



CAVITE STATE UNIVERSITY – CCAT CAMPUS
HUMAN RESOURCE AND DEVELOPMENT OFFICE
External and Internal Services



1. Acceptance of Applications for Academic and Non-Academic Positions				
This procedure aims to ensure that receiving of application of university personnel are made in accordance with CvSU Guidelines, CSC Revised Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA) and DBM Circulars.				
Office or Division:	Recruitment, Selection and Placement (RSP) Unit			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All qualified applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter address to the Campus Administrator		Applicant		
Personal Data Sheet		www.csc.gov.ph or CSC website		
Photocopy of certificate of eligibility/rating/license		Civil Service Commission		
Photocopy of Transcript of Records		School Registrar		
Latest Performance Rating if applicable		Employer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application letter and credentials. For online submission, scan and attach the document(s) to: cvsuccat.hrmo@gmail.com	1.1 Check and record the documents submitted to the Application Monitoring Database.	None	4 Minutes	<i>HR Staff</i>
	1.2 Conduct initial screening of documents based on the Qualification Standards for vacant positions.	None	5 Minutes	<i>HR Staff</i>



	1.3 Notify the client of the status of application through e-mail or text message.	None	2 Minute	<i>HR Staff</i>
	TOTAL:	None	11 Minutes	