



**PROVINCE OF MISAMIS OCCIDENTAL**  
**Office of the Human Resource Management**



**CITIZEN'S CHARTER**

- FRONTLINE SERVICE** : **Selection of Staff for the Provincial Government of Misamis Occidental**
- Schedule of availability of Service** : Monday-Friday  
8:00 AM to 5:00 PM without noon break
- Who may avail of the Service** : All qualified applicants
- What are the Requirements** :
- A. Upon Application:
    - 1. Application Letter
    - 2. Curriculum Vitae with latest 2"x 2" picture
    - 3. Photocopy of Certificate of Eligibility (ies)
    - 4. Photocopy of Transcript of Records
    - 5. Other supporting documents, if any
  
  - B. Upon Appointment to Office:
    - 1. Medical Certificate/drug test CSC from 211
    - 2. Statement of Assets & Liabilities Networth
    - 3. Certificate of Eligibility (ies)
    - 4. Barangay Clearance
    - 5. Mayor's Clearance
    - 6. Police Clearance
    - 7. MTC Clearance
    - 8. Fiscal's Clearance
    - 9. RTC Clearance
    - 10. PNP Clearance
    - 11. NBI Clearance
    - 12. Scholastic Records
    - 13. NSO validated Birth Certificate (including that of spouse and children)
    - 14. NSO validated Marriage Contract
- Duration** : 4 hours and 47 minutes

## HOW TO AVAIL OF THE SERVICE:

Step	Applicant/Client	Service Provider	Duration of Activity	Person In charge	Fees	Forms
1	Check for Job Vacancy at PHRMO Bulletin Board found at the Office entrance for any posting. He/She may also check out the CSC Provincial Field Office Bulletin or at designated posting areas.	<ul style="list-style-type: none"> <li>Posted Notice of Job Vacancy at 3 conspicuous places in the Provincial Capitol Area</li> <li>Provide copy of Job Vacancy to CSC Provincial Office for publication</li> </ul>	10 minutes	Vilma Quilab		
2	Submit Application and required documents at PHRMDO	Receive and review application documents with specified position applied for and advise applicant to proceed to the HRMDO-OIC for preliminary interview.	2 minutes	Anita T. Rafallo AO III/Records Officer		Required documents upon application ("Letter A"
3	Proceed to the HRMDO-OIC for Preliminary interview.	Conduct preliminary interview with the applicant for initial evaluation of his/her qualification to the minimum qualification standard (QS) requirements for the position.	10 minutes	Josefina S. Omisol HRMDO-OIC		
4	Wait for Advice/Notice	Give verbal advice to the applicant on the possible date and time of PSB screening conference	3 minutes	Vilma Quilab Recruitment Selection and Placement In-charge		
5	Submit for interview with the PSB on a specified date and time	Coordinate/facilitate PSB screening process with applicants who qualify for interview and prepare rank list.	3 hours	HRMDO-OIC/ PSB members		
6	<p>Verify PSB deliberation results and wait for information by HRMDO for possible appointment by the LCE.</p> <p>a. If applicant is hired, prepare supporting necessary documents and submit to HRMDO</p> <p>b. If not, wait for next vacancy</p>	<p>Posting of PSB results/rank list for the information of applicant.</p> <p>- If the LCE appoints the applicant, HRMDO informs applicant and provide list of requirements to support appointments.</p>	5 minutes	Josefina S. Omisol HRMDO-OIC		

7	Proceed to HRMDO and submit required documents	Assess submitted documents on their completeness	1 hour	Vilma Quilab		
8	Receives and signs appointment and supporting documents.	Prepare Employment Appointment, RAI and other supporting documents and ask the applicant to sign.	10 minutes	Vilma Quilab		Appointment for m; CS Form 212; Job Description Certification as to availability of funds; Cert. of Funds Availability from Prov'l Accountant's; Oath of Office and other Required documents upon appointment ("Letter B")
9	Returns signed supporting documents to HR and wait for the advice.	<ul style="list-style-type: none"> <li>a. Provide one (1) original copy of Appointment to the appointee and receives supporting documents</li> <li>b. Advise applicant that copy of RAI will be provided once validated by the Civil Service Commission.</li> <li>c. Inform applicant of the validated RAI</li> </ul>	5 minutes	Vilma Quilab		
10	Receives copy of RAI and Appointment and signed logbook	Ensures that appointee signed and acknowledged receipt of validated Appointment and RAI.	2 minutes	Vilma Quilab		
<b>END OF TRANSACTION</b>						