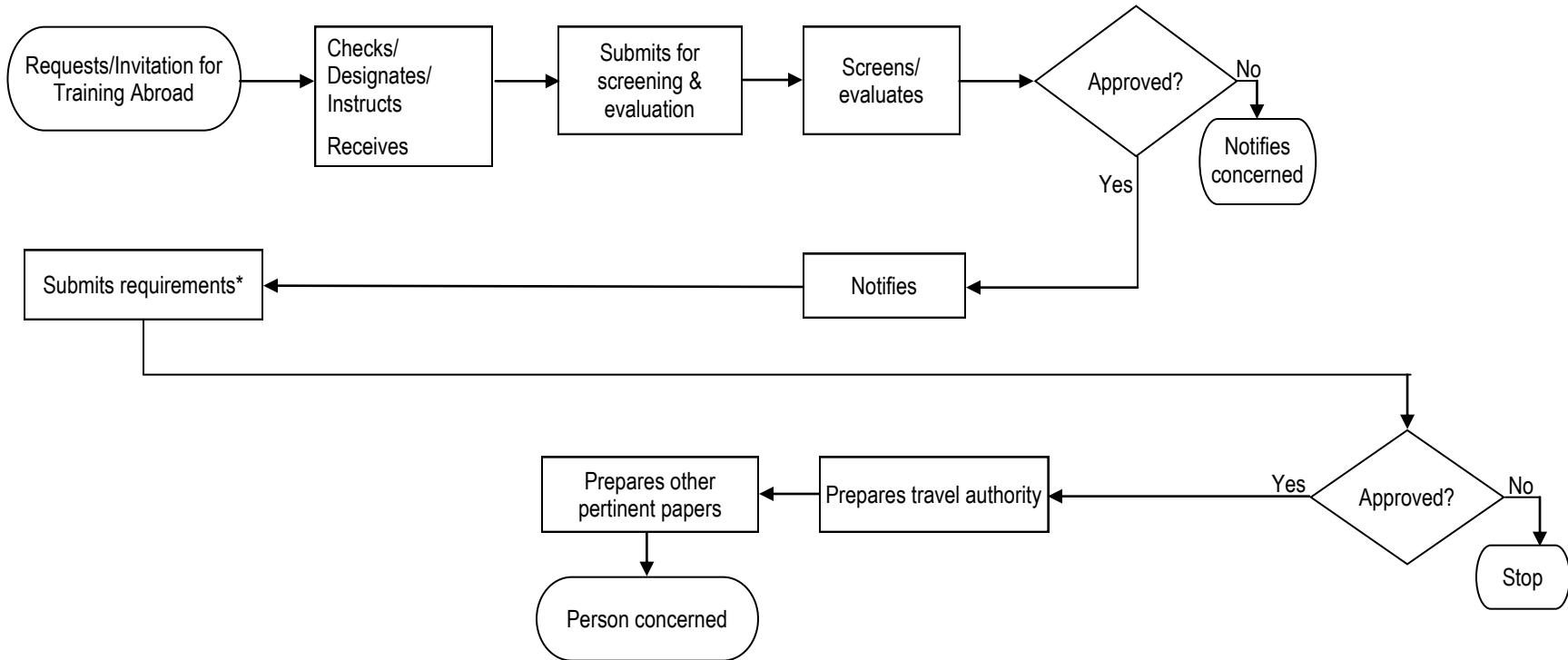


**ADMINISTRATIVE AND FINANCE DEPARTMENT
General Administrative Division–Human Resource Section**

Programs/ Trainings/ Seminars (International)

