



CITIZEN'S CHARTER

Head Office Internal Services

1. Applicant Transaction

1. Applicant Transaction

LBRDC shall recruit from within and from outside its workplace to obtain qualified candidates for any vacant or newly created regular positions.

Office/Division: Personnel Unit

Classification: Simple

Type of Transaction: G2C – Government to Citizen

Who may avail: Qualified job applicants

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Checklist Requirements

LBRDC Application Form

NBI Clearance/ Police Clearance (1 copy)

Picture (1 2x2 picture)

SSS ID/No. (1 photocopy)

TIN ID/No. (1 photocopy)

Philhealth ID/No. (1 photocopy)

Pag IBIG/HDMF No. (1 photocopy)

Medical Certificate (certified true copy)

Birth Certificate & Marriage Certificate
(if applicable) (1 photocopy each)

Diploma and/or Transcript of Records
(whichever is applicable)

Training Certificate/s

License (if applicable)

Philippine Identification Card

Where to Secure

LBRDC Office or website

NBI/local police station

Any photography studio

SSS

BIR

Philippine Health Insurance Corporation (PHIC)

Home Development Mutual Fund (HDMF)

Any Department of Health (DOH) accredited
clinic or hospital

Philippine Statistics Authority

School/University attended

TESDA and/or training provider/s

Philippine Regulatory Board

Philippine Statistics Authority

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<i>CLIENT STEPS</i>	<i>AGENCY ACTION</i>	<i>FEES TO BE PAID</i>	<i>PROCESSING TIME</i>	<i>PERSON RESPONSIBLE</i>
1. Bring/Submit an updated resume, photocopy of credentials, and valid ID	Assess documents submitted. Receive accomplished form and review the inputted information.	None	15 Minutes	HR Personnel
2. Fill up LBRDC's Application form	Administer written examination measuring general intellectual and psychological aptitude once information was proven valid and authentic.	None	15 Minutes	HR Personnel
3. Take the exam required for the position applying for	Use the rubric to mark and determine the applicant's result. Conduct the initial interview and evaluate the applicant's fit and ability.	None	3 Hours	HR Personnel
4. Applicants who achieved average scores or above will move on to the interview	Applicant/s who passed the initial interview will be referred to the second interviewer. Applicants will be interviewed by the Manager of the department they are applying for/by the President & CEO for the final interview	None	3 Hours	HR Personnel, Department Head, President & CEO
5. Successful applicants had to submit the complete pre- employment requirements as per the list given by the HR personnel	Receive and file the documents, and prepare the contract of the newly-hired personnel. Release the ID and enroll them in the payroll ATM account	None	1 Day	HR Personnel LBP New Accounts

TOTAL

None

1 Day, 6 Hours, 30Minutes



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