



Department of Health
SAN LAZARO HOSPITAL

**CITIZEN'S CHARTER
MANUAL**



DOCUMENT CODE:

CC - HRMD - 001

REVISION NO.

0

DATE EFFECTIVE

July 1, 2019

DEPARTMENT: HUMAN RESOURCE MANAGEMENT DEPARTMENT

**PROCESS 1: SUBMISSION AND ACCEPTANCE OF EMPLOYMENT/
PROMOTION APPLICATION**

Schedule of Services:

Monday to Friday: 8:00am – 5:00pm (NO NOON BREAK)

Services Provided to:

Interested Applicants

Requirements Needed:

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and attached recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of Authenticated Certificate of eligibility/rating/license;
4. Photocopy of Training Certificates from seminars/conventions attended;
5. Photocopy of Authenticated Transcript of Records and Diploma;
6. Photocopy of Authenticated Residency Training Certificate/Fellow/Diplomate Certificate;
7. Photocopy of Certificate of Employment from previous Employer; and
8. Photocopy of NBI Clearance.

Duration: 11 minutes

| Step | Activities | Forms | Fees | Response Time | Person Responsible |
|------|---|--|------|---------------|--------------------|
| 1 | Submission of Complete Application Requirements | 1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and attached recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph ; 2. Performance rating in the present position for one (1) year (if applicable); 3. Photocopy of Authenticated Certificate of eligibility/rating/license; 4. Photocopy of Training Certificates from | None | 1 minute | HRMD Staff |