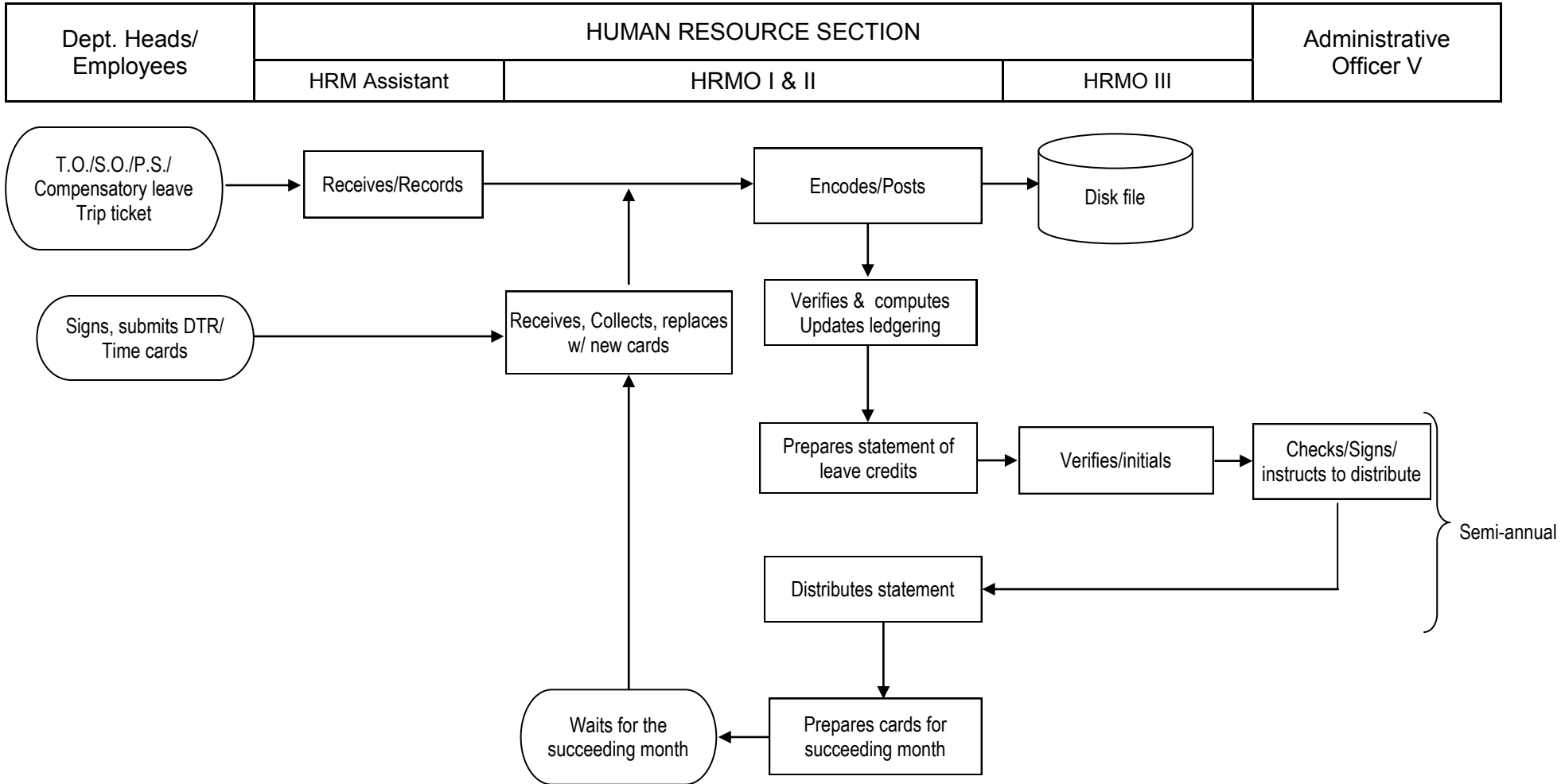
SRA Personnel/ Other Offices	General Administrative Office	HUMAN RESOURCE SECTION		Personnel Development Committee	D.A. Scholarship Committee CHED Committee
		HRMO I	HRMO III		



* As prescribed by a particular training.

