Submission of Employment Application (Non-Teaching Related)

Office or Division:	Human Resource Non-Teaching Unit
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Any person who is eligible for the position

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Requirements Checklist	HR Non-Teaching Unit
2. Transmittal/Endorsement/Application Letter (*2 copies*)	Applicant
3. Duly accomplished CSC Form 212 with latest Passport Size ID picture (*2 original*)	CSC Website
4. Updated PRC License/Certificate of Registration from PRC/CSC eligibility (*1 original & 2 photocopies*)	PRC/CSC
5. Transcript of Records/Diploma for Masteral/Doctorate Degree and/or Certificate of Completion for CAR (*1 original & 2 photocopies*)	School/s Attended
6. Updated Service Record/Certificate of Employment/Designation (*1 original & 2 photocopies*)	Previous/Current Employer
7. Performance Ratings for the last 3 rating periods prior to application (*1 original & 2 photocopies of each rating*)	
8. Specialized Trainings e.g. Scholarship Programs, short courses, study grants (*1 original & 2 photocopies of each training)*	Applicant
9. Documentation of Outstanding Accomplishment/s (*1 original & 2 photocopies of each accomplishment*)	
10. Electronic-copy of requirements/documents, if available	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring the complete pertinent documents to the HR Non-Teaching Unit	1.1. Check the completeness and veracity of documents submitted	None	15 minutes	HR Non-Teaching Unit Staff
	1.2. Stamp Validated on the applicant's pertinent documents	None	10 minutes	HR Non-Teaching Unit Staff
2. Submit the complete pertinent documents to the Records Unit	2.1. Stamp Receive, issue a receiving copy, and forward the pertinent documents to the HR Non-Teaching Unit	None	10 minutes	Records Section Staff
	2.2. Encode application details	None	10 minutes	HR Non-Teaching Unit Staff
TOTAL		None	45 minutes	