MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE

Internal Services

1. APPLICATION FOR LEAVE OF ABSENCE

Leave of absence is a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the civil service rules prescribe. The filing of application for the different types of leave follows CSC laws and rules embodied in the internal policy of the LGU on the availment of leave.

Office or Division:	Municipal Human Resource Management Office
Classification:	Simple to Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Elected Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-up Requisition Form	Municipal Human Resource Management Office
2. Medical Certificate (required for Sick Leave 5 days or more)	Attending Physician
3. Approved Clearance from Money and Property Liability (for Vacation Leave for Travel Abroad)	Municipal Human Resource Management Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Official/Employees fills-up Requisition Form for Application for Leave of Absence indicating the inclusive dates and kind of leave applying for	1. MHRMO Personnel checks the accumulated leave credits and updates whenever is applicable on the leave card of requesting employee and prepares application for leave.	None	10 minutes	Administrative Assistant II
2.Official/Employee follows-up the MHRM Office when the document is to be released through phone call/personal	2. MHRMO verifies and signs the details as to the correctness in the Certification of Leave Credits balance provided in the application for leave	None	5 Minutes	Municipal Human Resource Management Officer

3.Official/Employee claims the approved application for leave and submit feedback form	3. MHRMO Personnel logs out and releases approved document to requesting official/employees or through an authorized representative. Receive and file the feedback form.	None	5 Minutes	Administrative Assistant I
TOTAL		**None**	**20 Minutes**	

2. ISSUANCE OF AUTHORITY TO TRAVEL ABROAD

An official document issued to employees for vacation leave for travel abroad reflecting the employee's name, position, country to be visited and date of travel.

Office or Division:	Municipal Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Elected Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled-up Requisition Form	Municipal Human Resource Management Office
2. Approved Leave of Absence	Municipal Human Resource Management Office
3. Clearance From Money And Property Liability	Municipal Human Resource Management Office
4. Affidavit of No Pending Administrative Case	Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Official/Employees fills-up Requisition Form and submit required document	1. MHRMO Personnel receive request slip and required documents and provide feedback form	**None**	2 Minutes	Administrative Assistant II
2. Wait while the requested document is processed	2. MHRMO Personnel prepare the requested document	None	5 Minutes	Administrative Assistant II
	2.1 Stamp the document with dry seal	None	1 Minute	Administrative Assistant II
	2.2 Forward the document to the Local Chief Executive for signature	None	30 Minutes	Local Chief Executive
3. Receive the requested document. Sign in the logbook and submit feedback form.	3. MHRMO Personnel receive and file the feedback form		5 Minutes	Administrative Assistant I
2.3 Release the requested document to client and provide logbook for receipt	None	2 Minutes	Administrative Assistant I	2.3 Release the requested document to client and provide logbook for receipt
	TOTAL	**None**	**20 Minutes**	

3. AUTHENTICATION OF PHOTOCOPIED DOCUMENTS

This service is available to all municipal officials, employees and Job Order Workers for the legalization of documents in the absence of the original copy document as per office records available as supporting documents for whatever purpose it may serve under the law.

Office or Division:	Municipal Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Elected Officials, Employees and Job Order Workers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filled-up Requisition Form	Municipal Human Resource Management Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Official/Employee/ Worker fills-up Requisition Form for authentication of photocopied documents indicating it's purpose	1. HRMO personnel receives and prepares photocopied documents.	None	10 minutes	Administrative Assistant I
2.Official/Employee/ Worker follows-up the MHRM Office when the documents is to be released through phone call/personal	2. MHRMO signs as to the authenticity and veracity of documents. It depends on the availability of signatory	None	5 minutes	Municipal Human Resource Management Officer
3.Official/Employee/ Worker claims the Certified True Machine Copy of photocopied documents	2. MHRMO personnel logs out and releases to requesting official/employee or through the authorized representative	None	5 minutes	Administrative Assistant I
TOTAL		**None**	**20 Minutes**	

4. ISSUANCE OF VARIOUS DOCUMENTS (CERTIFICATE OF EMPLOYMENT, EMPLOYMENT AND COMPENSATION, EMPLOYMENT AND LEAVE CREDITS AND SERVICE RECORDS)

A pertinent document issued to employees as requirement for retirement, resignation and travel abroad.