ADMINISTRATIVE AND FINANCE DEPARTMENT
General Administrative Division-Human Resource Section

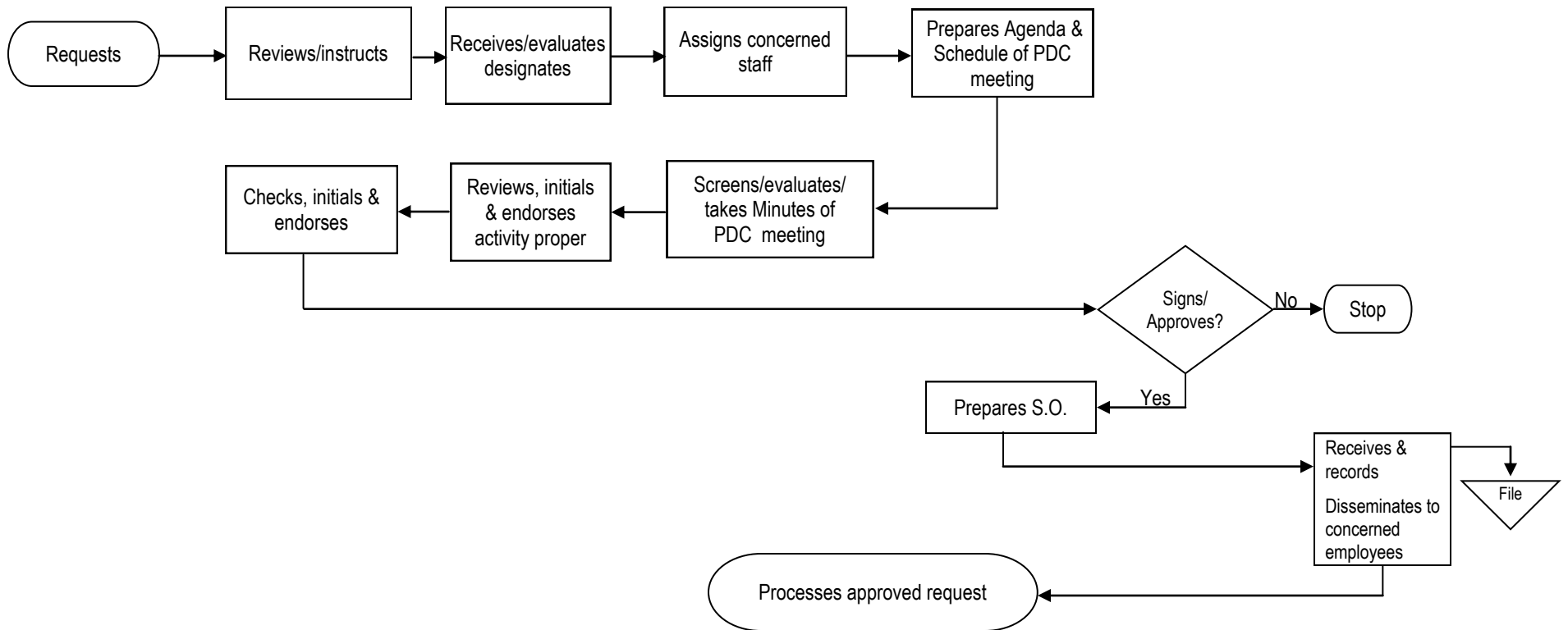
Time Cards / DTR's



**ADMINISTRATIVE AND FINANCE DEPARTMENT
General Administrative Division-Human Resource Section**

