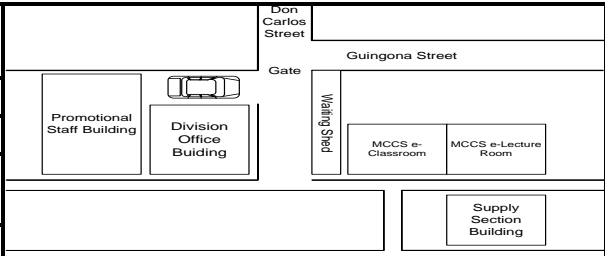
	Processing of Appointments																																	
	Department	Department of Education																																
	Division	Division of Malaybalay City																																
	Department Head	Edilberto L. Oplenaria																																
	Contact No's	(088) 813-2894 / 221-4597																																
SERVICE DESCRIPTION			Location:																															
Processing of appointment of all teaching and non-teaching employees in the division.			Corner Don Carlos-Guingona Streets, Barangay 3, Malaybalay City																															
CLIENT GROUP		All teaching and non-teaching employee																																
SERVICE SCHEDULE		Monday-Friday (8:00 AM - 12:00Noon – 1:00PM - 5:00 PM)																																
TOTAL PROCESSING TIME		2 weeks, 3 hours and 40 minutes																																
TOTAL FEES		None																																
REQUIREMENTS																																		
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PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person In-Charge	Fees	Form
1	Submit all the documents/ requirements needed for the issuance of appointment	Receives, checks and verifies all documents and requirements submitted for completeness, accuracy, authenticity, and veracity	30 mins.	Administrative Aide	None	CSC Form 212, SALN, Oath of Office
2		Prepares appointment and forwards to the HRMO for review and signature	10 mins.	Administrative Aide HRMO I/Administrative Officer II	None	Appointment form
3		Forwards appointment to the Personnel Selection Board for review and signature	30 mins.	Administrative Aide Personnel Selection Board	None	None
4		Forwards appointment to the Appointing Authority or the Schools Division Superintendent for approval	2 hours	Schools Division Superintendent	None	None
5		Forwards the appointment and its supporting documents to the Civil Service Commission for attestation	2 weeks	Administrative Aide HRMO I/Administrative Officer II	None	None
6		Retrieves from the Civil Service Commission the attested appointment and forward to the Records Unit for release	1 hour	Administrative Aide	None	None

(Pursuant to the provisions of the Anti-Red Tape Act of 2007, also known as the Republic Act No. 9485)