

**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.

<b>Office or Division:</b>	HR Management and Development Group (HRMDG)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Filipino Citizen who meets the Qualification Standards required by the vacant position			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>ISSUING/SOURCE ENTITY</b>		
1. Accomplished and updated Personal Data Sheet (PDS) (1 copy)		CSC Website - <a href="http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html">http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html</a>		
2. Resume (1 copy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. 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	63 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	4 days (maximum)	CGC Members/ HRMPSB Members/ HRMO
	2.2. Confirm the appointment.	None	3 days (maximum)	Appointing Authority (President and CEO)
<b>TOTAL</b>		<b>None</b>	<b>70 days</b>	

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.

<b>Office or Division:</b>	HR Management and Development Group (HRMDG)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Filipino Citizen who meets the Qualification Standards required by the vacant position			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>ISSUING/SOURCE ENTITY</b>		
1. Accomplished and updated Personal Data Sheet (PDS) (1 copy)		CSC Website - <a href="http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html">http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html</a>		
2. Resume (1 copy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. 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	72 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	4 days (maximum)	CGC Members/ HRMPSB Members/ HRMO
	2.2. Confirm the appointment.	None	4 days (maximum)	Appointing Authority (President and CEO)
<b>TOTAL</b>		<b>None</b>	<b>80 days</b>	

The Recruitment and Selection Process is consistent with CSC guidelines.

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

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

<b>Office or Division:</b>	HR Management and Development Group (HRMDG)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Filipino Citizen who meets the Qualification Standards required by the vacant position			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>ISSUING/SOURCE ENTITY</b>		
1. Accomplished and updated Personal Data Sheet (PDS) (1 copy)		CSC Website - <a href="http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html">http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html</a>		
2. Resume (1 copy)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. 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)
<b>TOTAL</b>		<b>None</b>	<b>100 days</b>	

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

<b>Office or Division:</b>	HR Management and Development Group (HRMDG)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Former employees of SB Corporation			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>ISSUING/SOURCE ENTITY</b>		
Request letter addressed to the HRMDG Head		Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
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	<i>HRMO HRMDG</i>
	1.2. Review, sign and release the document.	None	1 day	<i>Group Head HRMDG</i>
<b>TOTAL</b>		<b>None</b>	<b>2 days</b>	