

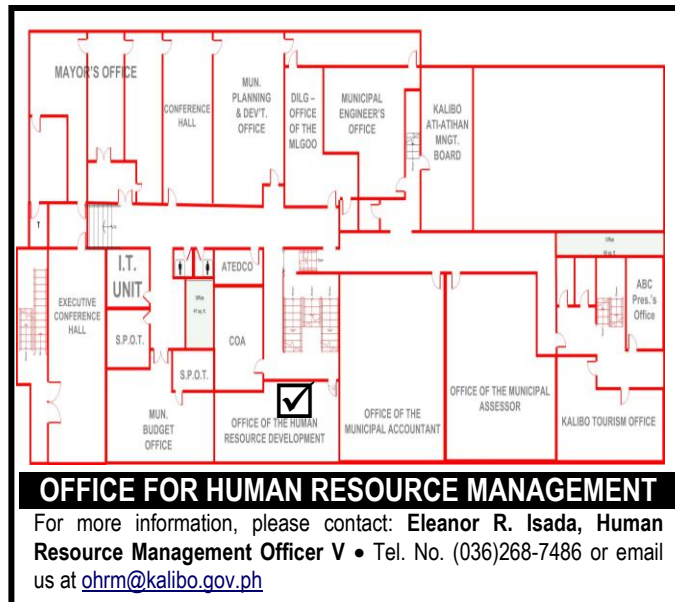


OFFICE FOR HUMAN RESOURCE MANAGEMENT

✓ ABOUT THE SERVICE

The Office for Human Resource Management has the following operational component: 1) Recruitment, Selection, Placement, and Promotion; (2) Personnel Performance Evaluation; (3) Appointments and other personnel actions; (4) Personnel Welfare Benefits, Awards and Incentives; (5) Leave Administration; (6) Personnel Training and Development; and (7) Retirement and other personnel services.

The office assists the local officials in the formulation and execution of policies, rules and regulations relative to personnel management in accordance with Civil Service law, rules and regulations as well as local ordinances and develops sound personnel records management program. The office also spearhead the development and implementation of a comprehensive Human Resource Development Program designed to raise the level of efficiency, effectiveness and morale of employees.



✓ SERVICES OFFERED:

A. How to secure a copy of Service Record, Certificate of Employment and Certification of Leave Credit Balance

✓ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Employee/Client requests for an updated Service Record/Certificate of Employment/Certification of Leave Credit Balance stating the purpose.		Risany R. Laurente Administrative Asst. II Cherry May C. Rasco Administrative Asst. I Hernel C. Meneses Administrative Aide IV Angeline B. Vidal Messenger
2. HRMO staff retrieves records, updates, and print the requested document.	10 minutes	Eleanor R. Isada Human Resource Management Officer V
3. HRMO Reviews and signs the document	2 minutes	Angeline B. Vidal Messenger
4. Records and releases signed Documents	3 minutes	

Approximate Processing Time: 20 minutes



B. Processing of Application for Leave

☑ ABOUT THE SERVICE

In general, appointive officials up to the level of heads of executive departments, heads of department, undersecretaries and employees of the government whether permanent, temporary, or casual, who render work during the prescribed office hours, shall be entitled to 15 days vacation and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays and Holidays, without limitation as to number of days of vacation and sick leave that they may accumulate. Local elective officials are also entitled to leave privileges effective May 12, 1983 pursuant to Batas Pambansa 337 and Local Government Code of 1991 (RA 7160). Said leave credits shall be commutative and cumulative. (Rule XVI of the Omnibus Rules on Leave implementing Book V of E.O. No. 292 as amended by CSC MC Nos. 41,s. 1998 and 14 s. 1999)

☑ REQUIREMENTS

1. Duly accomplished Application for Leave
2. Clearance of Money and Property Accountability if leave availed is one (1) month or more
 - a. For Vacation , 5 days Mandatory Leave and Special Leave, it must be filed one (1) week before the desired date of leave.
 - b. For Sick Leave Application exceeding 5 Days or Sick Leave filed in advance.
 - Medical Certificate duly signed by the attending physician.
 - c. For Availment of Maternity/Paternity Leave
 - Medical Certificate duly signed by the attending physician
 - Certified xerox copy of Certificate of Live Birth of the Child
 - Certified xerox copy of Marriage Contract, if any
 - d. For Availment of Parental Leave for Solo Parents
 - Certified xerox copy of Identification Card issued by the Municipal Social Welfare and Development Office (MSWDO)
 - Birth Certificate of the Child/Children
 - Medical Certificate, if necessary
 - e. For Availment of Ten-Day Leave under R.A. 9262 (Anti-Violence Against Women and their Children Act of 2004)
 - Barangay Protection Order (BPO) obtained from the barangay.
 - Temporary/Permanent Protection Order (TPO/PPO) obtained from the court.
 - If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave;
 - In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.
3. Other documents that may be required, if necessary



☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client/employee submits accomplished application for leave.		Angeline B. Vidal
2. HRMO staff evaluates leave application; determines Leave Credit Balance. Application is processed if leave credits is sufficient.	3 minutes	Godines F. Armenio Administrative Aide II
3. HRMO staff fills in data on Application for Leave, prepares leave card and enters data on the Index Card.	10 minutes	
4. HRMO reviews and signs application for Leave	2 minutes	Eleanor R. Isada
5. HRMO staff returns application for Leave for signature of applicant's head of office. Once signed, said document is forwarded to the Office of the Municipal Mayor approval.	Processing time varies depending on the availability of the signatories	Godines F. Armenio Head of Office concerned
6. Municipal Mayor signs the document		Mayor William S. Lachica
7. Records and releases one (1) copy of the document to the applicant.	2 minutes	Godines F. Armenio

Approximate Processing Time: 20 minutes (OHRM)



C. Processing of Claim for Terminal Leave Benefits

ABOUT THE SERVICE

Terminal Leave Benefits is granted to officials and employees upon retirement or separation from the service. Their benefits is based on their accumulated leave credits earned

REQUIREMENTS

- Duly accomplished Application for Leave
- Clearance (money, property accountability)
- Affidavit (from private lawyer) no pending administrative/criminal cases
- Provincial Prosecutor's Clearance
- Statement of Assets and Liabilities
- Certified copy of Latest Appointment
- Certified copy of Notice of Step Increment /Salary Adjustment, and other documents that may be required, if necessary

HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Client/retiree submits application for Terminal Leave together with the required documents.		Risany R. Laurente
2. HRMO conducts pre-retirement counseling.	30 minutes	Eleanor R. Isada
3. HRMO staff evaluates documents, computes Terminal Leave Benefits, prepares Leave Card, Vouchers and all other supporting documents.	1 hour	Risany R. Laurente
4. HRMO reviews and signs documents	5 minutes	Eleanor R. Isada
5. Municipal Mayor signs documents		Mayor William S. Lachica
6. HRMO staff assists the retiree to the following offices: Municipal Budget Office, Office of the Municipal Accountant, Office of the Municipal Mayor and Office of the Municipal Treasurer in processing their Terminal leave claim.	Time varies depending on the availability of signatories	Risany R. Laurente
7. Retiree claims check at the MTO		MTO personnel

Approximate processing time :1 hour & 35 minutes.



D. Recruitment and Selection Process

☑ REQUIREMENTS

- Application Letter

☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. OHRM/OMM request CSC Office for publication of vacant positions;		LCE/HRMO
2. Applicant submits application letter to the Office of the Municipal Mayor; OMM staffs forward said documents to OHRM for assessment;		OMM Staff
3. HRMO/ Staff evaluate application letters and other document submitted and prepares comparative data of applicants;	1 day	Eleanor R. Isada MGDH I (HRMO V) Risany R. Laurente Administrative Assistant II
4. LCE inform the HRMO for scheduled PSB Meeting; 4a. HRMO staff prepare invitation for PSB Meeting and submit to HRMO for initial;	30 minutes	LCE/OMM Staff Eleanor R. Isada Risany R. Laurente
5. HRMO staff submit the documents to the Office of the Municipal Mayor for signature of the LCE; 5a. OMM staff return the signed documents to the OHRM;	2 minutes	Risany R. Laurente OMM Staff
6. HRMO staff distribute the invitation letter to PSB Member/Head of Office concerned;	10 minutes	Angeline B. Vidal Messenger Gregorio M. Roberto Jhemil I. Inventado Karl Pritchard Y. Yap Administrative Aides
7. Actual conduct of PSB Meeting and individual interview of applicant.		PSB Member PSB Secretariat



