



**Executive Services**  
Office of the Human Resource  
Management Offices



## 1. Employment with the City Government

Employment with the City Government of Laoag is open to all provided there is a vacant position. Applicants for vacant positions should possess the minimum qualification requirements of the position applied for. The published vacant positions shall be posted at the Civil Service Commission Ilocos Norte Field Office Bulletin, CHRMO Bulletin at the staircase, Laoag City General Hospital and at the Laoag City Public Market and Commercial Complex bulletin board for fifteen (15) days. Vacant positions shall also be published at the Laoag City website and group of email address of the different offices of the City Government of Laoag. Deadline of submission of application letter shall be fifteen (15) days after publication/posting.

<b>Office or Division:</b>	Office of the City Human Resource Management Office	
<b>Classification:</b>	Simple	
<b>Type of Transactions:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>1. Application letter to the City Mayor / City Vice Mayor</li> <li>2. Resume / Biodata / Curriculum Vitae / or duly accomplished Form 212</li> <li>3. Photo copy of supporting documents such as: Pre-Employment <ul style="list-style-type: none"> <li>➤ Application Letter</li> <li>➤ Resume / Form 212</li> <li>➤ Authenticated Transcript of Records / Certification of Units earned</li> <li>➤ Certificate of Eligibility/ies</li> <li>➤ Certificate of Board / Bar Rating/s</li> <li>➤ Valid PRC License</li> <li>➤ Certificate of Employment, if any</li> <li>➤ Service Record, if any</li> <li>➤ Certificate of Training/s</li> <li>➤ Performance Evaluation</li> </ul> </li> </ol>	<p>School graduated</p> <p>Civil Service Commission Philippine Regulatory Board PRC Employer Employer</p>	



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Employment <ul style="list-style-type: none"> <li>➤ Duly accomplished Form 212</li> <li>➤ Original PSA Birth Certificate</li> <li>➤ Original PSA Marriage Certificate, if married</li> <li>➤ CENOMAR</li> <li>➤ Authenticated original copy of Certificate of Eligibility/Rating</li> <li>➤ Authenticated PRC License</li> <li>➤ Authenticated Certificate of Registration</li> <li>➤ Certificate of Training/s</li> <li>➤ Performance Evaluation for the last rating period, if any</li> <li>➤ Medical Certificate</li> <li>➤ Psychological Test</li> <li>➤ Valid NBI Clearance</li> </ul>		Philippine Statistics Authority Philippine Statistics Authority  Philippine Statistics Authority          National Bureau of Investigation		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>A. For Regular Plantilla Positions</b>				
1. Submit or file application letter specifying the position desired with complete supporting documents/requirements	1. Receive application letters, documents/requirements and assess completeness.	None	10 minutes per application	HRM Staff: Administrative Aide IV (HRM Aide)
	1.1 Record application letters in the logbook and forward to the CMO-Administrative Division Receiving Staff / CVMO Staff		5 minutes per application	HRM Staff: Administrative Aide IV (HRM Aide)
	1.2 Receive application letters, documents / requirements for the City Mayor / City Vice Mayor		2 minutes	CMO Administrative Division Receiving Staff / CVMO Staff



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Take the examination for applicants (new or old for promotion)	2. Give/administer examination to the applicant  2.1 Application letter with requirements is returned to the CHRM Office  2.2 Prepare the List of Contenders  2.3 Prepare and evaluate Comparative Assessment of employees before screening  2.4 Schedule screening of applicants	None	30 minutes  2 minutes per applicant  15 minutes per applicant  15 minutes per applicant  5 minutes	HRM Staff: Administrative Aide IV (HRM Aide)  CMO Administrative Division Receiving - Releasing Staff / CVMO Staff  HRM Staff: Administrative Assistant II (HRM Assistant)  HRM Staff: CHRMO Supervising Administrative Officer (HRMO IV) Administrative Officer IV (HRMO II)  HRMPSB Chairman
3. Receive notice of screening	3. Prepare and issue notice of screening to applicants and HRMPSB Members	None	10 minutes per application	HRM Staff: Administrative Assistant II (HRM Assistant)
4. Attend the screening	4. Screening of applicants by the HRMPSB  4.1 Act as secretariat of the HRMPSB	None	20 minutes per applicant	HRMPSB Chairman and Members  HRM Staff: Administrative Officer V (HRMO III) Administrative Asst. II (HRM Assistant)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2 Final review of the Comparative Assessment of employees		15 minutes per position	HRM Staff: City CHRMO (CGDH I)
	4.3 Prepare Resolution of the result of the screening		10 minutes per position	HRM Staff: Supervising Administrative Officer (SAO)
	4.4 Facilitate the signing of comparative assessment and resolution by the HRM-PSB Members		30 minutes per position	HRM Staff: Supervising Administrative Officer (HRMO IV) and Administrative Aide IV
	4.5 Sign Comparative Assessment and Resolution		5 minutes	Chairman and Members of the HRMPSB
	4.6 Selects applicant to be appointed		10 -15 minutes	The City Mayor or the City Vice Mayor
	4.7 Inform the appointee and requires additional supporting documents, if any.		3 minutes	HRM Staff: CHRMO (CGDH I) & Administrative Officer V (HRMO III)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit additional requirement	5. Receive, review and verify documents submitted  5.1 Prepare and process appointment papers		10 minutes  4 hours	HRM Staff: Administrative Officer V (HRMO III)  HRM Staff: CHRMO (CGDH I), Supervising Administrative Officer (HRMO IV), Administrative Officer V (HRMO III)
6. Sign appointment and supporting documents	6. Sign appointment papers	None	5 minutes	CHRMO, Department Head Concerned, HRM-PSB Chairman, City Accountant, Appointing Authority (City Mayor or City Vice-Mayor)
7. Secure Employee Number	7. Issue Employee Number and advise appointee to secure identification card	None	2 minutes	HR Staff: assigned hand punch machine in-charge
8. Secure Identification Card	8. Issue ID to appointee	None	10 minutes	Assigned employee who issues ID - CMO-License Division
9. Register at the hand punch machine	9. Register the appointee in the hand punch machine	None	5 minutes	HR Staff: assigned/in-charge of hand punch machines
10. Receive appointment papers	10. Release appointment papers to the appointee	None	2 minutes	HR Staff: Supervising Administrative Officer (SAO)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
11. Undergo Office Procedural Training and Examination	11. Conduct office procedural training & examination  11.1 Make sure appointee underwent office procedural training	None	60 minutes  5 minutes to verify	Assigned Office Trainer of the Department where appointee reports.  Administrative Officer II (HRMO I) / in charge of training
<b>TOTAL:</b>			8 hours & 8 minutes	