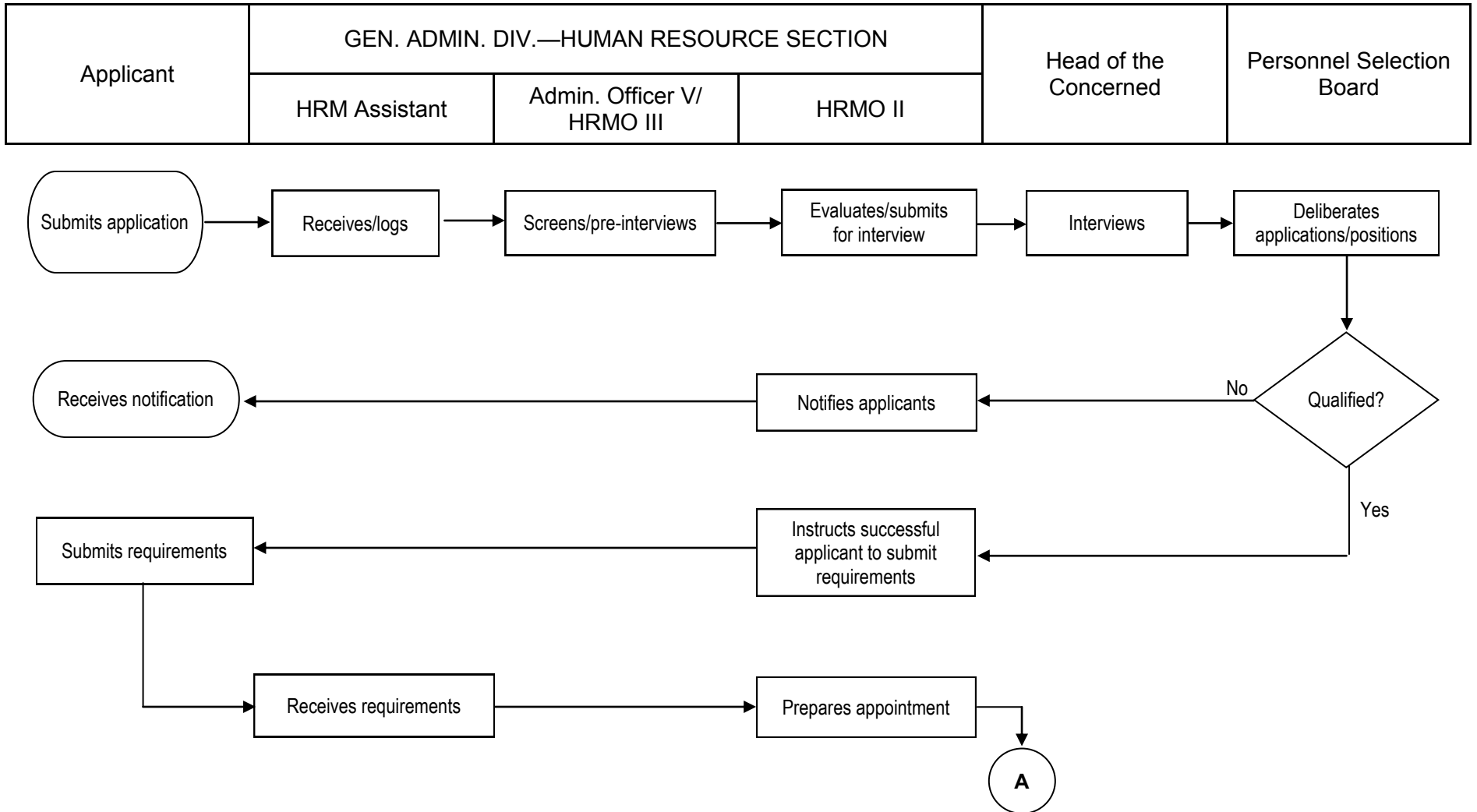
Trainings / Seminars

Concerned Dept./ Units	Manager III Admin. & Finance	Administrative Officer V	HUMAN RESOURCE SECTION		Administrator	Records Section
			HMRO III	HRMO I		



