



# **HUMAN RESOURCE MANAGEMENT DIVISION**

## **Internal Services**



## 1. Issuance of Service Record, Certificate of Employment and Other Personnel Records

The Human Resource Development Division issues Service Records indicating the inclusive dates of actual service rendered, designation, status of appointment annual salary and its adjustment records of leave without pay.

<b>Office or Division:</b>	Human Resource Development Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen / G2G - Government to Government			
<b>Who may avail:</b>	All LGU officials and employees (active and separated)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request/ Verbal Request		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request issuance of service record, certificate of employment and other personnel records.	1. The HRMO staff verify the record	None	2 minutes	HRMO Staff/ HRMO
2. Sit down and wait while the HRMO prints and signs the service record, certificate of employment or other request specified	2. The HRMO certifies the correctness of the service record and other certification	None	7 minutes	HRMO
3. Receive the documents		None	1 minute	
<b>TOTAL:</b>			10mins	

## 2. Application of Leave

The application for leave is a proof that the employee's absent from his/her office. It might be on the account of sickness on the part of the employee or any member of his immediate family or for personal reasons.

<b>Office or Division:</b>	Human Resource Development Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	All permanent, co-terminous, casual and elective officials of the local government.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Filled up requisition form		Human Resource Management Division		
2. Letter of Intent (for the monetization of leave)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Accomplish 3 copies of leave form and have it approved by the Dept. Head 'Submit the Application for Leave Form	1.1 Receive the application for leave and verify its validity.	None	3 minutes	HRMO Staff
	1.2. compute accrued leave credits;	None	3 minutes	HRMO Staff
	1.3. Approves the computation on the leave.	None	2 minutes	HRMO
2. Submit the process leave to the Mayor for approval	The Mun. Mayor signs and approves the leave application.	None	2 mins.	Mun. Mayor
4. Leave the form to the HRMO after approval of the Mayor.	HRMO staff will record the processed leave application to leave cards.	None	2 minute	HRMO Staff
<b>TOTAL:</b>			12mins	

## External Services

### 1. Job Application in the Municipal Government

This is a service where the HR must look into the completeness of the documents being submitted by the applicants. The action may be denied or accepted.

<b>Office or Division:</b>	Human Resource Development Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C– Government to Client			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application letter		Applicant		
2. Fully accomplished Personal Data Sheet (CS Form No.212 Revised 2017)		Download form from the CSC website		
3. Performance rating in the last rating period (if applicable)		Previous employer or current agency connected with		
4. Photocopy of CS or PRC Eligibility, if any		Applicant		
5. Photocopy of Transcript of Records		School Registrar's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit an application letter specifying the position applied for, together with other supporting papers	1.Receive the application form and other documents for review	None	2 minutes	HRMO /HRMO Staff
2. Wait for further notice of scheduled time of exam and interview	2.1 Agency will schedule the selection process.	None		HRMO /HRMO Staff
	2.2 The HRMPSB will evaluate the applicant's credentials exam and interview results and select the most qualified for the position	None	2 minutes	HRMO



4. Applicants will be notified by the personnel selection if they were selected by the HRMPSB to fill the vacant position.	Additional requirements will be given	None		
<b>TOTAL:</b>			4 minutes	

## 2. Job Immersion/On-the-Job Training in the Municipal Government

This is a service where the HR must look into the completeness of the documents being submitted by the students. The action may be denied or accepted.

<b>Office or Division:</b>	Human Resource Development Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C– Government to Client			
<b>Who may avail:</b>	Students required to undergo On-the-Job-Training			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Curriculum Vitae/Resume		Applicant		
2. Endorsement Letter from School		School Admin/Dean/Principal		
3. Memorandum of Agreement/Understanding		School Admin/Dean/Principal		
	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit an Application letter with Resume /Curriculum vitae	1.Receive the application form and other documents for review	None	2 minutes	HRMO /HRMO Staff
2. Wait for further notice of availability of slot and schedule of immersion or on-the-job training	2. Agency will schedule the On-the –job-training.	None	3 minutes	HRMO
3. Submit endorsement and Memorandum of Agreement/Understanding.	Received the endorsement letter and MOA for review and submit to the Mayor’s Office for signing	None	2 days	HRMO
<b>TOTAL:</b>			2 days and 5 minutes	