



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	2. Recruitment. Update list of vacancies. Publish/post vacant positions upon receipt of approval of filling up of vacancy.	None	3 minutes	MARY JANE F. CAPONGA Administrative Officer II (HRMO I) NAPOLEON V. SARTO, JR. Administrative Aide IV (Bookbinder II) NOLASCO E. JESALVA CGADH I (Assistant City HRMO I)
3. Submission of Application. Submit an application letter specifying the position applied together with the requirements.	4. Receives applications (for all levels), check completeness of the requirements including the Personal Data Sheet (PDS).	None	2 minutes	GERALDINE SJ. CASTILLO Administrative Assistant II (HRMA) NAPOLEON V. SARTO, JR. Administrative Aide IV (Bookbinder II)
5. Preliminary	6. Interview	None	5 minutes	NOLASCO E.



<p>Interview</p> <p>Undergo an interview with the City Human Resource Management Officer upon filing of application, to know whether the applicant meets the minimum qualification requirements of the position.</p>	<p>applicants upon submission of application.</p>			<p>JESALVA CGADH I (Assistant City HRMO I)</p> <p>ALVIN J. BELANO Youth Development Officer I</p>
	<p>7. Inform applicants whether or not they qualify for the next assessment process.</p>	<p>None</p>	<p>5 minutes</p>	<p>ALVIN J. BELANO Youth Development Officer I</p> <p>GERALDINE SJ. CASTILLO Administrative Assistant II (HRMA)</p>
<p>8. Applicant undergoes paper and pen qualifying examination.</p>	<p>9. Prepare and post selection line-up of qualified applicants for the next phase from end of paper qualification.</p>	<p>None</p>	<p>30 minutes</p>	<p>ALVIN J. BELANO Youth Development Officer I</p> <p>GERALDINE SJ. CASTILLO Administrative Assistant II (HRMA)</p>
	<p>10. Qualified applicant is advised/ notified for the schedule of Behavioural Event Interview (BEI) by the Human Resource Merit Promotion and Selection Board (HRMPSB).</p>	<p>None</p>	<p>3 minutes</p>	<p>ALVIN J. BELANO Youth Development Officer I</p> <p>NAPOLEON V. SARTO, JR. Administrative Aide IV (Bookbinder II)</p>
	<p>11. Selection</p> <p>HRMPSB deliberate, screen, and interview applicants (all levels) who meets the minimum requirements of the position.</p>	<p>None</p>	<p>5 minutes</p>	<p>Human Resource Merit Promotion and Selection Board (HRMPSB)</p> <p>ALVIN J. BELANO Youth Development Officer I</p>



	Submits to the City Mayor/ City Vice Mayor the assessment folder and HRMPSB Resolutions/ minutes for the selection among the top give (5) candidates for issuance of appointment to the vacant position.		5 minutes	NOLASCO E. JESALVA CGADH I (Assistant City HRMO I)
	12. Placement The applicant selected by the City Mayor/ City Vice Mayor for the position is informed. Prepare and print appointment papers and other documents to the attached thereat.	None	2 minutes 15 minutes	ALVIN J. BELANO Youth Development Officer I MARY JANE F. CAPONGA Administrative Officer II (HRMO I) MARY JANE F. CAPONGA Administrative Officer II (HRMO I) NAPOLEON V. SARTO, JR. Administrative Aide IV (Bookbinder II) NOLASCO E. JESALVA CGADH I (Assistant City HRMO I)
TOTAL		None	1 hour and 17 minutes	

CITY HUMAN RESOURCE MANAGEMENT OFFICE

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