



30. Promotion

Promotion of 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 Balanga Water District Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Human Resource Division publishes and posts vacant positions in three (3) conspicuous places.	None	1 day	Human Resource Division
2. None	2. All department/divisions manager are informed of the vacant position for promotion.	None	1 day	Human Resource Division
3. Applicants file their application.	3. Receive the Application	None	1 day	Human Resource Division
4. None	4. PSB evaluates the qualifications of the candidates being considered for promotion in accordance with Merit Selection Plan (MSP) and Qualification Standard (QS) set by BLWD and according to job requirements.	None	1 day	Personnel Selection Board
5. None	5. If no, notify applicant not qualified for the position. If yes, continue to Personnel Selection Board (PSB) Criteria.	None	1 day	Personnel Selection Board



6. None	6. The department/ division heads will be consulted for promotion of employee/s under their supervision and see to it that the employee/s chosen is/are best qualified amongst all candidates.	None	1 day	Personnel Selection Board
7. None	7. Issue signed Appointment in accordance with the provisions of the District's Merit Selection Plan.	None	1 day	General Manager and Human Resource Division
Total:		None	7 days	