1. Departments sends Recruitment Action with Position Description and copy of Org Chart to Division of Employment Services (DES) under BPSS

2. DES Office contacts Department for additional information or essential documents

3. DES Office forwards the Recruitment Action to Budget Office for Certification of Funding

4. Budget Office forwards the Recruitment Action to the Office of the Minister of Finance

5. Office of the Minister of Finance forwards the Recruitment Action to the Office of the President

6. Office of the President forwards the Recruitment Action to Division of Human Resource (DHR) under BPSS

7. DHR Office posts the Vacancy Announcement and provides copies to the requesting Department

8. DHR Office receives applications for Vacancy Announcement

9. DHR Office generates Eligibility & Do Not Meet List and sends to requesting Department

10. Departments sends Appointment Action to DES Office

RECRUITMENT PROCESS