

PROCESSING OF REAPPOINTMENT / RENEWAL OF APPOINTMENT

<u>STEPS</u>	<u>TIME/DAYS</u>	<u>PERSON IN CHARGE</u>
A) IDENTIFICATION OF BFP-PERSONNEL FOR REAPPOINTMENT/ RENEWAL OF APPOINTMENT	Two (2) hours	Admin Staff
B) PUBLICATION OF ITEM NUMBERS FOR REAPPOINTMENT/ RENEWAL OF APPOINTMENT	Ten(10) days before the reappointment/renewal date	Admin Staff
C) MEMO TO LOWER UNIT RE: SUBMISSION OF PERTINENT DOCUMENTS FOR REAPPOINTMENT/ RENEWAL OF APPOINTMENT <u>REQUIREMENTS</u> <ul style="list-style-type: none"> - <u>For Renewal:</u> <ul style="list-style-type: none"> a) Request Letter to the Regional Director, BFP - NCR re: Renewal of Appointment b) Two (2) copies duly accomplished Computerized Personal Data Sheet (Photo, Signature, and Thumbmark must be original) c) Two (2) copies of Authenticated Latest Attested Appointment - <u>For Reappointment:</u> <ul style="list-style-type: none"> a) Two (2) copies duly accomplished Computerized Personal Data Sheet (Photo, Signature, and Thumb mark must be original) b) Two (2) photocopies of Previous rank appointment (Temp-Promotion / Perm –Promotion) and Latest rank Attested Appointment including Renewal of Appointment c) One Latest photocopy of mandatory training 	One (1) week before the reappointment/renewal date	Admin Staff
D) SCREENING OF SUBMITTED PERTINENT DOCUMENTS FOR REAPPOINTMENT/ RENEWAL OF APPOINTMENT	The scheduled day of submission	Admin Staff
E) MEMO TO BFP - NHQ RE: REQUEST OF APPOINTMENT FORMS	One (1) day	Admin Staff
F) ISSUANCE OF APPOINTMENT FORMS FROM BFP-NHQ	Two (2) days upon endorsement of Appointment Forms to BFP-NHQ	From Directorate for Personnel, BFP - NHQ
G) PRINTING OF APPOINTMENT FORMS	One (1) day of printing of Appointment forms	Admin Staff
H) ENDORSEMENT OF APPOINTMENT FORMS AND OTHER PERTINENT DOCUMENTS TO CIVIL SERVICE COMMISSION	One (1) day after printing of Appointment forms	Admin Staff