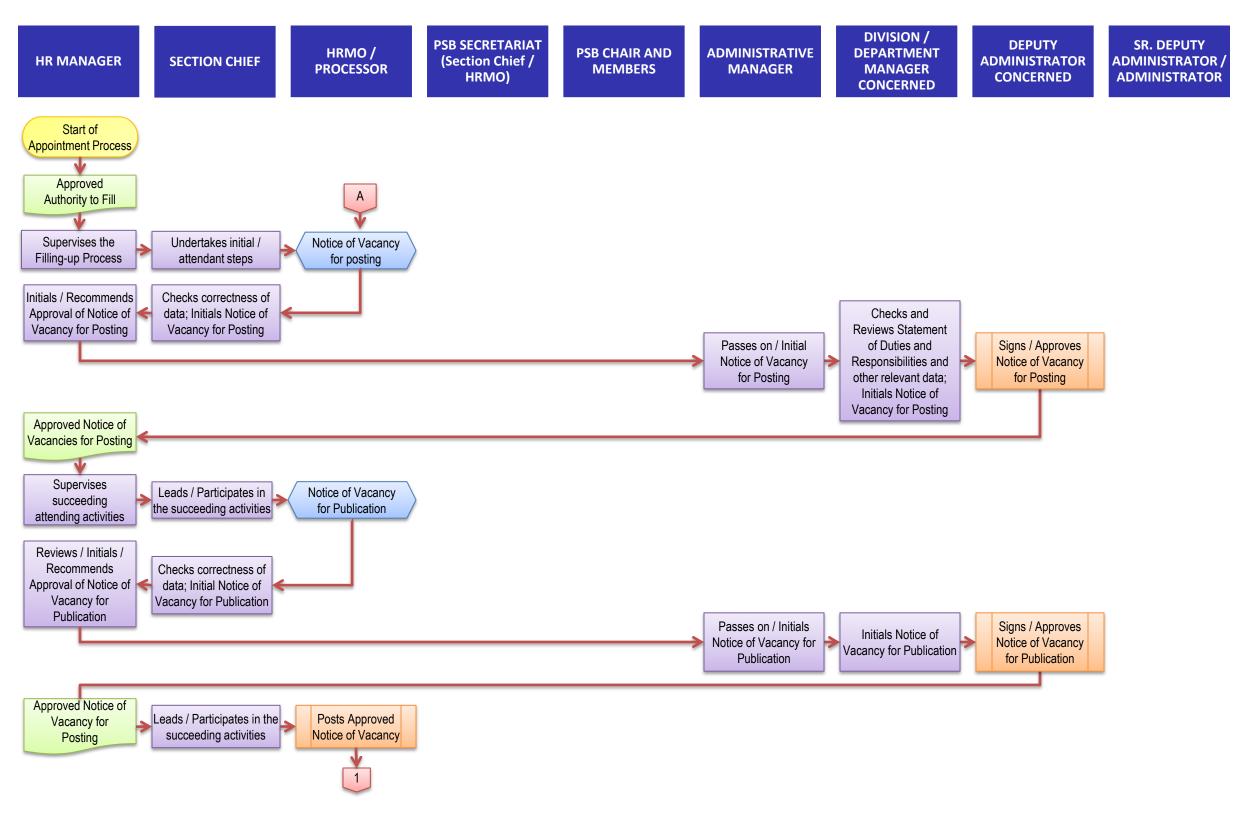