## 2. Employment with the City Government for Casual, Contractual, Contract of Service

<b>Office or Division:</b>	Office of the Human Resource Management Officer
<b>Classification:</b>	Simple
<b>Type of Transactions:</b>	G2C - Government to Citizen
<b>Who may avail:</b>	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Pre-Employment <ul style="list-style-type: none"> <li>➤ Application Letter</li> <li>➤ Resume / Form 212</li> <li>➤ Authenticated Transcript of Records / Certification of Units Earned</li> <li>➤ Certificate of Eligibility/ies</li> <li>➤ Certificate of Board / Bar Ratings/s</li> <li>➤ Valid PRC License</li> <li>➤ Certificate of Employment, if any</li> <li>➤ Service Record, if any</li> <li>➤ Certificate of Training/s</li> <li>➤ Performance Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>➤ School</li> <li>➤ Civil Service Commission</li> <li>➤ Professional Regulation Commission</li> <li>➤ Professional Regulation Commission</li> <li>➤ Employer</li> <li>➤ HRMO</li> <li>➤ Employer</li> </ul>



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2. Employment <ul style="list-style-type: none"> <li>➤ Duly accomplished Form 212</li> <li>➤ Original PSA Birth Certificate</li> <li>➤ Original PSA Marriage Certificate, if married</li> <li>➤ Certificate of Training/s</li> <li>➤ Performance Evaluation for the las 2 rating periods , if any</li> <li>➤ Medical Certificate</li> <li>➤ Valid NBI Clearance</li> </ul>		<ul style="list-style-type: none"> <li>➤ Philippine Statistics Authority</li> <li>➤ Philippine Statistics Authority</li> <li>➤ Employer</li> <li>➤ Hospital/Clinic</li> <li>➤ National Bureau of Investigation</li> </ul>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit or file application letter specifying the position desired with complete supporting documents/ requirements	1. Receive application letter and assess for completeness	None	10 minutes	Administrative Aide IV (HRM Aide)
	1.1 Record application letter in the logbook and forward to the CMO-Adm. Division receiving staff/ CVMO staff		5 minutes	Administrative Aide IV (HRM Aide)
	1.2 Receive application letter with supporting documents/ requirements		2 minutes	CMO Admin Division Receiving Staff / CVMO Staff
2. Take the examination (new and old for promion)	2. Give/administer examination to the applicant	None	30 minutes	Administrative Aide IV (HRM Aide)
	2.1 Application letter is returned to the CHRMO with marginal note/ instruction		2 minute	CMO Admin Division Receiving Staff/ CVMO





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Select applicant to be appointed		10-15 minute	The City Mayor or the City Vice Mayor
	2.3 Inform the appointee and require additional supporting documents, if any		3 minutes	CHRMO (CGDHI) and Administrative Officer V (HRMO III)
3. Submit additional requirements	3. Receive, review & verify documents submitted  3.1 Prepare and process appointment papers		10 minutes  4 hours	Administrative Officer V (HRMO III)  CHRMO (CGDH I) Supervising Administrative Officer (HRMO IV), Admin. Officer V (HRMO III)
4. Sign appointment and supporting documents	4. Sign appointment	None	5 minutes	CHRMO, Department Head concerned, City Administrator, City Budget Officer, City Accountant, City Treasurer, Appointing Authority (City Mayor or City Vice Mayor)
5. Secure Employee Number	5. Issue Employee Number and advise appointee to secure identification card	None	2 minutes	HR Staff: assigned hand punch machine in-charge



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Secure Identification Card	6. Issue ID to appointee	None	10 minutes	Assigned employee who issues ID - CMO License Division
7. Register at the hand punch machine	7. Register the appointee in the hand punch machine	None	5 minutes	HR Staff: assigned hand punch machine in-charge
8. Receive appointment/ contract papers	8. Release appointment/ contract papers to the appointee	None	2 minutes	Release appointment/ contract papers to the appointee
9. Undergo Office Procedural Training and Examination	9. Conduct office procedural training & examination  9.1 Make sure appointee underwent office procedural training	None	60 minutes  5 minutes to verify	Assigned Office Trainor of the Department where appointee reports  Administratove Officer II (HRMO I) /in charge of training
<b>TOTAL</b>			6 hours & 8 minutes	