

# **Head Office**

### **External Services**

Human Resources Management and Development Group



#### 1. Recruitment and Selection Process for JG 12 and below

Screening of the applications in the advertised positions for JG 12 and below to complete the Corporation's recruitment process.

Office or Division:	HR Management a	nd Developmer	nt Group (HRMDG	)	
Classification:	Highly Technical	HR Management and Development Group (HRMDG) Highly Technical			
Type of Transaction: G2C - Government		t to Citizen			
Who may avail:	Filipino Citizen who		alification Standard	ds required by the	
vacant position		and the second s			
CHECKLIST OF REQUIREMENTS		ISSUING/SOURCE ENTITY			
Accomplished and updated Personal		CSC Website - http://www.csc.gov.ph/2014-02-21-			
Data Sheet (PDS) (1 copy)		08-28-23/pdf-files/category/861-personal-data-			
		sheet-revised-2017.html			
2. Resume (1 copy	)	Applicant			
` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` `		FEES TO	PROCESSING	PERSON/S	
CLIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit an	1.1. Screen and	None	63 days	Requisitioning	
accomplished	evaluate		(maximum)	Officer/HRMO	
Personal Data	candidates.			HRMDG	
Sheet (PDS)	a. Initial				
and updated	evaluation				
resume.	b. Technical				
	exam and				
	interview				
	c. Psychological				
	exam				
	d. Background				
	and credit				
	checking				
2. Upon passing	2.1. Evaluate the	None	4 days	CGC Members/	
the screening	application.		(maximum)	HRMPSB	
and evaluation,				Members/	
undergo the				HRMO	
selection					
process by the					
HR Merit					
Promotion and					
Selection Board					
(HRMPSB).				_	
	2.2. Confirm the	None	3 days	Appointing	
	appointment.		(maximum)	Authority	
				(President and	
				CEO)	
	TOTAL	None	70 days		

The Recruitment and Selection Process is consistent with CSC guidelines.



#### 2. Recruitment and Selection Process for Account Officers

Screening of the applications to complete the Corporation's recruitment process for Account Officers.

Office or Division:		HR Management a	nd Developmen	t Group (HRMDG	)	
Classification:		Highly Technical	- 212		,	
Type of Transaction: G2C - Government		to Citizen				
		Filipino Citizen who		lification Standard	ds required by the	
vacant position		and the state of t				
CHECKLIST OF	RE	QUIREMENTS	ISSUING/SOURCE ENTITY			
Accomplished and updated Personal		CSC Website - http://www.csc.gov.ph/2014-02-21-				
Data Sheet (PDS	S) (	1 copy)	08-28-23/pdf-files/category/861-personal-data-			
			sheet-revised-2017.html			
2. Resume (1 copy	')		Applicant			
, , , ,	ĺ		FEES TO PROCESSING PERSON/S			
CLIENT STEPS	A	GENCY ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Submit an	1.	1. Screen and	None	72 days	Requisitioning	
accomplished		evaluate		(maximum)	Officer/HRMO	
Personal Data		candidates.			HRMDG	
Sheet (PDS)		a. Initial				
and updated		evaluation				
resume.		b. Technical				
		exam and				
		interview				
		c. Psychological				
		exam				
		d. Background				
		and credit				
		checking				
2. Upon passing	2.	1. Evaluate the	None	4 days	CGC Members/	
the screening		application.		(maximum)	HRMPSB	
and evaluation,				,	Members/	
undergo the					HRMO	
selection						
process by the						
HR Merit						
Promotion and						
Selection Board						
(HRMPSB).						
	2.	2. Confirm the	None	4 days	Appointing	
		appointment.		(maximum)	Authority	
		• •		,	(President and	
					CEO)	
		TOTAL	None	80 days		

The Recruitment and Selection Process is consistent with CSC guidelines.



#### 3. Recruitment and Selection Process for JG 13 and above

Office or Division: HR Management and Development Group (HRMDG)

Screening of the applications in the advertised positions for JG 13 and above to complete the Corporation's recruitment process.

Office or Division:	HR Management and Development Group (HRMDG)			
Classification: Highly Technical				
Type of Transaction: G2C - Governmen		t to Citizen		
Who may avail:	Filipino Citizen who	o meets the Qualification Standards required by the		
	vacant position			
CHECKLIST OF REQUIREMENTS		ISSUING/SOURCE ENTITY		
·	nd updated Personal	CSC Website - http://www.csc.gov.ph/2014-02-21-		
Data Sheet (PDS	S) (1 copy)	08-28-23/pdf-files/category/861-personal-data-		
		sheet-revised-2017.html		
2. Resume (1 copy	)	Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
Submit an     accomplished     Personal Data     Sheet (PDS)     and updated     resume.	1.1. Screen and evaluate candidates. a. Initial evaluation b. Technical exam and interview c. Psychological exam d. Background and credit checking	None	90 days (maximum)	Requisitioning Officer/HRMO HRMDG
2. Upon passing the screening and evaluation, undergo the selection process by the HR Merit Promotion and Selection Board (HRMPSB).	2.1. Evaluate the application.	None	5 days (maximum)	CGC Members/ HRMPSB Members/ HRMO
	2.2. Confirm the appointment.	None	5 days (maximum)	Appointing Authority (President and CEO)
	TOTAL	. None	100 days	

The Recruitment and Selection Process is consistent with CSC guidelines.



## 4. Request for HR-related documents

Requests for Certificate of Employment, Copy of Clearance, Service Record

Office or Division:	HR Management	HR Management and Development Group (HRMDG)			
Classification:	Simple	Simple			
Type of Transaction: G2C – Governmen		nt to Citizen			
Who may avail:	Former employees	Former employees of SB Corporation			
CHECKLIST OF	REQUIREMENTS	ISSUING/SOURCE ENTITY			
Request letter addressed to the HRMDG Head		Requesting party			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE	
1. Submit a request for the release of HR-related documents addressed to the HRMDG Head, specifying the needed document.	1.1. Prepare the requested document.	None	1 day	HRMO HRMDG	
	1.2. Review, sign and release the document.	None	1 day	Group Head HRMDG	
	TOTAL	None	2 days		