

CITY HUMAN RESOURCE MANAGEMENT OFFICE - Recruitment Division

Iligan City Hall, Buhanginan Hills, Pala-o, 9200 IliganCity

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Frontline Service : JOB ORDER REQUEST PREPARATION

Schedule of Availability of Service : 8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.
On Mondays provision of service starts after flag raising

Who May Avail of the Service: Liaison Officers of all departments of Iligan City Government; Job Order Workers

What are the requirements :

1. Approved Deployment Order
2. Certification (Compliance to City Ordinance No. 6328A)
3. Project Procurement Management Plan

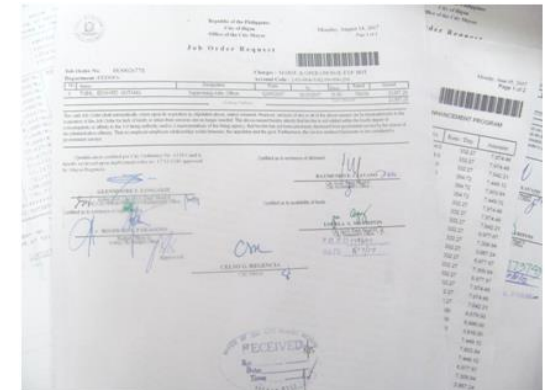
Additional Requirements For New Job Order Workers:

1. Personal Information Form
2. Personal Data Sheet
3. School Credentials
4. Employment Certificate/Service Record
5. Training Certificates
6. Residence Certificate (Cedula) present year
7. Birth Certificate
8. Voter's Certificate/Identification Card
9. Barangay Clearance

Note: Bring original documents for cross-checking purposes

Duration : 13 minutes

Recruitment Division



How to Avail the Service:

JOB ORDER REQUEST PREPARATION

Step	Applicant/Client	Service Provider	Duration of Activity	Person In- Charge	Fees	Form/s
1	Submit requirements	Check and receive requirements	1 minute	Job Order preparation in-charge of respective department	None	Approved DO; Certification (CO No.6328A); PPMP
2		Evaluate if workers in DO is qualified for the position in approved DO <ul style="list-style-type: none"> ➤ If not qualified, inform Liaison Officer of the evaluation result and the reason for not qualifying 	3 minutes			➤ see requirements for new JO workers
3		Prepares Job Order Workers in approved Deployment Order has submitted complete requirements <ul style="list-style-type: none"> ➤ If JO worker in deployment request has lacking requirement/s inform Liaison Officer (instruct to let JO worker submit requirements personally.) 	3 minutes			
4		Forwarded JO prepared to City Budget Office for approval.	5 minutes			
5		If JO already approved, released to liaison officers of every dept.	1 minutes			
6						
END OF TRANSACTION						

Note: The 13 minute total duration is for one client being served one time given that same client has complied and submitted all the listed requirements, otherwise time is extended.

