



## 9. Reclassification / Re-categorization Procedure

To provide a system for classifying new positions and reclassifying established positions.

<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		
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	<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 <i>Department &amp; Division Managers</i>
2. None	2. Approval of the Board of Directors (BOD).	None	4 hours	<i>Board of Directors</i> Atty. Porfirio DG. Panganiban Dir. Ephraim L. Valdecañas Engr. Oscar B. Banzon Dra. Jocelyn A. Ilaya Engr. Imelda T. Rubiano
3. None	3. If approved, prepare board resolution.	None	4 hours	<i>Board of Directors</i> Atty. Porfirio DG. Panganiban Dir. Ephraim L. Valdecañas Engr. Oscar B. Banzon Dra. Jocelyn A. Ilaya Engr. Imelda T. Rubiano



4. None	<p>4. Submit the following to Department of Budget and Management (DBM):</p> <p>a. Proposed Organizational Structure Staffing Program;</p> <p>b. Computation of the Annual PS Cost of the proposed position;</p> <p>c. Board Resolution (BR);</p> <p>d. Existing and Proposed Organizational Chart;</p> <p>e. Availability of Funds and Bank Certificate;</p> <p>f. Latest Financial Statement;</p> <p>g. Position Description Form and Latest post.</p>	None	7 days	<p><i>Human Resource Division</i> Loreto Q. Palad – Division Manager B</p> <p><i>Finance Department</i> Jeanne M. Carpio – Department Manager B</p>
5. None	5. Approval by the Department of Budget and Management (DBM).	None	14 days	<p><i>Human Resource Division</i> Loreto Q. Palad – Division Manager B</p>
6. None	6. If approved, prepare board resolution for the effectivity of reclassification/ re-categorization.	None	4 hours	<p><i>Board of Directors</i> Atty. Porfirio DG. Panganiban Dir. Ephraim L. Valdecañas Engr. Oscar B. Banzon Dra. Jocelyn A. Ilaya Engr. Imelda T. Rubiano</p>
7. None	<p>7. Prepare the following for the Reclassification/ Re-categorization positions:</p> <p>a. RAI — Report</p>	None	7 days	<p><i>Human Resource Division</i> Loreto Q. Palad – Division Manager B Bernadette E. Paguio – IRDA A</p>



	<p>on Appointments issued;</p> <p>b. Appointment (CSC Form no, 33-B Revised 2018);</p> <p>c. Personal Data Sheet (PDS);</p> <p>d. Original Copy of Authenticated Certificate of Eligibility/ Rating;</p> <p>e. Position Description Form (PDF);</p> <p>f. Oath of Office;</p> <p>g. Certificate of Assumption of Duty;</p> <p>h. Performance Rating- last rating period at least Very Satisfactory (VS).</p>			
<b>Total:</b>	None	30 days		