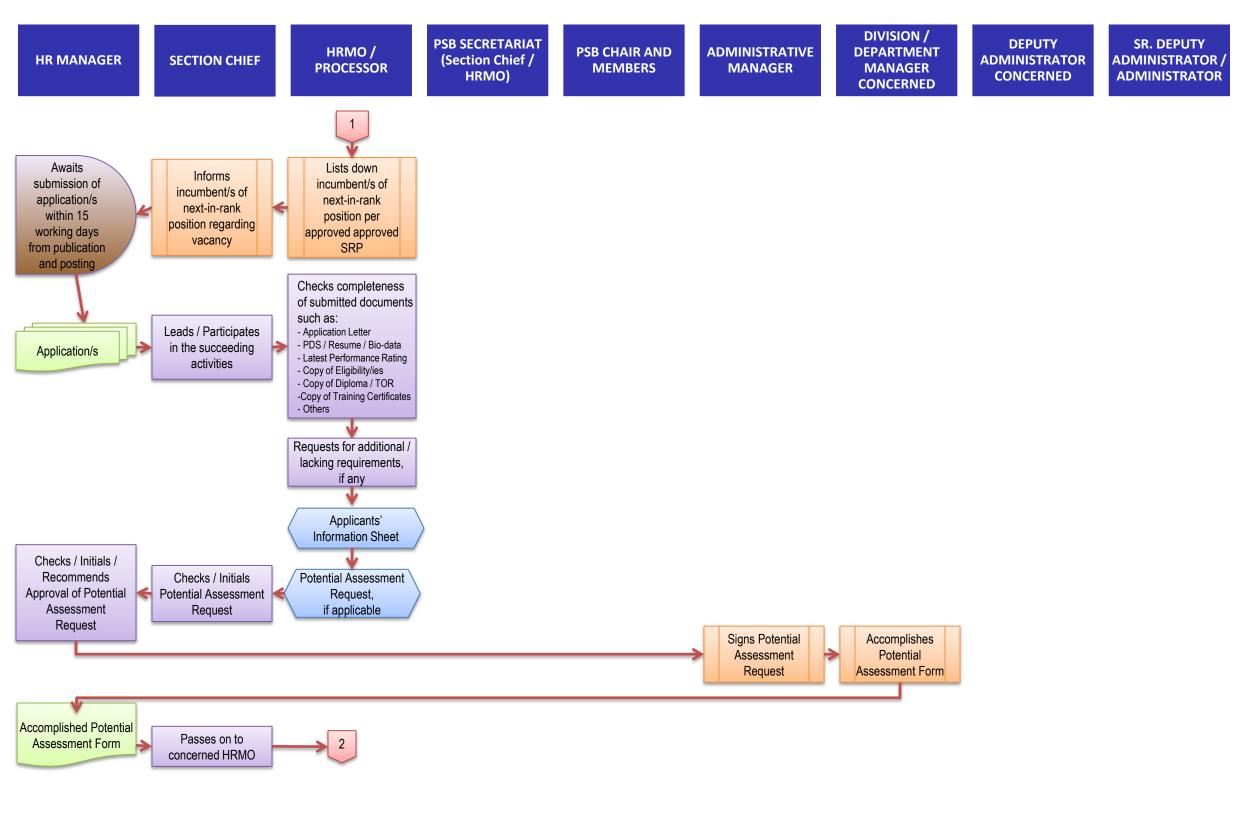
