



29. Recruitment

Recruitment of new employees requested by the different departments.

Office or Division:	Human Resource Division			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Department and Division Heads of Balanga Water District			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Manpower Requisition Form (1pc., Original)		Human Resource Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Opening of Position using Manpower Requisition Form.	1. Approval of the request for Opening of Position	None	30 minutes	General Manager
2. None	2. Publication of Vacant Position (10 days).	None	10 days	Human Resource Personnel
3. None	3. Assessment of applicants application.	None	1 Day	Personnel Selection Board
4. None	4. Endorsement to concern Department Manager the shortlist of qualified applicants.	None	1 Day	Personnel Selection Board
5. None	5. Notification to qualified applicants the schedule of PSB, written and actual examination.	None	30 minutes	Human Resource Personnel
6. None	6. Applicant Examination.	None	1 Day	Human Resource Personnel
7. None	7. Screening and Evaluation by PSB.	None	1 Day	Personnel Selection Board
8. None	8. Ranking of Applicants.	None	1 hour	Personnel Selection Board



9. None	9. Determination of hired applicant by General Manager. Chosen applicant/s shall be notified with the results.	None	1 hour	General Manager
10. None	10. Submission of pre-employment documentary requirement.	None	1 hour	Human Resource Personnel
11. None	11. Appointment preparations.	None	1 hour	Human Resource Personnel
12. None	12. Induction Program by HR.	None	1 hour	Human Resource Personnel
Total:		None	14 days and 6 hours	