

# 1. SCREENING OF APPLICATION

Ang paraan ng pagsasala sa mga aplikante na nais mag-apply ng trabaho sa Munisipalidad ng Guiguinto.

<b>Office:</b>		HUMAN RESOURCE AND MANAGEMENT OFFICE		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Lahat ng Guiguinteños na nasa legal na edad sa pagkakaroon ng trabaho		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Resume (1 original copy)		Client		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Ipasa ang resume o biodata	1. Tanggapin ang resume.	Wala	1 minute/s	<i>Administrative Officer I</i> Human Resource Management Office o <i>Private Secretary II</i> Human Resource Management Office o <i>Clerk III</i> Human Resource Management Office
	1.2. Suriin ang resume at i-schedule ang araw ng pagsusulit.	Wala	2 minute/s	<i>Administrative Officer I</i> Human Resource Management Office
	1.3. Tawagan ang kliyente upang ipagbigay alam ang examination date	Wala	2 minute/s	<i>Administrative Officer I</i> Human Resource Management Office
2. Pumunta sa itinakdang araw sa Tanggapan ng Karapatang Pantao upang kumuha ng pagsusulit.	2. Ibigay ang pagsusulit	Wala	1 minute/s	<i>Private Secretary II</i> Human Resource Management Office
	2.1. I-check ang pagsusulit	Wala	5 minute/s	<i>Private Secretary II</i> Human Resource Management Office
	2.2. Kausapin ang mga nakapasang aplikante upang maiwan para sa interbyu.	Wala	2 minute/s	<i>Private Secretary II</i> Human Resource Management Office
	2.3. Kung ang aplikante ay hindi nakapasa, kausapin ito at ipaalam ang kinalabasan ng pagsusulit.	Wala	2 minute/s	<i>Administrative Officer I</i> Human Resource Management Office
3. Magpa-interbyu	3. Interbyuhin ang aplikante.	Wala	10 minute/s	<i>Administrative Officer I</i> Human Resource Management Office
4. Hintayin ang tawag sa naging resulta ng interbyu	4. Ipasa ang resulta ng pagsusulit at interbyu sa tanggapan ng Administrator.	Wala	2 minute/s	<i>Administrative Officer I</i> Human Resource Management Office
	4.1. Pagbigay ng pinal na desisyon	Wala	1 day	<i>Municipal Administrator</i> Human Resource Management Office
	4.2. Tawagan ang aplikante.	Wala	2 minute/s	<i>Administrative Officer I</i> Human Resource Management Office
	4.3. Ipagbigay alam ang resulta ng interbyu at ang pinal na desisyon ng administrasyon.	Wala	2 minute/s	<i>Administrative Officer I</i> Human Resource Management Office
<b>TOTAL</b>		Wala	32 minute/s	

## 2. Pagkuha ng Certificate of Employment, Service Record

Para sa mga dating empleyado na kailangan kumuha ng kopya ng katibayan na sila ay nag-trabaho sa Municipalidad ng Guiguinto.

<b>Office:</b>	HUMAN RESOURCE AND MANAGEMENT OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen, Government to Government			
<b>Who may avail:</b>	Current and former municipal employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Wala				
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan ang Request Slip (Form No. HRM-013)	1. Ibigay ang Request Slip	Wala	1 minute/s	<i>Administrative Officer I</i> Human Resource Management Office o <i>Data Encoder IV</i> Human Resource Management Office o <i>Private Secretary II</i> Human Resource Management Office o <i>Clerk III</i> Human Resource Management Office
	1.1 Gawin ang dokumentong nakasaad sa request slip	Wala	5 minute/s	<i>Clerk III</i> Human Resource Management Office
	1.2 Pirmahan ang nagawang request	Wala	2 minute/s	<i>Municipal Administrator</i> Office of the Municipal Administrator
2. Pumirma sa request slip bilang katibayan na natanggap ang hinihingi na katibayan.	2. Ibigay ang hinihiling na katibayan at papirmahin sa request slip.	Wala	2 minute/s	<i>Clerk III</i> Human Resource Management Office
<b>TOTAL</b>		Wala	10 minute/s	

Prepared by:

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Noted by:

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Administrative Officer I

Approved by:

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Municipal Mayor