

Service: *Job Application*

Schedule of Availability of service:

*Monday – Friday
8:00am – 12:00pm
1:00pm – 5:00pm*

Who may avail of the Service:

All job seekers qualified for the position/Drop-in Applicants

What are the requirements:

Application Letter, Filled PDS, Diploma, TOR, Certificates of Eligibility and training as required in advertisement/s

Forms: *None*

Fee: *None*

How to Avail:

Step	Applicant/Client	Administrator's Activity	Duration of Activity	Person-in-Charge	Form
1	Inquires/checks for Job Vacancy at Human Resource Management Office	Meet the Applicant	5 minutes	HRMO	
2	Submits the following: a. Application Letter addressed to College President b. Curriculum Vitae with 2x2 picture c. Diploma d. Transcript of Records e. Certificates of Eligibility, if any f. Certification of Trainings, where applicable	Receive application and evaluate the documents submitted	10 minutes	College President College Secretary HRMO	
3	Waits for Notice of Interview	Review papers of applicant	As per given notice		
4	Attends CSRPB scheduled training	Screen and rank of applicants	30 minutes	Personnel Selection Board	
5	Waits for Notification from the HR Office	Notified qualified applicants	Within one week	HRMO	
End of Transaction					