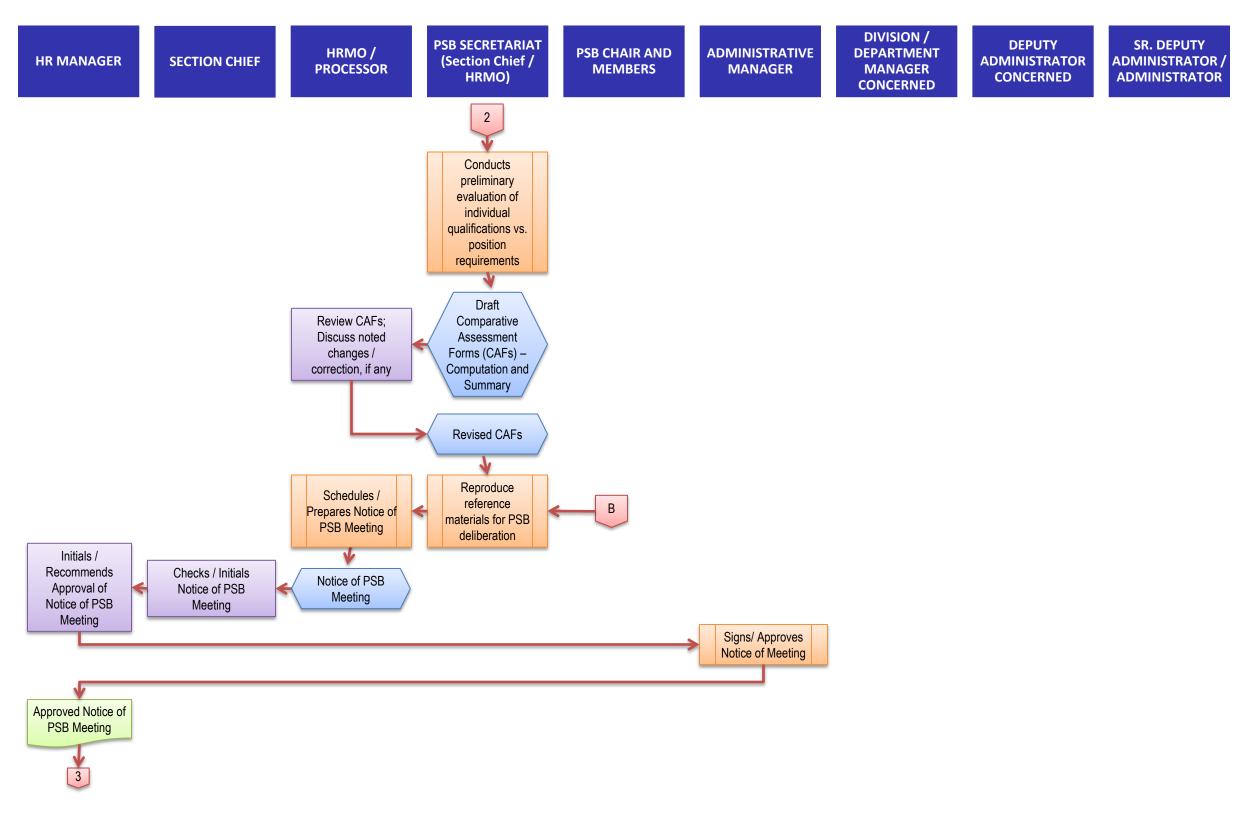
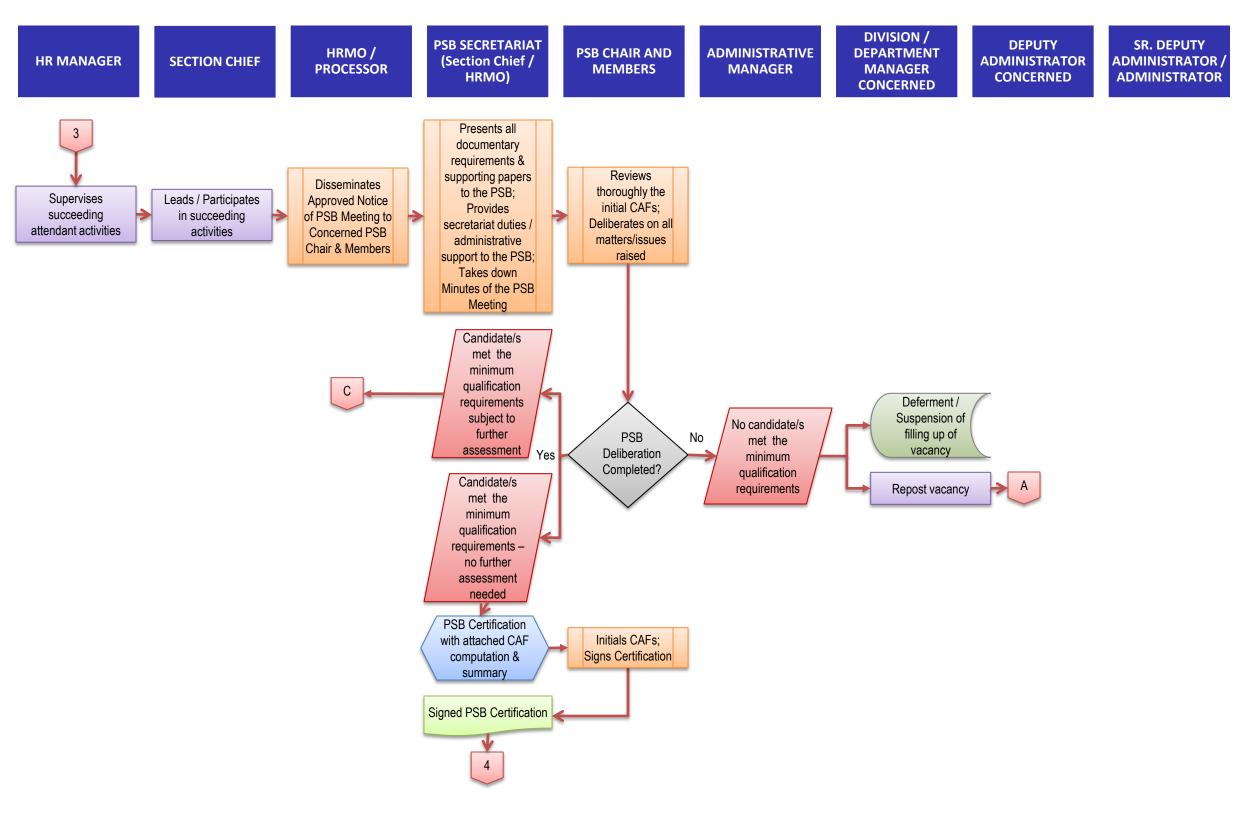
## ELOWCHARTIN PROCESSING











