

ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT TEMPLATE

(1) NAME OF DEPARTMENT/AGENCY/LGU: VALENZUELA MEDICAL CENTER / HUMAN RESOURCE MANAGEMENT OFFICE

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: [] Yes [] No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
Submission of Application for Employment	Executive Order 292	Book V/Title I/Subtitle A/ Chapter 5- Personnel Policies and Standards Section 21 Section 22	Recruitment and Selection of Personnel Rev 4	7/1/2018	

¹ Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

² Cite section number and quote provision identified in the governing law

(4) SERVICE INFORMATION PER GOVERNMENT SERVICE³

GOVERNMENT SERVICE: <u>Submission of Application for Employment</u>					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Personal Data Sheet (PDS) with work experience sheet (Fully accomplished and under oath PDS with recent passport-sized picture (CS Form No. 212, Revised 2017) Transcript of Record Diploma Eligibility	Recruitment and Selection of Personnel Rev 4	1. Submit complete requirements to the HRMO 2. Record application to Applicant's Logbook	Executive Order 292	17 minutes	None
TOTAL				17 minutes	None