

20. Processing of Contract of Service

This is the process of preparing the contract of service of hired personnel under non-permanent positions.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. CSC Form 212 Personal Data Sheet (3 original copies)		Personnel Unit		
2. Birth Certificate		Client		
3. Cedula		Client		
4. Government-issued ID		Client		
<i>Additional requirements:</i> <ul style="list-style-type: none">Valid license (if applicable)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the requirements	Receive the document	None	10 minutes	Records Section
	Forward the document to Personnel Section	None	20 minutes	Records Section
	Evaluate the documents presented	None	4 hours	Personnel Section
	Prepare the necessary forms for Contract of Service	None	1 day	Personnel Section
	Sign the Contract of Service	None	1 day	Personnel Section/AO V
	Submit to proper authorities for appropriate action	None	30 minutes	Personnel Section
TOTAL:		None	3 days	