HRMO / **PSB CHAIR AND HR MANAGER SECTION CHIEF** (Section Chief / **PROCESSOR MEMBERS** HRMO) Transcribes Minutes of PSB Meeting Relevant Information for the Preparation of Personnel Action Slip D (RIPPAS) Form with signed PSB Certification and CAF as attachments Ascertains Draft Minutes of PSB correctness of draft Meeting Minutes of PSB Meeting Finalizes Minutes of **PSB** Meeting Initials Minutes of Initials Minutes of Minutes of PSB Meeting **PSB** Meeting PSB Meeting Initials / Signs Minutes of PSB Meeting Approved Minutes of **PSB** Meeting Files Approved Passes on to Minutes of PSB concerned HRMO Meeting D Initials/Routes out Checks / Initials RIPPAS Form RIPPAS Form 5

**PSB SECRETARIAT** 

**DIVISION** / **DEPUTY DEPARTMENT ADMINISTRATOR** MANAGER **CONCERNED CONCERNED** 

**ADMINISTRATIVE** 

**MANAGER** 

HR MANAGER

SECTION CHIEF

HRMO /
PROCESSOR

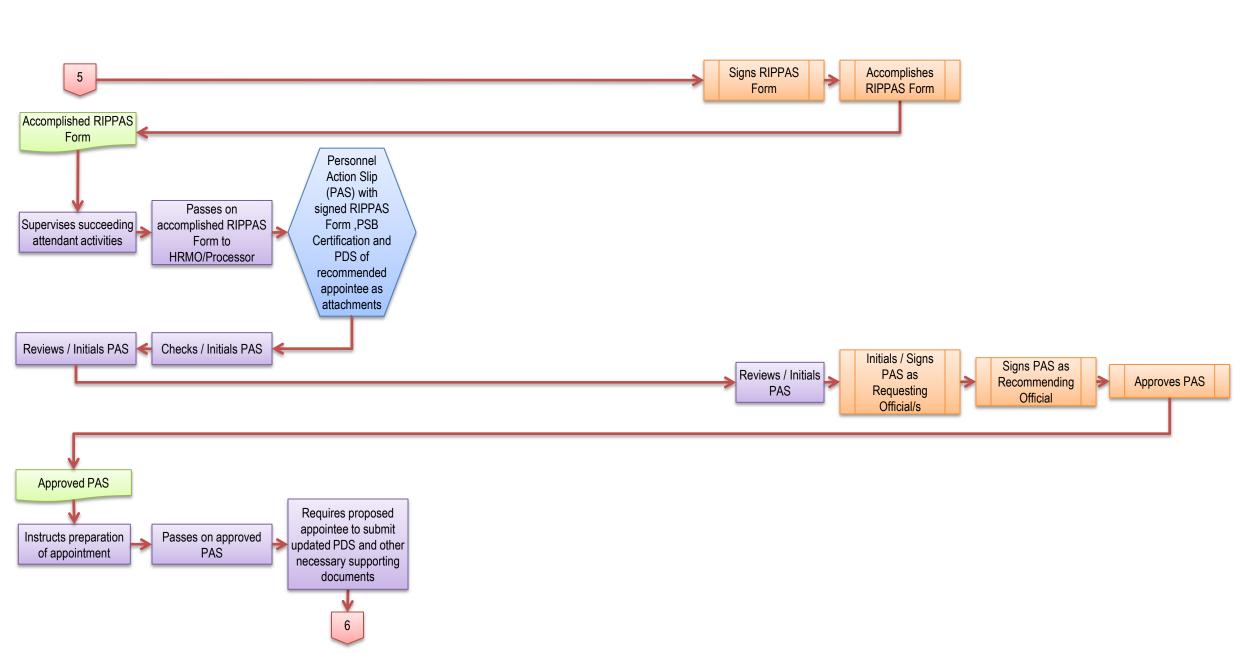
PSB SECRETARIAT
(Section Chief /
HRMO)

PSB CHAIR AND MEMBERS

ADMINISTRATIVE MANAGER

DIVISION / DEPARTMENT MANAGER CONCERNED

DEPUTY ADMINISTRATOR CONCERNED



HR MANAGER

SECTION CHIEF

HRMO / PROCESSOR PSB SECRETARIAT (Section Chief / HRMO)

PSB CHAIR AND MEMBERS

ADMINISTRATIVE MANAGER

DIVISION / DEPARTMENT MANAGER CONCERNED

DEPUTY ADMINISTRATOR CONCERNED SR. DEPUTY ADMINISTRATOR / ADMINISTRATOR



Appointment Proposal (CSC Form 33) with the following attachments:

- 1. CAF Summary
- 2. PSB Certification
- 3. Proof of Publication
- 4. Position Description Form (BC-CSC Form 1)
- 5. Certificate of Availability of Funds (CSC Form 203)
- 6. Personal Data Sheet (CS Form 212)
- 7. Certified Photocopy of:
  - Latest CSC-approved Appointment
  - Appropriate Eligibility
  - Second/First Level Eligibility
  - RA 1080
  - Security Guard / Driver License
  - TESDA, etc.
- •Diploma/Transcript of Records
- 8. Approved Authority to Fill

Plantilla Entry Update

Service Card Index (SCI)

Signed PDF by the appointee

Requests appointee to submit preemployment requirements

Initials Appointment Proposal; Signs Certificate of Availability of Funds

Certifies that all requirements and supporting papers have been complied with, reviewed and found to be in order;

