

Probationary Appointment

For the purpose of filling vacancies in the Public Service, the management official shall select eligible person only from the eligibility list from the Director of the Bureau of Public Service System and department shall process probationary appointment. Use the Procedure checklist to ensure that you provide documents and information required for the Probationary Appointment process.

PROBATIONARY APPOINTMENT CHECK LIST

- Personnel Action – Type of Action is Appointment (sample attached)
- Position Description of the position being filled (signed by department head, supervisor and the applicant)
- Eligibility List of the Position being filled
- Acknowledgment and Agreement form (signed by both supervisor and applicant)
- Applicant's application with all his/her credentials (school transcript or copy of diploma/degree, certificates, etc.)
- Applicant's copy of Social Security card and copy of either birth certificate or ID
- All initial appointment shall be made at step one (1) of the appropriate Grade Level; unless for the purpose of hiring of professional and technically trained person, in which case, appointment may be allowed at succeeding steps but not beyond fifth (5) step. In this case, a justification and request letter addressed to Director of BPSS to justify the requested step above step one (1).

