HUMAN RESOURCE MANAGEMENT OFFICE

SERVICE CATEGORY

HUMAN RESOURCE MANAGEMENT SERVICES

1. ISSUANCE OF FORMS, CLEARANCES AND CERTIFICATIONS

OFFICE / DIVISION:	Municipal Human Resource Management Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2G – Government to Government, G2C- Government to Citizens
WHO MAY AVAIL:	All Government Offices and Agencies in the Executive Department

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1.Official Request Letter endorsed by concerned office/ division 2. Documentary Stamp	Requesting Government Agency/ Organization/ Individual Treasurer's Office

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for Certificate of Employment	1.1 The office shall issue a certificate of employment.	None	5 minutes	**MELVIN FANTONE** HRMO V **HANNA CHRISTIA MANGOSING** HRMO I **JERLAINE ANNE TOLEDO** HRMA

2. Request for other Documents and Forms	2.1 Encode the details, other inputs and prints the certification 2.2 Releases the requested certificate or forms.	None	5 minutes	**MELVIN FANTONE** HRMO V **HANNA CHRISTIA MANGOSING** HRMO I **JERLAINE ANNE TOLEDO** HRMA
3. Confirmation/ Approval of Loans to Banks and GSIS	3.1 Advice the office of filed loan	None	3 minutes	**MELVIN FANTONE** HRMO V **JERLAINE ANNE TOLEDO** HRMA
4. Request for Service Record and fill-up request form	4.1 Prepare requested service record and/or certification. 4.2 Released the requested service record and or certification	None	5 minutes	**MELVIN FANTONE** HRMO V **ATTY. MAE MARGARET CALAPATI** HRMO IV **HANNA CHRISTIA MANGOSING** HRMO I
5. Request for Travel Authority Letter of Request for Authority to travel (with attachments)	5.1 Prepare clearances (Affidavit of none Pendency and Pendency case Latter)	None	1 day	**ATTY. MAE MARGARET CALAPATI** HRMO IV
TOTAL:		**None**	**1 day and 18 minutes**	

2. PROCESSING OF APPOINTMENTS

OFFICE / DIVISION:	Municipal Human Resource Management Office
CLASSIFICATION:	Highly Technical
TYPE OF TRANSACTION:	G2G – Government to Government
WHO MAY AVAIL:	All Government Offices and Agencies in the Executive Department

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1.Official Request Letter endorsed by concerned office/ division 2. Approval of the Local Chief Executive	1. Requesting Department/Office 2. Mayor's Office

CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit approved/confirmation of the LCE including necessary requirements.	1.1 Prepare and submit to the CSC published and posted positions for filling up.	None	1 month	**MELVIN FANTONE** HRMO V **HANNA CHRISTIA MANGOSING** HRMO I
TOTAL:		**None**	**1 month**	

3. FILING OF LEAVES

OFFICE / DIVISION:	Municipal Human Resource Management Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2G – Government to Government
WHO MAY AVAIL:	All Government Offices and Agencies in the Executive Department

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

1.Attachments (Reason for filing)		Requesting Government Agency/ Organization/ Individual		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Files Leave of Absence	1.1 Encodes proper leave applied (Vacation, Sick, Special Leave Privileges)	None	5 minutes	**MELVIN FANTONE** HRMO V **ATTY. MAE MARGARET CALAPATI** HRMO IV **HANNA CHRISTIA MANGOSING** HRMO I
TOTAL:		**None**	**5 minutes**	

4. MONITORING OF DAILY TIME RECORD

OFFICE / DIVISION:	Municipal Human Resource Management Office
CLASSIFICATION:	Simple
TYPE OF TRANSACTION:	G2G – Government to Government
WHO MAY AVAIL:	All Government Offices and Agencies in the Executive Department

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1.Attachments (Reason for filing)		Requesting Government Agency/ Organization/ Individual		
CLIENTS STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of Daily Time Record	1.1 Validation Daily Time Record	None	1 day	**MELVIN FANTONE** HRMO V **HANNA CHRISTIA MANGOSING** HRMO I **JERLAINE ANNE TOLEDO** HRMA

TOTAL:		**None**	**1 day**	