



31. Reclassification/Re-categorization of Position

Reclassification/Re-categorization 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. Propose Reclassification/ Re-categorization position will be presented to Board of Directors (BOD).	1. Review the proposed Reclassification/ Re-categorization position.	None	4 hours	Personnel Selection Board / Department & Division Managers
2. None	2. Approval of the Board of Directors (BOD).	None	4 hours	Board of Directors
3. None	3. If approved, prepare board resolution.	None	4 hours	Board of Directors
4. None	4. Submit the following to Department of Budget and Management (DBM): a. Proposed Organizational Structure Staffing Program; b. Computation of the Annual PS Cost of the proposed position; c. Board Resolution (BR); d. Existing and Proposed Organizational Chart; e. Availability of Funds and Bank Certificate;	None	7 days	Human Resource Division and Finance Department



	f. Latest Financial Statement; g. Position Description Form and Latest post.			
5. None	5. Approval by the Department of Budget and Management (DBM).	None	14 days	Human Resource Division
6. None	6. If approved, prepare board resolution for the effectivity of reclassification/ re-categorization.	None	4 hours	Board of Directors
7. None	7. Prepare the following for the Reclassification/ Re-categorization positions: a. RAI — Report on Appointments issued; b. Appointment (CSC Form no, 33-B Revised 2018); c. Personal Data Sheet (PDS); d. Original Copy of Authenticated Certificate of Eligibility/ Rating; e. Position Description Form (PDF); f. Oath of Office; g. Certificate of Assumption of Duty; h. Performance Rating- last rating period at least Very Satisfactory (VS).	None	7 days	Human Resource Division
Total:		None	30 days	