

VIII. HUMAN RESOURCE UNIT

Office or Division:	Finance and Administrative Services			
Classification:	Simple			
Type of Transaction:	G2C - for services whose client is the transacting public G2G - for services whose client is another government agency, government employee or official			
Who may avail:	Internal and External Customers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Not Applicable		
A. Receipt of Applications for Employment (Internal and External Customers)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application indicating position applied for and the particular division/unit	Receive, stamp receive application documents	None	3 minutes	Office of the Regional Director staff
B. Response to Queries on Employment (Internal and External Customers)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for assistance by phone	Get personal data from client	None	5 minutes	Human Resource Management Assistant
2. Request for assistance by email	Reply through email		15 minutes	
3. Request for assistance by walk-in	Assist		10 minutes	