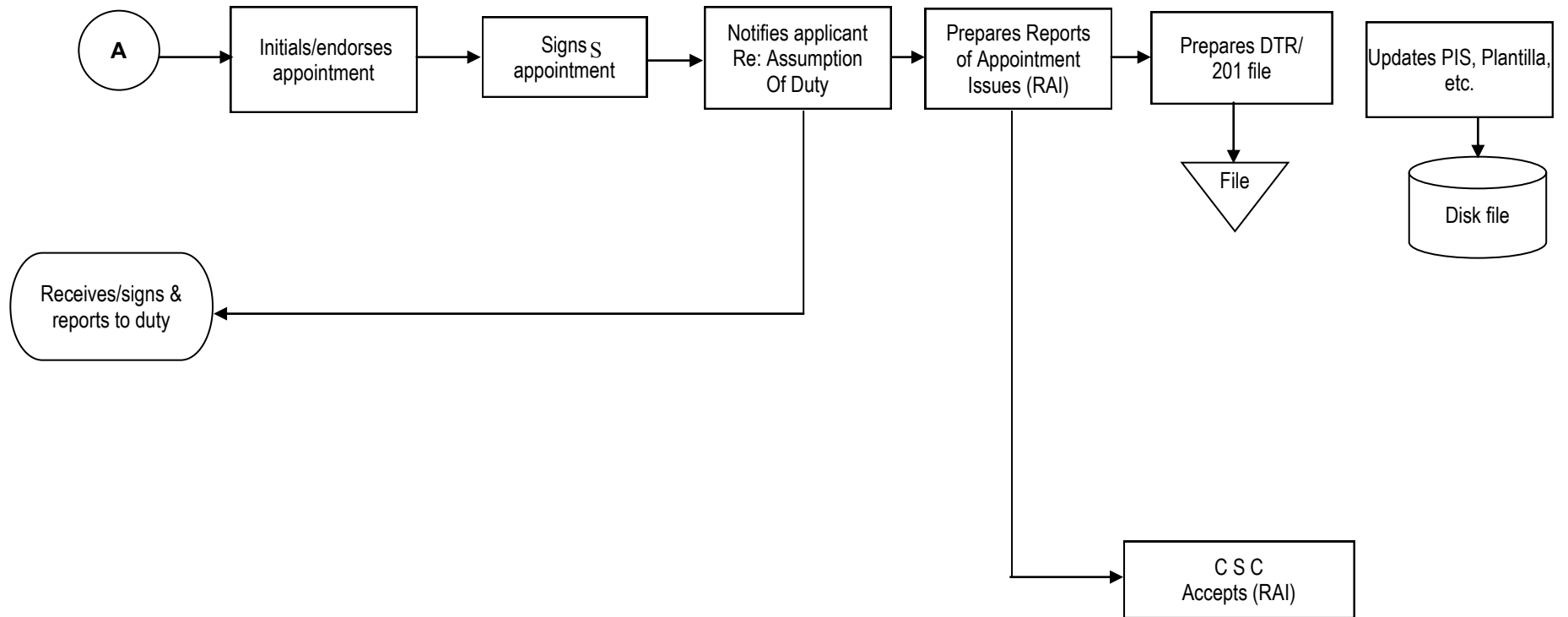
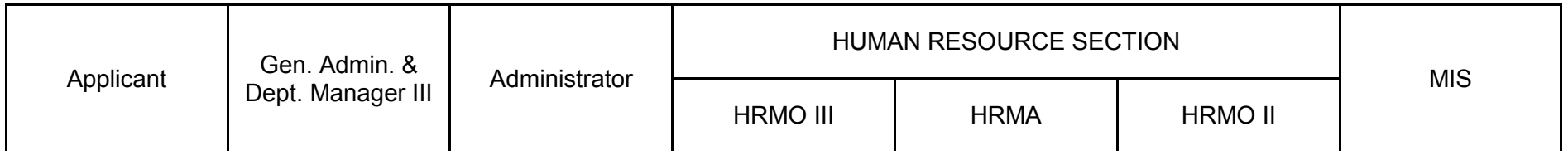
**ADMINISTRATIVE AND FINANCE DEPARTMENT
General Administrative Division-Human Resource Section**

