

# ADMINISTRATIVE STAFF

## Human Resource Planning and Management Services - Training and Recruitment Section

SERVICES	PROCESSING TIME	ACCOUNTABLE STAFF	FEE
1. Administration of Examination	Within one (1) month upon submission of required documents <ul style="list-style-type: none"><li>• Technical Exams (Tuesdays)</li><li>• Non-Technical Exams (Wednesdays)</li></ul>	Liezl / Elaine / Malou	none
2. Release of Test Results	Two (2) days after the examination	Liezl / Elaine / Malou	none

### Reminders:

1. We accept applications on Mondays and Fridays from 8:00 a.m. to 4:30 p.m.
2. You may approach anyone from the Human Resource Planning and Management Services for assistance.
3. We do not charge any fee on any of the above-cited services.