



6. Recruitment, Selection and Placement Procedure.

Recruitment and selection process of Balanga Water District.

Office or Division:	Human Resource Division			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Department / Division Head of Balanga Water District			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Manpower Requisition Form (1pc., Original)		Human Resource Division		
2. Qualification Standards (1pc., Original)		Human Resource Division		
3. Background Check Form (1pc., Original)		Human Resource Division		
4. Comparative Assessment (1pc., Original)		Human Resource Division		
5. Interview Rating (1pc., Original)		Human Resource Division		
6. Assumption of Duty (1pc., Original)		Human Resource Division		
7. Oath of Office (1pc., Original)		Human Resource Division		
8. Appointment Form (1pc., Original)		Human Resource Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. The Department/ Division Manager May request additional manpower using the Manpower Requisition Form.	None	5 minutes	<i>Department/ Division Manager</i>
2. None	2. Post vacancies in three conspicuous places (CSC, Office, BLWD Website) within ten (10) working days.	None	10 days	<i>Human Resource Loreto Q. Palad – Division Manager B</i>
3. None	3. Evaluate application according to job requirements.	None	1 day	<i>Human Resource Loreto Q. Palad – Division Manager B</i>
4. None	4. Notify the applicant if not qualified. 4.1 If qualified, give the exam to the applicant.	None	30 minutes	<i>Human Resource Loreto Q. Palad – Division Manager B Bernadette E. Paguio – Industrial Relations Development Assistant A</i>



5. None	5. Schedule the qualified applicant for HRMPSB Deliberation and panel Interview. 5.1 Evaluate results of the exam and conduct an HRMPSB Deliberation. The deliberation will be based on the written exam 30%, Oral interview 30%, and qualifications based on the Manpower Requisition Form 40%.	None	1 day	<p><i>Human Resource</i> Loreto Q. Palad – Division Manager B Bernadette E. Paguio – Industrial Relations Development Assistant A</p> <p><i>Department/ Division Manager</i></p> <p><i>HRMPSB</i> Engr. Charlito G. Rodriguez – General Manager B Aurea O. Adrados – Department Manager B Loreto Q. Palad – Division Manager B Marklie M. Paguio – Water Maintenance General Foreman Maria Gaybriel G. Datu – Senior Financial Planning Specialist</p>
6. None	6. The HR will prepare documents for endorsement to General Manager. 6.1 The General Manager decides if the applicant is qualified for the position (Notify if not).	None	30 minutes	<p><i>Human Resource</i> Loreto Q. Palad – Division Manager B Bernadette E. Paguio – Industrial Relations Development Assistant A</p> <p><i>General Manager</i> Engr. Charlito G. Rodriguez – General Manager B</p>
7. None	7. If qualified, Conduct a background investigation.	None	1 day	Bernadette E. Paguio – Industrial Relations Development Assistant A
8. None	8. When approved by the GM, the HR/IRDA A will prepare the appointment.	None	1 hour	<p><i>Human Resource</i> Loreto Q. Palad – Division Manager B Bernadette E. Paguio – Industrial Relations Development Assistant A</p>



9. None	9. The General Manager will sign the appointed / promoted employee. 9.1 The HR will prepare the Assumption of Duty and Oath of Office for the employee.	None	1 hour	<i>General Manager</i> Engr. Charlito G. Rodriguez – General Manager B <i>Human Resource</i> Loreto Q. Palad – Division Manager B Bernadette E. Paguio – Industrial Relations Development Assistant A
10. None	10. Boarding on orientation seminar.	None	1 day	<i>Human Resource</i> Loreto Q. Palad – Division Manager B Allen Casie I. Mandap – Senior Management Information Systems Researcher <i>Applicant</i>
Total:		None	14 days, 3hours and 5 minutes	