Hiring & Promotion—Applying for Vacant Position



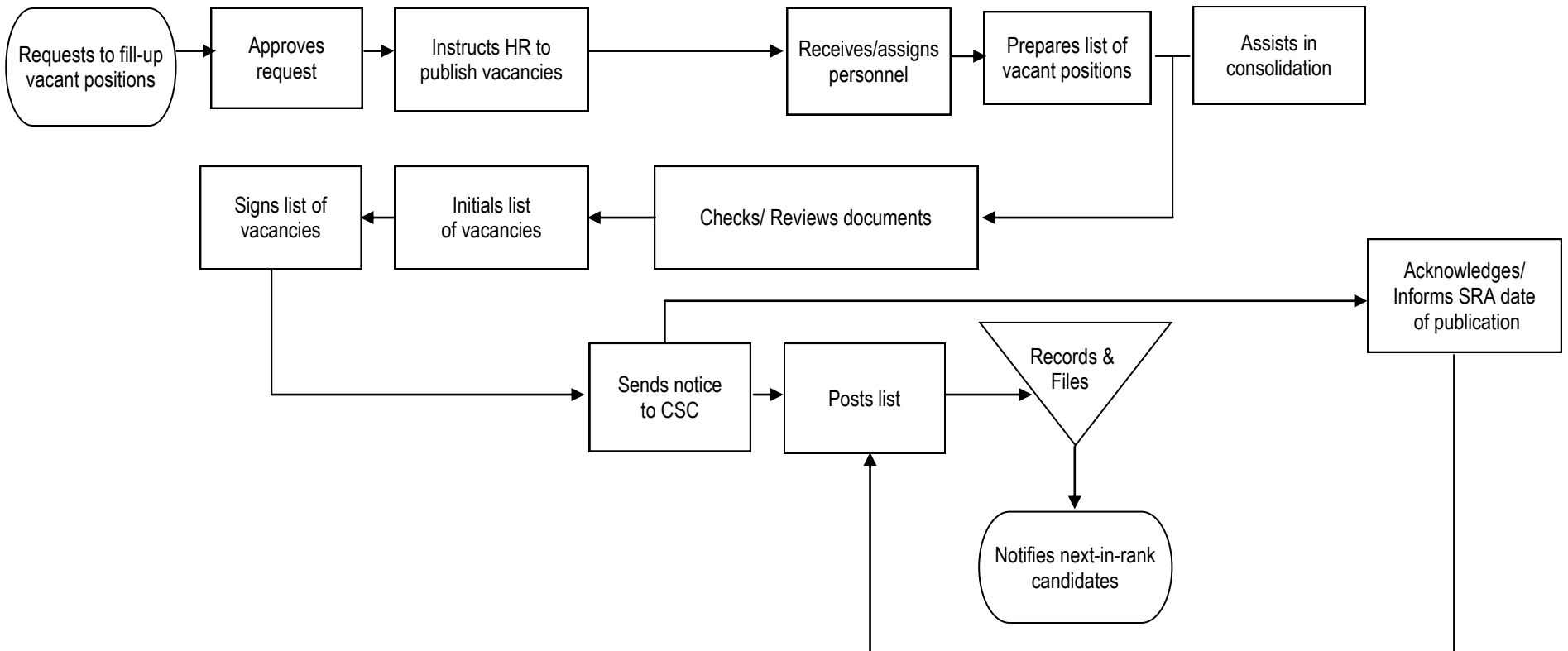
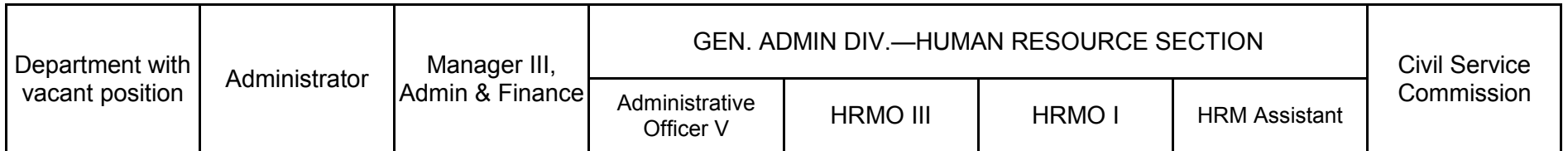
**ADMINISTRATIVE AND FINANCE DEPARTMENT
General Administrative Division-Human Resource Section**

