



## 8. Promotion Procedure

Promotion process of the Balanga Water District.

<b>Office or Division:</b>	Human Resource Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Balanga Water District Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. None	1. Human Resource Division publishes and posts vacant positions in three (3) conspicuous places.	None	1 day	<i>Human Resource Division</i> Loreto Q. Palad – Division Manager B
2. None	2. All department/divisions manager are informed of the vacant position for promotion.	None	1 day	<i>Human Resource Division</i> Loreto Q. Palad – Division Manager B
3. Applicants file their application.	3. Receive the Application	None	1 day	<i>Human Resource Division</i> Loreto Q. Palad – Division Manager B
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	<i>Personnel Selection Board</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
5. None	5. If no, notify applicant not qualified for the position. If yes, continue to Personnel Selection Board (PSB) Criteria.	None	1 day	<i>Personnel Selection Board</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
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	<i>Personnel Selection Board</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
7. None	7. Issue signed Appointment in accordance with the provisions of the District's Merit Selection Plan.	None	1 day	<i>General Manager</i> Engr. Charlito G. Rodriguez – General Manager B  <i>Human Resource Division</i> Loreto Q. Palad – Division Manager B
<b>Total:</b>		None	7 days	