

**72. SCREENING OF NEW ENTRANTS IN THE CITY GOVERNMENT*****DESCRIPTION of the SERVICE:***

Accept applications for employment and evaluate if applicants are qualified for the position, then endorse qualified applicants to Personnel Selection Board for deliberation.

***REQUIREMENTS:***

- \* Bio data
- \* application letter
- \* school credentials

***FEE:***

- \* N/A

***PROCEDURE :***

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
1. Accepts application together with the Personal Data Sheet (PDS) and other credentials	5 minutes	ROWENA A. ATIENZA <i>Admin. Officer IV</i>
2. Interviews applicants for preliminary assessment of qualifications	10 minutes	ROWENA A. ATIENZA <i>Admin. Officer IV</i> ELIZABETH P. SAN JUAN <i>Asst. City Personnel Officer</i> RONALDO V. DE CASTRO <i>City Personnel Officer</i>

STEPS	PROCESSING/ RESPONSE TIME	PERSON-IN-CHARGE
3. Refers applicant to PESO when there's no vacancy	5 minutes	ROWENA A. ATIENZA <i>Admin. Officer IV</i>
4. Keeps application paper in active file for future reference	2 minutes	ROWENA A. ATIENZA <i>Admin. Officer IV</i>