**I. HUMAN RESOURCE MANAGEMENT OFFICE**

**1.1 Employment at the Municipal Government**

ABOUT THE SERVICE: Employment opportunities in the municipality of Uson are open to all qualified men and women who meet the minimum requirements of the positions to be filled.

 Job vacancies are posted at the bulletin board of the Municipal hall for the information and guidance of municipal employees and the prospective applicants.

 Applications for employment should be submitted to the Office of the Municipal Mayor.

CLIENT GROUPS:

 Men and Women of employment age

REQUIREMENTS:

* Application letter
* Resume with latest passport size ID picture
* Photocopy of certificates of eligibility/eligibilities
* Photocopy of Transcript of Records
* Other supporting documents

SERVICE SCHEDULES:

 Monday to Friday

 8:00AM-12:00 Noon, 1:00PM – 5:00PM

TOTAL PROCESSING TIME:

 2 Hours 30 minutes

TOTAL FEES/CHARGES: None

HOW TO AVAIL OF THE SERVICE:

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| Steps Involved | Actions taken | It will take you | Please approach  |
| 1. Proceed to the Municipal Hall and check the bulletin Board for job vacancies. You may also inquire from the Municipal Human Resources Management Office.
 | Answers queries on job vacancies | 5 minutes | Ms. Doris B. Tuzon |
| 1. Submit an application letter together with the other requirements, specifying the position applied for. Wait for the advice of the HRMO.
 | Receives application letter and other requirements submitted by the applicant. Informs applicants of next step to be taken. | 5 minutes | Ms. Doris B. Tuzon |
| 1. Submit yourself to a preliminary interview for the evaluation of your qualifications. Notifies you if you meet the qualification standards necessary for the position. If you qualified, you will be noticed of the schedule of interview and assessment of the Personnel Selection Board (PSB). Otherwise, your credentials will be returned to you.
 | Conducts preliminary interview and evaluates applicant’s qualifications. Advises applicant of the schedule of PSB interview and assessment or returns credentials to applicant. | 1 hour | Ms. Doris B.Tuzon |
| 1. Proceed to the Municipal Hall and provide the necessary information during the interview and assessment of the PSB. You will be notified if you passed or failed the interview and assessment days after.
 | Conducts interview and assessment | 3o minutes |  Personnel Selection Board |
| 1. If you passed the PSB interview and assessment and are qualified for appointment, you will receive a confirmation letter advising you to report to the HRMO and submit the complete requirements for appointment. Notifies the applicant of the date of hiring.
 | Provides list of complete requirements and informs applicant of the official date of hiring | 30 minutes | Ms. Doris B. Tuzon |