

# HUMAN RESOURCES AND MANAGEMENT SERVICES

## ☑ ABOUT THE SERVICES

- 1. Received, review and facilitate submission of applications for CSC Career Examination.**
- 2. Publish Vacant positions of the agency to the CSC Bulletin and three (3) conspicuous places.**
- 3. Received application letters for published vacant positions.**

- 4. Conduct preliminary assessments of applicants basing on the approved Qualification Standards.**
- 5. Submit qualified candidates for final evaluation of qualifications by the PSB and prepare personnel selection and screening minutes.**
- 6. Preparation for the issuance of appointment.**
- 7. Facilitate availment of leave applications of regular employee.**

## **☑ HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
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<p><b>1. Provide and receive duly filled up applications for career service examination.</b></p>	<p>2 minutes</p>	<p><b>Irene T. Ladera</b> Clerk</p>
<p><b>2. Facilitate in the issuance of ; service records, leave ledger and certificate of employment</b></p>	<p>5 minutes</p>	<p><b>Paula C. Aguiman</b> Admin. Officer IV (HRMO II) or <b>Irene T. Ladera</b> Clerk</p>
<p><b>3. Facilitation for employment</b></p> <p>Submit application letter of published vacant positions for preliminary assessment of qualifications.</p>	<p>2 minutes</p>	<p><b>Paula C. Aguiman</b> Admin. Officer IV (HRMO II)</p>
<p><b>4. Availment of Leave of Absence</b></p> <p>➤ Inquire about the nature of leave to be availed of.</p>	<p>5 minutes</p>	<p><b>Paula C. Aguiman</b> Admin. Officer IV (HRMO II) or <b>Irene T. Ladera</b> Clerk</p>

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| <ul style="list-style-type: none"><li>➤ Submit duly filled-up application for posting and updating of leave balances</li><li>➤ Submit to the Office of the Mun. Mayor for approval.</li></ul> |  |  |
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## **PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)**

### **☑ ABOUT THE SERVICE**

- 1. Facilitation for job opportunities for job seekers.**
- 2. Conduct for Career Guidance Advocacy for pre-college studies.**
- 3. Implement DOLE Programs and Services**

## ☑ HOW TO AVAIL OF THE SERVICE

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Facilitate the conduct of special recruitment activities</b> <ul style="list-style-type: none"><li>➤ Scrutinize validity of POEA License and job orders.</li><li>➤ Prepare Certificate of No Objection</li></ul>	30 minutes	<b>Paula C. Aguiman</b> PESO Manager
<b>2. Advocate School Heads for the Conduct of Career Guidance</b>  Set schedule for career guidance session	15 minutes	<b>Paula C. Aguiman</b> PESO Manager
<b>3. Facilitate PO Registration, Accreditation and Availment of Livelihood and other DOLE</b>	1 day	<b>Paula C. Aguiman</b> PESO Manager  or

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**programs and services.**

- Provide and assist in the completion of requirements.

**Irene T. Ladera**  
Clerk

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