Initials Appointment

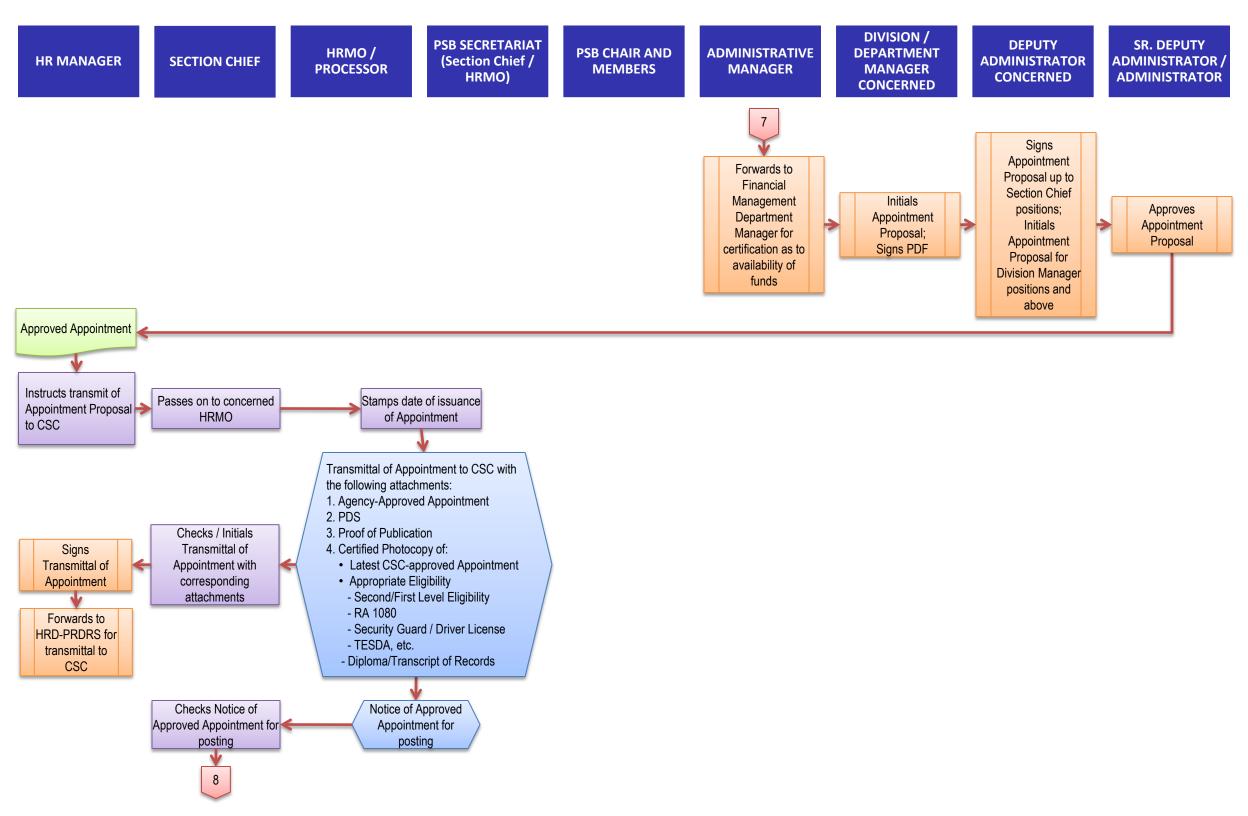
Proposal, Certificate

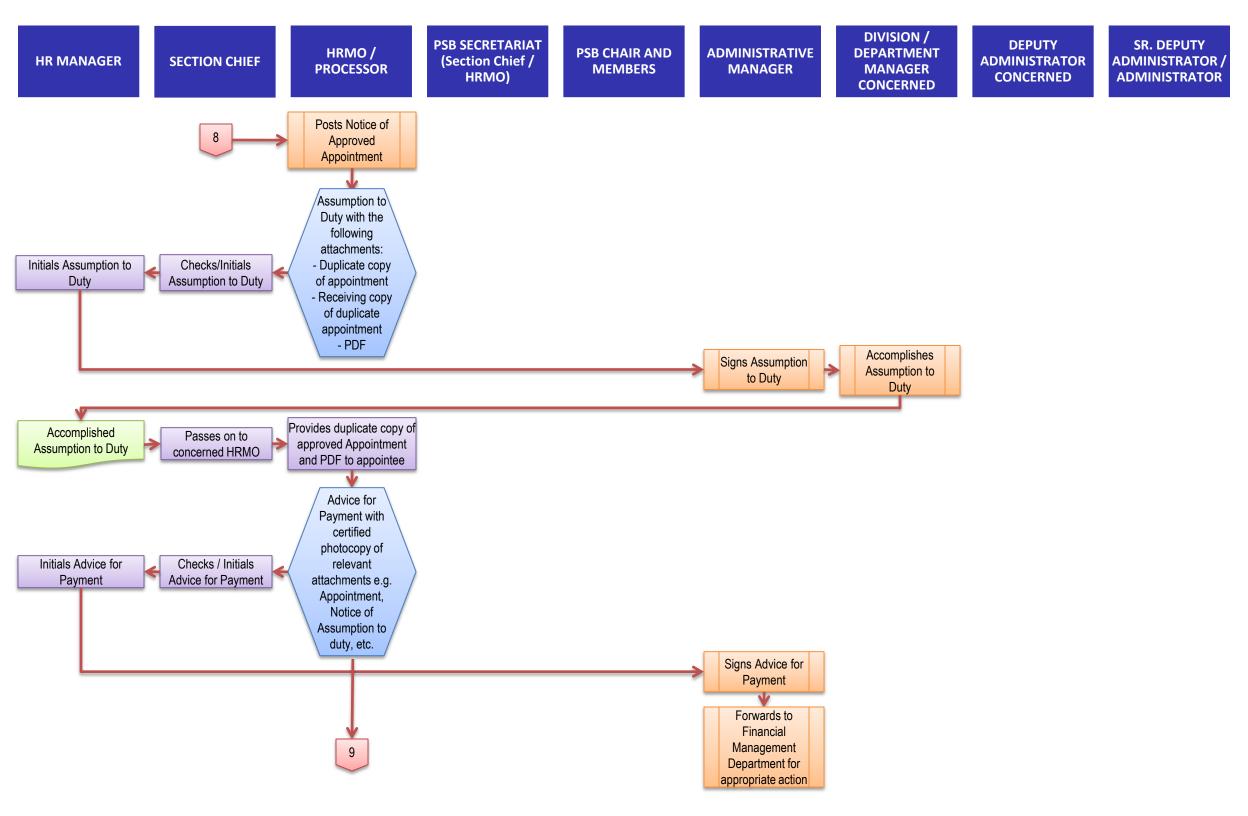
of Availability of

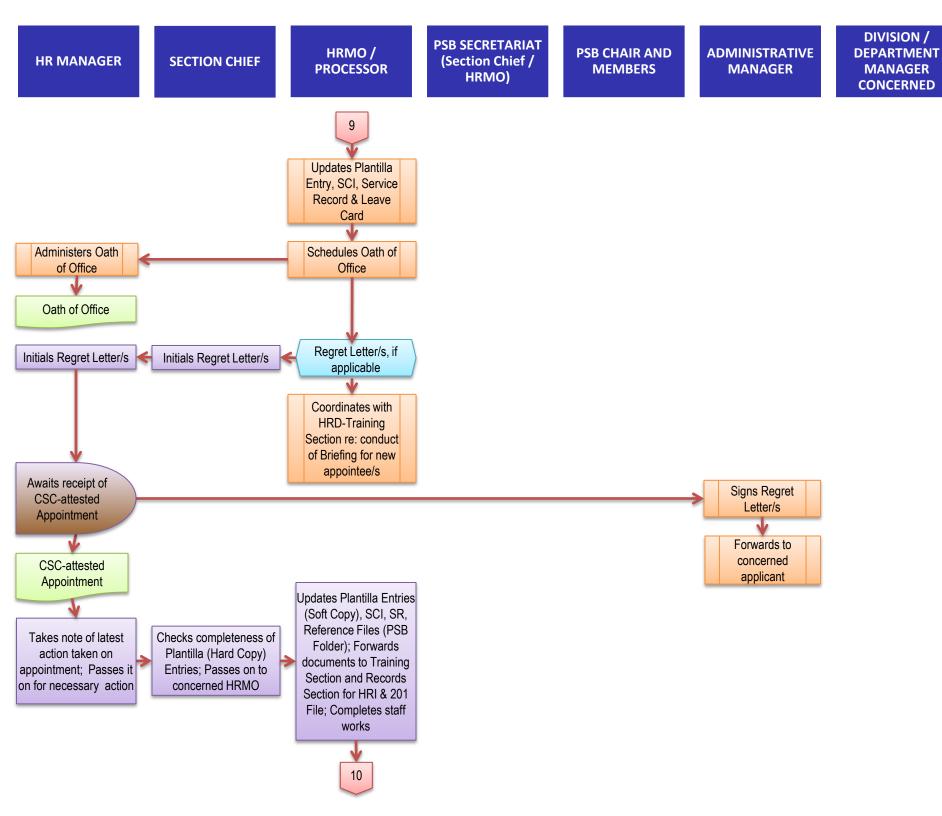
Funds and SCI

Checks data /
information on
Appointment Proposal
/ Plantilla Entry;
Ensures that all
questions in PDS are
answered properly and
correctly; Checks
documentary
attachments as to
completeness;
Initials Appointment
Proposal and SCI

PSB Chair certifies that appointee has been screened by the PSB

