**VIII. HUMAN RESOURCE UNIT**

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| --- | --- | --- | --- | --- |
| **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 |