



Applying for a Job Vacancy

ABOUT THE SERVICE

APPLICATION FOR work in the City Government Office of Naga is open to all. Interested and qualified applicants should signify their interest in writing. The vacant positions are published at the City Hall Bulletin boards, city website at www.naga.gov.ph and at CSC Bulletin of Vacant Positions. Qualified applicants are advised to hand in or send through courier/email their application to City Human Resource Management Office, Room 207, 2nd Floor, Naga City Hall, J Miranda Avenue, Concepcion Pequeña, Naga City or at www.chrmo@naga.gov.ph.

Department / Office:		CITY HUMAN RESOURCE MANAGEMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Job Seeker		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture 		<ul style="list-style-type: none"> CHRM Office CS Form 212, Revised 2017 (PDS) can be downloaded at www.csc.gov.ph 		
<ul style="list-style-type: none"> Performance rating in the last rating period (if applicable) 				
<ul style="list-style-type: none"> Photocopy of certificate of eligibility / rating / license 				
<ul style="list-style-type: none"> Photocopy of Transcript of Records 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check for Job Vacancy Proceed to City Hall and checks the CHRMO Bulletin Board found at the right side of the main entrance of the office. He/she may also check at the Civil Service Commission Bulletin of Vacant Position, Jobstreet or the city website @ www.naga.gov.ph	Post vacant positions	None	3 minutes	MARIA LOURDES A. RODRIGUEZ Senior Administrative Assistant II NAPOLEON V. SARTO, JR. Administrative Aide IV
2. Submission of Application Submit an application letter specifying the position applied together with the requirements.	Receives application of applicant	None	2 minutes	NAPOLEON V. SARTO, JR. Administrative Aide IV
3. Preliminary Interview Undergo an interview with the City Human		None	5 minutes	MARY JANE F. CAPONGA



<p>Resource Management Officer upon filing of application, to know whether the applicant meets the minimum qualification requirements of the position.</p>	<p>Interview applicants upon submission of application</p>			<p>Administrative Officer II (HRMO I)</p> <p>MARIA CONCEPCION F. MADRIDANO Administrative Assistant II (HRMA)</p>
	<p>4. Applicant is advised / notified for the schedule of interview / screening by the Human Resource Merit Promotion and Selection Board (HRMPSB). Only applicant who meet the minimum QS requirements of the position will be considered for an interview by the HRMPSB.</p>	<p>None</p>	<p>3 minutes</p>	<p>MARIA LOURDES A. RODRIGUEZ Senior Administrative Assistant II</p>
	<p>5. HRMPSB Screening / Interview</p> <p>The HRMPSB deliberates, screens and interviews all applicants who meet the minimum requirements of the position.</p> <p>Copy of the minutes together with the results is submitted to the City Mayor to decide/choose among the top five (5) ranking candidates for appointment to the vacant position.</p>	<p>None</p>	<p>5 minutes</p>	<p>Human Resource Merit Promotion and Selection Board (HRMPSB)</p> <p>MARY JANE F. CAPONGA Administrative Officer II (HRMO I)</p>
	<p>Hiring -</p> <p>The applicant chosen by the City Mayor is informed.</p> <p>Employment papers are prepared by the CHRMO.</p>	<p>None</p>	<p>2 minutes</p>	<p>MARIA LOURDES A. RODRIGUEZ Senior Administrative Assistant II</p>



				NOLASCO E. JESALVA CGADH I (Acting CHRMO)
TOTAL		None	20 minutes	

CITY HUMAN RESOURCE MANAGEMENT OFFICE

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