



HUMAN RESOURCE MANAGEMENT SERVICES

Bacolod City

Implements competency-based human resource management programs such as Recruitment & Selection Process (RSP), Strategic Performance Management System (SPMS), Learning and Development (L&D), Rewards & Recognition (R&R), maintains HR Information System (HRIS), and other HR management & development services.

Location: 3rd floor, Bacolod City Government Center, Barangay Villamonte, Bacolod City

Phone Number(s): (034) 432-0664

I. APPLYING FOR EMPLOYMENT WITH THE CITY GOVERNMENT

ABOUT THE SERVICE: Applications for employment in the city government are open to anyone provided they meet the qualifications of the vacant position. Lists of vacant positions are posted online in the Civil Service Commission website, www.csc.gov.ph, HRMS Bulletin of Vacant Positions, & at the Bulletin Board at the Bacolod Government Center.

A Human Resource Merit Promotion & Selection Board (HRMPSB) evaluates and assesses all applicants and assists the appointing authority in the objective selection of candidates for appointment in accordance with the agency Revised Merit Selection Plan

HOW TO AVAIL OF THE SERVICE		
STEPS	Time Frame	Person/s In Charge
1. Refer to vacant positions found at the Civil Service Commission website, www.csc.gov.ph , HRMS Bulletin of Vacant Positions, & at the Bulletin Board at the Bacolod Government Center.		Frontline Officer

2. If application is filed online, applicant is instructed to submit said application to the HRMS with hard copies of the required documents	30 Minutes	Daniel Evidente
3. Submit application letter to the HRMS, specifying the position applied and the office where the vacancy is 4. Attach the requirements based on the Qualification Standards (QS) of the position 5. Conduct of preliminary interview and verify documents submitted	15 Minutes	Rovic Castijon <i>HRMS Staff</i>
6. The application letter will be forwarded to the department concerned for inclusion in the comparative list of applicants in the said office	1 day after	Rovic Castijon
7. HRMS schedules and administer pre-employment examinations to all applicants in the comparative line after submission from the department concerned.	Within 3 days	May Maglantay <i>HRMA</i>
8. HRMS prepares results of pre-employment examinations	3 days after exam	May Maglantay <i>HRMA</i>
9. Conduct of Interview	1 week after exam result	HRMS / HRMPSB
10. HRMS prepares final assessment results	1 day after interview result	HRM Staff
11. HRMS schedules HRMPSB deliberation	1 day after final assessment	HRM Staff
12. Evaluations of HRMPSB deliberation are forwarded to the City Mayor for final action/selection	1 day after deliberation	Venancia Salinas / Erman A. Aguirre
13. After the City Mayor has made his selection, HRMS notifies the applicant	1 day	Venancia Salinas / Daniel Evidente

14. HRMS facilitates processing and preparation of appointment papers	1 day upon receipt	Venancia Salinas / Erman A. Aguirre
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II. APPLICATION FOR RETIREMENT

ABOUT THE SERVICE: Government employees can file for optional or compulsory retirement or separation benefits based on the GSIS Retirement Law (RA 8291, RA 660, PD1146, RA 1616, RA7699) provided he meets the requirements of the said law.

REQUIREMENTS: For Retirement/Optional Retirement (RA 8291, RA 660, PD1146, RA 1616) / Separation Benefit (RA 8291)

- Duly accomplished application form for retirement;
- Copy of Service Record
- Certificate of Leave of Absence Without Pay
- Declaration of Pendency/Non-pendency of Case Form (To be submitted before e-crediting);

HOW TO AVAIL OF THE SERVICE:		
STEPS	Time Frame	Person/s In Charge
1. Secure Application Form for Retirement from the GSIS and submit to the HRMS with the required documents		
2. Request the following required documents from the HRMS <ul style="list-style-type: none"> • Service Record • Certificate of Leave of Absence Without Pay 	½ day	Jo Anna A. Buyco Pura P. Lapag Erman A. Aguirre
3. HRMS evaluates completeness of documents submitted and process the application	½ day	Pura P. Lapag
4. HRMS / Agency Authorized Officer signs GSIS Application for Retirement and the required	½ day	Erman A. Aguirre

documents		
5. HRMS releases retirement application for transmittal to GSIS		<i>Pura P. Lapag</i> <i>Jo Anna A. Buyco</i>