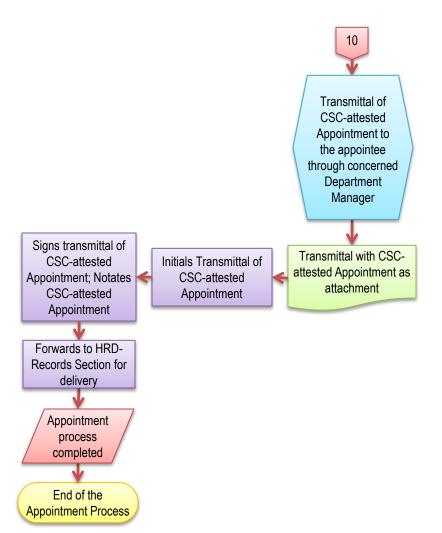






DEPUTY
ADMINISTRATOR
CONCERNED

**DIVISION**/ **PSB SECRETARIAT** SR. DEPUTY **DEPUTY** HRMO / **PSB CHAIR AND ADMINISTRATIVE DEPARTMENT HR MANAGER SECTION CHIEF** (Section Chief / **ADMINISTRATOR** ADMINISTRATOR / **PROCESSOR MEMBERS MANAGER** MANAGER HRMO) **CONCERNED ADMINISTRATOR CONCERNED** 



**PSB SECRETARIAT** HRMO / **PSB CHAIR AND ADMINISTRATIVE HR MANAGER SECTION CHIEF** (Section Chief / **PROCESSOR MEMBERS** HRMO) С Coordinates with concerned Instructs PSB officials / Secretariat re: further supervisor re: assessment of details of required applicants further assessment Necessary materials for required test Schedules conduct of necessary test/s; Administers test/s Inform concerned required by office applicants concerned Administers Personality / Psychometric / IQ Test/s Discusses test Incorporates test result/s with PSB results in CAFs Secretariat

**DIVISION**/ **DEPARTMENT** MANAGER **CONCERNED** 

**MANAGER** 

**DEPUTY ADMINISTRATOR** CONCERNED