Cont. of Hiring & Promotion—Applying for Vacant Position



**ADMINISTRATIVE AND FINANCE DEPARTMENT
General Administrative Division—Human Resource Section**

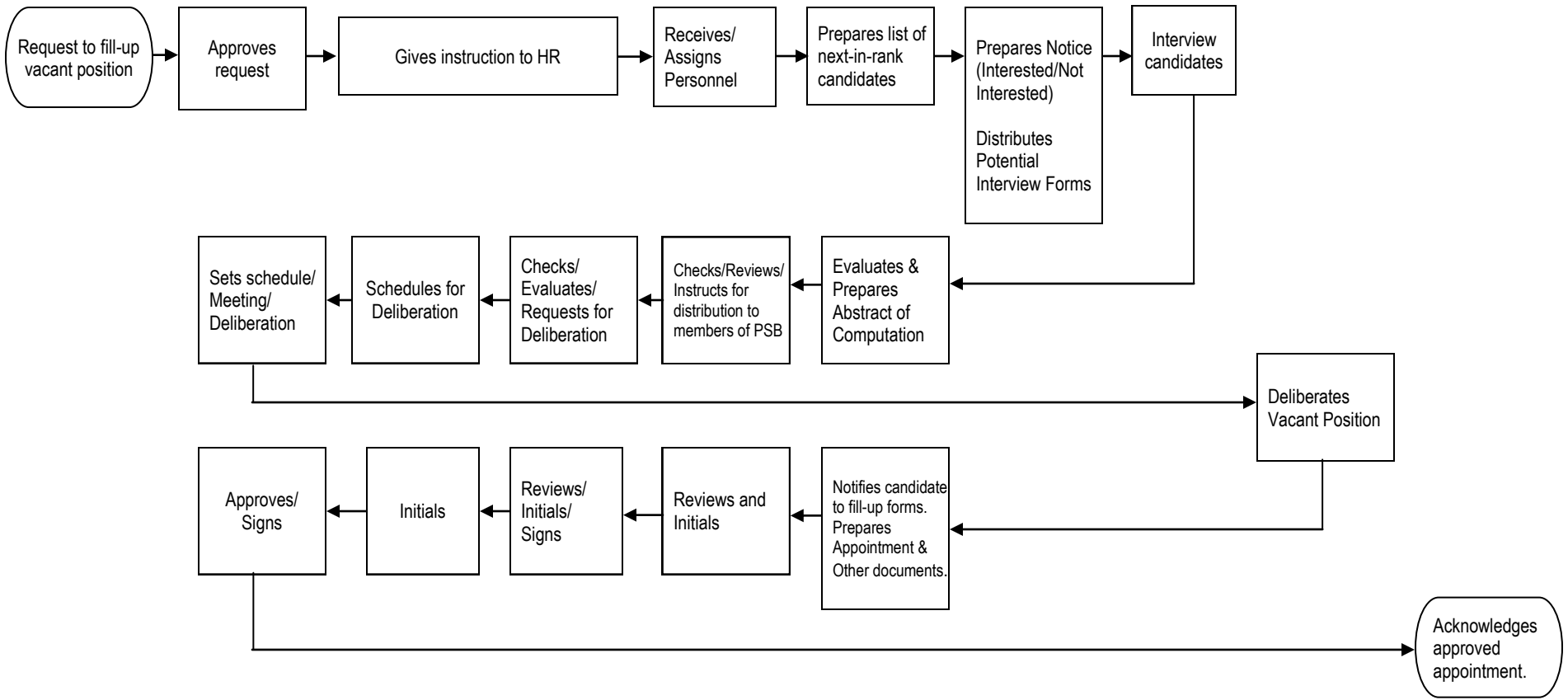
Hiring & Promotion—Publication of Vacant Positions



