

## 9. FILLING-UP OF POSITIONS

### Schedule of Availability of Service

Monday to Friday  
8:00 A.M. to 5:00 P.M.

### Who may avail of the Service

- GOCCs

### What are the Requirements

- Justification and rationale of the request
- Details of the Personal Expenses (PS) Cost five(5)-year historical
- Estimated Additional Annual PS Cost of the positions requested for filling-up
- Certification of authorized, unfilled and filled positions

**Duration:** 24 days and 15 minutes

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Forms
1	Send the Request for Filling-up of Positions thru mail	Receive documents, record in GCG's logbook and forward to the Office of the Chairman.	15 minutes	Receiving Admin Officer	-
2	Receipt of acknowledgement letter	Issue acknowledgement letter from the office of the Chairman and forward the request to the Commissioner-in-Charge (CGO A or B).	1 day	Chief of Staff-Office of the Chairman	-
3		Assign the request to the Director-in-Charge (CGO A or B).	1 day	Commissioner-in-Charge	-
4		Assign the request to the Division Chief-in-Charge (CGO A or B).	1 day	Director-in-Charge	
5		Assign the request to the Corporate Governance Officer/s-in-charge(CGO A or B)	1 day	Division Chief-in-Charge	-
6		Review the documents	10 days	Corporate	-

		<p>for completion.</p> <p>Upon receipt of completed documents, evaluate and prepare Memorandum for the Commission (MFC), draft Memorandum Order (MO) and transmittal letter with corresponding annexes.</p> <p><b>Note:</b> Return request after 5 days of follow-up without action from the GOCC</p>		Governance Officer/s	
7		Review the draft MFC, MO and transmittal letter and forward the same to the Director for final review.	2 days	Division Chief	-
8		Conduct final review of the draft MFP, MO and transmittal letter. The Director affixes his/her initials and subsequently recommends/endorsees for the approval of the Commission.	2 days	Director	-
9		Upon final approval of the recommendation on the GOCC request, the GCG Chairman, Appointive Commissioners and the two <i>Ex-Officio</i> Members, as necessary, sign the MFC and MO. The Chairman affixes his signature on the transmittal letter and on the annexes.	5 days	The Chairman, the Appointive Commissioners and the <i>Ex-Officio</i> Members	-
10	Receipt of MO and transmittal letter.	Send the MO and the transmittal letter to the GOCC.	1 day	Admin Officer	-