplish the Customer Feedback Form and place at the drop box located in front of the HRPPMS Receiving Area.</p> <p>You may also file your complaint through telephone with the following details:</p> <ul style="list-style-type: none">- Your Name and contact details- Transaction with the office

	<ul style="list-style-type: none"> - Name of Person complained of - Reason for complaint - Evidence/s, if any <p>For the status of your complaint/s, you may contact us thru:</p> <p>Telephone: (02) 8310-0725</p> <p>E-mail: hrppms.foncr@dswd.gov.ph</p>
How complaints are processed	<p>Every end of the month, your feedbacks/complaints are consolidated and summarized by the designated Personnel Officer.</p> <p>Feedbacks requiring answers/clarifications are forwarded to appropriate Office for immediate response within 3 working days.</p> <p>Proper investigation shall be conducted and a report shall be filed by the assigned employee.</p> <p>Appropriate client shall be informed of the response.</p> <p>For the status of your complaint, you may contact us thru:</p> <p>Telephone: (02) 8310-0725</p> <p>E-mail: hrppms.foncr@dswd.gov.ph</p>
Contact Information of CCB, PCC, ARTA	<p>ARTA : complaints@arta.gov.ph</p> <p>PCC: 8888</p> <p>CCB: 0908 -881-6565 (SMS)</p>

List of Offices

Office	Address	Contact Information
Human Resource Planning and Performance Management	DSWD – NCR #389 San Rafael St. cor.	Tel No: (02) 8310-0725

Section (HRPPMS) 2 nd Floor, Room 209	Legarda St., Sampaloc, Manila	E-mail: hrppms.foncr@dswd.gov.ph
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