1. Status of Employment Applications

Replies to applicant's status or inquiries regarding their employment application/s.

Office/Division:	PPA, HRMD, HRSD, HRSS
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Applicants

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Name: Position Applied for (w/Item No.): Department/PMO:	Client – Text/Phone Call/Email

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Applicant sends inquiries regarding the status of their application thru Text message/ Telephone call/Email	1.1 Acknowledges receipt of the inquiry and checks appropriate response depending on the applicants' case 1.2 Informs the applicant on the procedures of PPA Recruitment process	None	1 day	HRMPSB Secretariat
TOTAL:		**None**	**1 day (working day)**	