

**COA Regional Office No. IV-B (MIMAROPA)**  
**Commonwealth Avenue, Quezon City**

**RECRUITMENT AND PROMOTIONS SERVICES**

**RECRUITMENT**

**INITIAL DOCUMENTS**

- 1) Application Letter
- 2) Properly accomplished Personal Data Sheet (with passport size picture, thumbmark)
- 3) Certificate of Trainings/Seminars
- 4) Certificate of Eligibility
- 5) Diploma and Transcript of Records
- 6) Work Experience Sheet (attached to PDS)
- 7) Service Record (for transferee)
- 8) Position Description Form (PDF)

**ADDITIONAL REQUIREMENT FOR APPLICANTS RECOMMENDED FOR HIRING**

- 1) NBI Clearance
- 2) Neuro-Psychiatric Examination
- 3) Medical Examination
- 4) Affidavit of No Relative in COA
- 5) Statement of undertaking of willingness to be assigned in any Sector/Office/Region

**PROMOTION**

**DOCUMENTS REQUIREMENTS FOR APPLICANTS FOR PROMOTION**

- 1) Application letter for promotion
- 2) Fully accomplished Personal Data Sheet (with passport size picture, thumbmark)
- 3) Work Experience Sheet (attached to PDS)
- 4) Justification for Promotion signed by the Supervisor
- 5) Sworn Statement of no case/s in COA/Outside COA
- 6) Work Assignment History (for SG-24, 26 and above)
- 7) Certificate of Trainings /Seminars
- 8) Position Description Form (PDF)
- 9) IPCR (1st and 2nd Semester)
- 10) Memorandum of Recommendation signed by the Immediate Supervisor and Head of Office
- 11) Certified True copies of Diploma, Transcript of Records  
(If different from his/her previous academic record submitted)
- 12) Certified True copies of Certificate of Eligibility/Rating/License

**PROCEDURES:**

No.	Service Activity	Section/Person Responsible	Timeline
1)	Screen submitted application	Regional Director (RD), Assistant RD / ATFS - Service Chief & Chief Administrative Officer (CAO)	Within 30 minutes
2)	Evaluate qualifications and schedule applicant for COA Pre-Employment Test (COA-PET)	ATFS - Service Chief & CAO	Within 30 minutes
3)	Administer written examination	ATFS - Administrative Officer (AO) II & Administrative Assistant (AA) III	Within the day
4)	Refer applicant who passed the COA-PET to the concerned Regional Supervising Auditor/Section Chief for interview and schedule of technical test (for Engineers, Lawyers and IT applicants)	ATFS - AO II & AA III	Within the day
5)	Prepare matrix containing the names of those who passed the COA-PET and schedules Regional Selections and Promotions Board (RSPB) meeting.	ATFS - Service Chief & CAO AO II & AA III	Within the day
6)	Members of the RSPB meet /deliberate and make final recommendations on proposal for recruitment.	RSPB Members and Secretariat	Within the day
7)	Prepare Short List and Resolutions for signature of the RSPB Members containing the names of those recommended during the deliberation by the RSPB for recruitment.	RSPB Members and Secretariat	Within two (2) days
8)	Submit the proposal to HRMO for their further evaluation.	RSPB Secretariat	Within the day
9)	Receive signed appointments, assignment orders.	ATFS	Within the day
10)	Contact the new recruits for the issuance of appointment and assignment order.	ATFS - AO II & AA III	Within the day
11)	Administer Oath of Office of the newly-hired personnel.	ATFS/ RD	Within the day
<b>END OF TRANSACTION</b>			

**PROCEDURES:**

No.	Service Activity	Section/Person Responsible	Timeline
1)	Post Announcement of Vacancies at the Bulletin Board	ATFS	Within 10 days
2)	Receive application for promotion and evaluate qualifications of the applicants as to meeting the Qualification Standards	ATFS - AO II & AA III	Within two (2) days
3)	Prepared matrices containing the names of those who qualified and not qualified for the position and schedules Regional Selections and Promotions Board (RSPB) meeting.	ATFS - Service Chief & CAO	Within the day
4)	Members of the RSPB meet /deliberate and make final recommendations on proposal for promotion.	RSPB Members and Secretariat	Within the day
5)	Prepare long and short lists matrices signed by the RSPB members, containing the names of those who qualified for the position and posted the same at the Bulletin Board for 10 calendar days.	RSPB Members and Secretariat	Within the 15 working days
6)	Submit the proposal to HRMO for their further evaluation.	ATFS - Supervising Administrative Officer & CAO	Within two (2) days
7)	Receive memorandum from the HRMO regarding the action of Commission Proper on the proposal for promotion.	ATFS - Service Chief & CAO	Within the day
8)	Receive signed appointments.	ATFS	Within the day
9)	Informed the concerned personnel on their approved promotion.	ATFS - AO II & AA III	Within the day
<b>END OF TRANSACTION</b>			