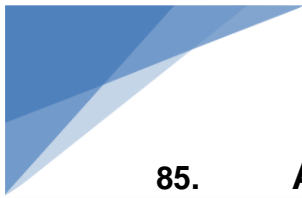




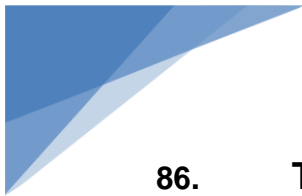
Human Resource Management Office

INTERNAL SERVICES



85. Administration of Leave (Sick, Vacation, Monetization)

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government Employee			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CS Form 6 (1 Copy)		HRMO		
Medical & other supporting documents(1Copy)		Employee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the leave form (approved by the Department Head)		None	5 Minutes	HRMO Staff
2. Proceed to Mayor's Office for the approval of the leave		None	5 Minutes	
3. Submit application form to HR Office for posting, record and update of leave balances		None	10 Minutes	
TOTAL:			20 Minutes	



86. Terminal Leave Benefits

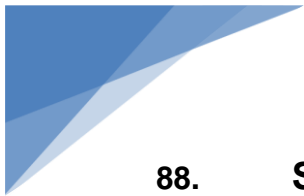
Office or Division:		Human Resource Management Office		
Classification:		Simple		
Type of Transaction:		G2G- Government to Government Employee		
Who may avail:		Municipal officials and employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(1 Copy) Clearance form (CS form 7) (1 Copy) Approved Leave application (1 Copy) Certified photo copy of appointment/NOSA (1 Copy) Complete Service Record (1 Copy) Certified photo copy of Leave Cards (1 Copy) SALN (1 Copy) Computation of Terminal Leave certified by the Municipal Accountant (1 Copy) Applicant's authorization (in affidavit form) to deduct all financial obligations with the LGU. (1 Copy) Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA No. 3019) (1 Copy) In case of registration, employees' letter of resignation duly accepted by the Head of Agency		HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the approved Clearance Form to the HRMO for preparation of required documents for Terminal Leave of concerned employee		None	1 Day	HRMO Staff
TOTAL:			1 Day	



87. Certificate of Employment / Leave Credits / No Pending Administrative or Criminal Case

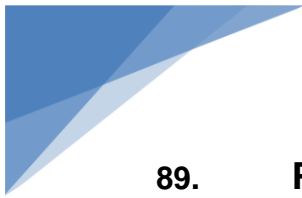
-

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government Employee			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for needed Certification; ➤ Cert of Employment ➤ Leave Credits ➤ No Pending Case		None	5 Minutes	HRMO Staff
2. Receive request and prepare needed certification		None	5 Minute	
3. Sign and release certification		None	2 Minute	
		TOTAL:	12 Minutes	



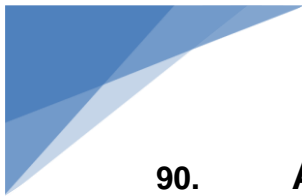
88. Service Record

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the personnel in charge.		None	5 Minutes	HRMO Staff
2. Prepare the service record of the employee and sign.		None	1 Minute	
3. Releasing of Service Record		None	1 Minute	
		TOTAL:	7 Minutes	



89. Pre-Employment

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(1 Copy) Application Letter		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application letter specifying the position desired.		None	1 Minutes	HRMO Staff
2. Receive the application letter and forwarded the same to the Mayor/Vice Mayor.		None	3 Minutes	HRMO Staff
3. Receive the application from the office of the Mayor/Vice Mayor.		None	3 Minutes	HRMO Staff
4. Conduct pre-screening, prepare the list of qualified applicants.		None	10 Minutes	HRMO Staff
5. Prepare and issue notice of screening.		None	5 Minutes	HRMO Staff
6. Deliberation of Personnel Selection Board.		None	45 Minutes	HRMO & PSB Member
7. Prepare the result of deliberation or comparative assessment and minutes of meeting.		None	30 Minutes	HRMO Staff
8. Submit the minutes to the appointing authority.		None	5 Minutes	HRMO Staff
9. Inform the appointee and require necessary documents for appointment		None	5 Minutes	HRMO Staff
		TOTAL:	1 Hour and 47 Minutes	



90. Appointed Applicant

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
(1 Copy) Personal Data Sheet (CS Form 212) (1 Copy) Eligibility (1 Copy) IPCR (1 Copy) Diploma/Transcript of Records (1 Copy) Medical certificate (1 Copy) NBI clearance (1 Copy) Certificate of Live Birth (1 Copy) Marriage Contract		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive and review documents submitted.		None	10 Minutes	HRMO
2. Prepare and process appointment papers.		None	4 Hour/s	HRMO Staff
3. Sign appointment papers.		None		HRMO
4. Submit appointment to CSC Nueva Ecija Field Office.		None	1 Day	HRMO
TOTAL:			1 Day, 4 Hours and 10 Minutes	