

Acceptance of applicants for employment

The Department of Agriculture strictly adhere with the Civil Service Commission’s rules and regulations on the selection, hiring and promotion procedures. All guidelines pertaining to appointment and various human resource actions are stipulated in Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA).

Office / Division	Personnel Division
Classification	Simple
Type of Transaction	*G2C - Government to Client *G2G – Government to Government
Who may avail?	Qualified individuals who seek employment May be from other government agencies, private firms, Local Government Units (LGUs) , State Universities and Colleges (SUC) and others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Notarized/Sworn in Personal Data Sheet (CS Form 212) 2. Work Experience Sheet 3. Application letter indicating the position, item number, and Division of the position applied for 4. Diploma / Certificate of Graduation 5. Transcript of Records / Certificate of Units taken 6. CSC Eligibility / Valid Professional License / Certificate of Grades (Board Examination) 7. Certificate of completed trainings/seminars 8. Service Record / Certificate of employment 9. Latest IPCR / OPCR 10. Certified photocopy of Special Order for designations in managerial & supervisory positions 	<p>May be downloaded from the Civil Service Commission (CSC) official website</p> <p>Care of applicants</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scan and compile the documentary requirements	Check the completeness of an applicant’s documentary	N/A	10 minutes per set of application documents	Administrative Officer I

then have the hard copies checked by the assigned Personnel Division staff	requirements			
2. Register in the Online Recruitment Tool	Check the correctness of the applicant's registration and completeness of the uploaded set of scanned documents	N/A	15 minutes per registration	Administrative Officer I
3. Submit the hard copies of the documents to the assigned Personnel Division staff	Evaluate the applicant's credentials vis-à-vis CSC prescribed Qualification Standards before acceptance /	N/A	10 minutes per position applied for	Supervising Administrative Officer/ Administrative Officer IV Administrative Officer I
4. (If applicant is a qualified non-DA Central Office applicant) Proceed to Entrance Examination	if complete submission and qualified, send e-mail for the schedule of the entrance examination Administer entrance examination	N/A	10 minutes orientation 2 hours examination proper	Administrative Officer I
END OF TRANSACTION				

*Government-to-**Government** (G2G): It is the interaction between government organizations, departments and authorities and other government organizations, departments and authorities.

*Government-to-**Business** (G2B) refers to government providing services or information to **business** organizations.

*Government to **Clients** (G2C) refers to provision of government service to persons or entities whose interests and values are addressed by a particular government service and therefore includes not only the citizens of the Republic of the Philippines, but also all the stakeholders, including but not limited to, users, beneficiaries, other government offices and agencies and the **transacting public**.