**ADMINISTRATIVE AND FINANCE DEPARTMENT
General Administrative Division-Human Resource Section**

Hiring & Promotion—Filling-Up of Vacant Positions

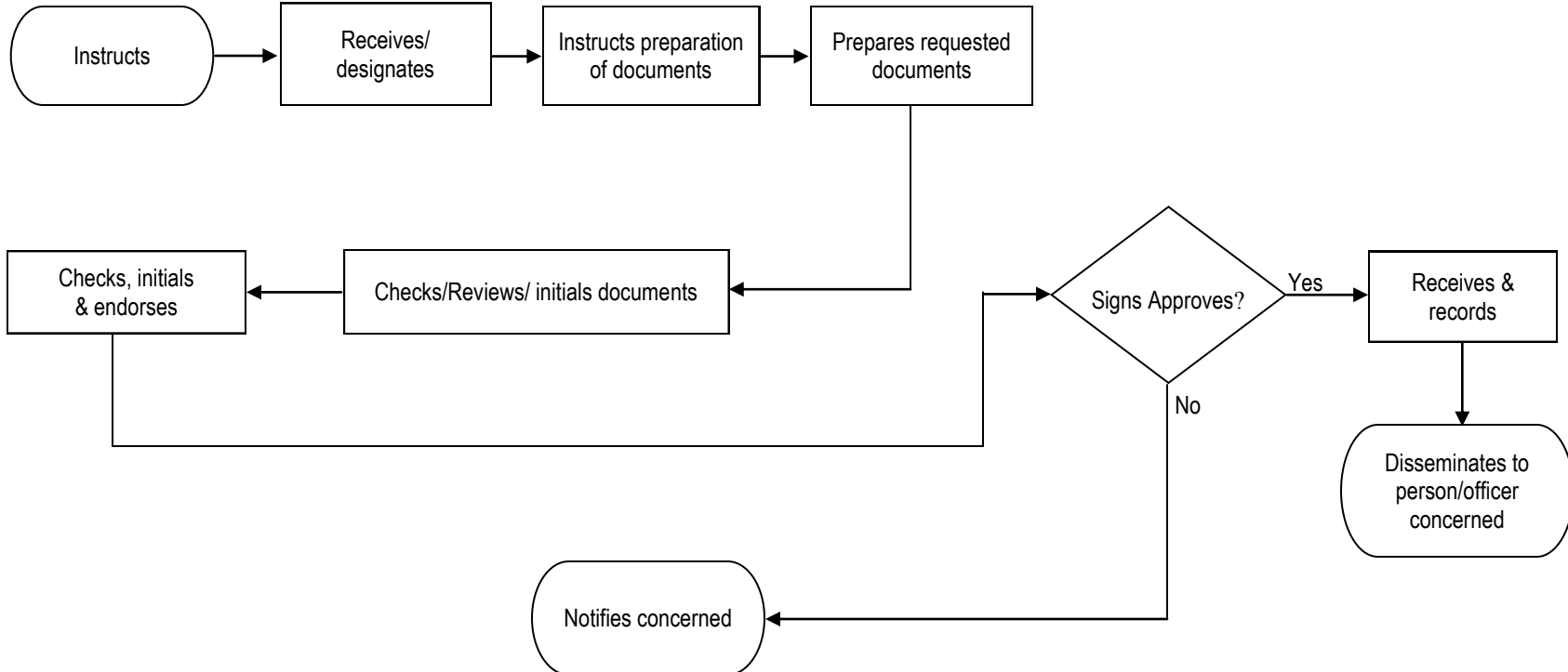
Dept. with Vacant Position	Administrator	Manager III for Admin & Finance	Admin. Officer V	HRMO III	HRMO II	HRMO I/HRMA	Head of concerned Department	Personnel Selection Board	CSC
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**ADMINISTRATIVE AND FINANCE DEPARTMENT
General Administrative Division—Human Resource Section**

Special Order / Administrative Order / Circular Letter

Manager III Admin. & Finance	GEN. ADMIN. DIV.—HUMAN RESOURCE SECTION			Administrator	Records Section
	Admin. Officer V	HRMO III	HRMO I/HRMO Asst.		



**ADMINISTRATIVE AND FINANCE DEPARTMENT
General Administrative Division-Human Resource Section**

Liaisoning — Employee Loans/Benefits

