

HUMAN RESOURCE MANAGEMENT OFFICE

LOCATION : 3rd Level Annex Bldg., Silay City
HEAD OF OFFICE : Pacita L. Caile

ABOUT THE SERVICE

The Human Resource Management Office is the office that manages the people within the local government unit, focusing on various human resource programs such as recruitment and selection, training and development, performance management, employees' welfare and benefits and other services relative to the management of the human resource of the agency.

Opportunity for employment in the City Government is open to qualified citizens and positive efforts shall be exerted to attract the best qualified to enter the service. Employees shall be selected according to the principle of merit and fitness. There shall be equal employment opportunity for men and women at all levels of position in the agency, provided they meet the minimum requirements of the position. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity or political affiliation.

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Refer to the HRMD Bulletin for Vacant Positions Located at Various Departments / Offices or the Civil Service Commission / Silay City Website / PESO Website		HRMD Staff / Department Heads
2. Submit Application Letter and Requirements to the HRMD, specifying the Positions Applied For and the Office where the Vacancy is Available	5 minutes	HRMO II
3. Submit to Preliminary Interview and Evaluation and Present Documents for Verification	10 minutes	OIC, HRMO
4. Preparation of Selection Line-Up to be Posted in Three (3) Conspicuous Places in the City Hall	2 days	HRMO II
5. Scheduling of the Date of the PSB Deliberation upon the Request of the City Mayor	1 day	PSB Secretariat
6. Notification of the Applicant Selected by the Appointing Authority	½ day	HRMO IV
7. Processing and Preparation of Appointment Papers	1 day upon receipt of the complete requirement	HRMO II