

# CITY HUMAN RESOURCE MANAGEMENT OFFICE - Recruitment Division

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**Frontline Service : RECEIVING OF APPLICATION LETTERS**

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

## Who May Avail of the Service:

1. Employees of LGU-Iligan applying for promotion
2. Job Order Workers of LGU-Iligan applying for permanent position
3. Walk-in client

## What are the Requirements:

<ul style="list-style-type: none"><li>• Application Letter</li><li>• Personal Data Sheet (PDS with picture)/Resume</li><li>• Transcript of Records (with Special Order for private schools)</li><li>• Service Record/Employment Certificate</li><li>• Designations</li></ul>	<ul style="list-style-type: none"><li>• Certificate of Eligibility Rating</li><li>• Photocopy of Certificate of Rating and PRC Card (if applicable)</li><li>• Training Certificates</li><li>• Individual Performance Commitment Review (IPCR) 2 latest rating periods</li><li>• Certificate of No Pending Case (from City Legal Office)</li></ul> <p style="text-align: right;">} <b>For promotion only</b></p>
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Note: a.) Present original documents & PRC card for cross-checking purposes  
b.) Authenticated academic records, Certificate of Eligibilities/Ratings are required upon passing the Pre-qualifying Examination

**Duration : 30 minutes**



## How to Avail the Service:

### RECEIVING OF APPLICATION LETTERS

Step	Applicant/Client	Service Provider	Duration of Activity	Person In- Charge	Fees	Form/s
1	Submit application letter with complete supporting documents	Receive application letter with requirements	15 minutes	Respective In-charge of receiving applications	None	
2		Check completeness and accurateness of information in application letter & Personal Data Sheet against supporting documents ➤ If with lacking documents, notify client of deficiency using the Notice of Lacking Application Documents	15 minutes	Respective In-charge of receiving applications	None	➤ Notice of Lacking Application Documents (NLAD)
	Receive Notice of Lacking Application Documents	Record name of applicant and lacking documents in logbook and release Notice				Logbook NLAD
		Conduct initial assessment/interview.				
<b>END OF TRANSACTION</b>						