8. PSB Secretariat/ HRMO staff prepare the PSB Minutes, to include rating and results of the interview conducted and submit to the HRMO for review;	2 days	Eleanor R. Isada Risany R. Laurente Floramie M. Buncalan Leenard M. Cristobal Administrative Officer IV
9. HRMO staff route the PSB minutes to PSB Members for review and signature;	Depends upon the availability of the signatories	Risany R. Laurente Floramie M. Buncalan
10. OHRM staff submit signed PSB minutes/rating result of interview to LCE for further evaluation and/or management decision;	5 minutes	Risany R. Laurente Floramie M. Buncalan Leenard M. Cristobal
11. LCE inform the HRMO and issue notice to qualified applicant to fill in the vacant position for submission of required documents;		LCE/OMM Staff

Approximate Processing Time:

Note: Processing time varies depending on the availability of the signatories



E. Processing and Preparation of Appointment

☑ REQUIREMENTS

- Personal Data Sheet with photo (4 copies)
- Medical Certificate with various test requirements
- Statement of Assets and Liabilities
- Certified copy – Transcript of Records
- Certified copy of Birth Certificate
- Certified copy of Marriage Contract, if applicable
- Original and two (2) xerox copy of verified Certificate of Eligibility
- CS Report of rating PRC BAR others
- Clearances:
 - Barangay Clearance
 - Police Clearance
 - Mayor's Clearance
 - Municipal Trial Court Clearance
 - Fiscal's Clearance
 - Regional Trial Court Clearance
 - NBI Clearance
- TIN Number
- One (1) Set Documentary Stamp
- Additional Requirements for Transfer, Re-employment, re-appointment, promotion, etc.
 - Approved Letter of Transfer (for transferee)
 - Certification of Money and Property Accountability from former employer
 - Service Record from former employer
 - Certification of no leave balance from former employer
 - Certification of Latest Salary received and corresponding deductions by the Accountant
 - Performance Rating (2 rating period)
- Other documents that may be required , if necessary

☑ HOW TO AVAIL OF THE SERVICE

STEPS	PERIOD TO COVER	PERSON TO APPROACH
1. Appointee submits duly accomplished documents and requirements for evaluation and verification.	15 minutes	Eleanor R. Isada Risany R. Laurente
2. Upon completion of requirements, HRMO staff prepares Appointment Papers and other supporting documents for signature by the appointee.	2 hours	Risany R. Laurente
3. HRMO staff takes the appointment papers to the Municipal Budget Officer for signature as to Availability of Funds.	10 minutes	
4. HRMO reviews and signs the appointment papers and other supporting documents.	10mins.	Eleanor R. Isada



5. HRMO/staff accompany the appointee to the Office of the Municipal Mayor as scheduled.		Eleanor R. Isada Risany R. Laurente
6. Municipal Mayor signs appointment papers along with other documents and execute Oath Taking.		William S. Lachica Municipal Mayor
7. HRMO staff segregates approved appointment paper and other documents and gives copy to appointee.	10 minutes	Risany R. Laurente
8. HRMO/ staff orient and turns-over appointee to Department Head concerned	20 mins.	Eleanor R. Isada Floramie M. Buncalan Risany R. Laurente

Approximate processing time: 3 hours and 10 minutes

Note: Processing time varies depending on the availability of the signatories

SERVICE STANDARDS

- ✚ Serve the client with a smile and utmost courtesy and answers telephone calls with courtesy within two (2) rings;
- ✚ Attend to the needs of the client within one (1) minute after entering the office;
- ✚ Wear official uniform, ID, and agency pin;
- ✚ Give the public complete direction and referrals;
- ✚ Provide clients checklist of requirements;
- ✚ Ensure that the office has rendered prompt, adequate, and efficient service for client satisfaction;
- ✚ Provide comfortable lounge to clients, with reading materials available at our mini library; and
- ✚ Provide a gender sensitive bulletin board on personnel profile and post flowchart of transaction and OHRM organizational chart with pictures.

PERFORMANCE PLEDGE

We, in the Office for Human Resource Management pledge and commit to deliver prompt, adequate, ethical, economical, efficient and effective public service responsive to the needs of our client as specified in the Service Standards, aiming, at all times, for service excellence and client satisfaction.