Office or Division:	Municipal Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client G2G – Government to Government
Who may avail:	Elected Officials, Employees, Job Order Workers and Former Employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Filled-up Requisition Form	Municipal Human Resource Management Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Official/Employee/ Worker/Former Employee fills-up Requisition Form for particular certifications/ documents indicating its purpose.	1. MHRMO personnel receives and checks the available data or information on file.	None	10 minutes	Administrative Assistant IV
2.Official / Employee / Worker / Former Employee follow ups the HRM Office when the document is to be released through phone call/personal	2. MHRMO prepares and signs as to the correctness and veracity of the documents.	None	5 minutes	Municipal Human Resource Management Officer
3. Official / Employee / Woker / Former Employee claims the certifications / documents	HRMO personnel logs out and releases to requesting official/employee or through his authorized representative	None	5 minutes	Administrative Assistant IV
TOTAL		**None**	**20 Minutes**	

5. ISSUANCE OF CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITY

A pertinent document issued to employees as requirement for retirement, resignation and travel abroad.

Office or Division:	Municipal Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2C – Government to Client G2G – Government to Government
Who may avail:	Elected Officials, Employees, Job Order Workers and Former Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Retirement Purposes: 1. Letter of Intent to Retire 2. Acceptance Letter	- Municipal Human Resource Management Office - Appointing Authority
For Resignation Purposes: 1. Resignation Letter	- Employee/Client
For Abroad purposes: 1. Approved Leave of Absence 2. Authority to Travel for Abroad	- Municipal Human Resource Management Office - Appointing Authority

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Official/Employees fills-up Requisition Form and submit required documents	1. Receive request slip and required documents and provide feedback form	None	2 minutes	Administrative Assistant I
2. Wait while the requested document is processed	2. Prepare the Clearance Form and provide 3 copies to the client	None	3 minutes	Administrative Assistant I
3. Receive the Clearance Form	3. Instruct the employee/client to have all the signatures of the personalities reflected in the clearance and return the document at the	None	2 minutes	Administrative Assistant IV

	MHRMO for the dry seal stamp			
4. Route the Clearance for signature		None	Paused-Clock	Administrative Assistant IV
5. Forward the approved Clearance to the HRMO	5. Stamp the Dry Seal to the document	None	1 minute	Administrative Assistant IV
	5.1 Provide copy to the client	None	1 minute	Administrative Assistant IV
6. Receive a copy of the Clearance and fill-up and submit feedback form	6. Retrieve and file the feedback form	None	1 minute	Administrative Assistant IV
	TOTAL	**None**	**10 Minutes**	

6. PROCESSING OF TERMINAL LEAVE BENEFITS APPLICATION

Terminal Leave Benefit application is processed after a permanent or casual employee resigns or retires from office or when elected officials complete their term. This is computed by multiplying their highest salary received while in service (usually the recent salary rate), total number of earned leaves and constant factor (.0481927)

Office or Division:	Municipal Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Retired/Separated Elected Officials, Plantilla and Casual Employees and Job Order Workers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Clearance from Money and Property of the LGU (2 copies, original)	Municipal Human Resource Management Office
2. SALN as of the last day of Service (4 copies, original)	Municipal Human Resource Management Office
3. Ombudsman Clearance (1 copy, original)	Office of the Ombudsman
4. Clearance from GSIS for Payment of Terminal Leave	GSIS
5. Pag-ibig Certification of Outstanding Loan Balance/ No Outstanding Loan Balance	Pag-ibig
6. Landbank/UCPB/DBP Certification of Outstanding Loan Balance/No Outstanding Loan Balance	Landbank / UCPB / DBP

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for Terminal Leave Benefit (TLB)	1. Accept and review requirements for TLB	None	5 Minutes	Municipal Human Resource Management Officer
	1.1 Issue Receipt Slip with Feedback Form	None	2 Minutes	Municipal Human Resource Management Officer

2. Wait for the approval of the TLB documents, Disbursement Voucher and issuance of check	2. Prepare TLB documents and submit to HRMO V and Local Chief Executive for approval	None	1 day	MHRMO / Administrative Assistant I
	2.1 Review and Approve TLB Documents	None	15 minutes	Municipal Human Resource Management Officer
	2.2 Review and Approve TLB Documents	None	2 hours	Local Chief Executive
	2.3 Prepare CAFOA and Disbursement Voucher and Other Supporting Documents (After TLB documents are approved by the LCE) and forward to concerned signatories	None	1 hour	Municipal Human Resource Management Officer
	2.4 Review and Approve CAFOA Other Supporting Documents	None	1 day	Municipal Budget Officer
	2.5 Review and Approve Disbursement Voucher and Other Supporting Documents		2 days	Municipal Accountant
	2.6 Prepare and process Check for Payment	None	4 hours	Administrative Assistant IV
3. Receive the check and accomplish the feedback form	Release check to payee and retrieve and file the feedback form	None	3 minutes	Administrative Assistant IV
	TOTAL	**None**	**4 days, 7 hours and 25 Minutes**	

7. ISSUANCE OF PAY SLIP

The Pay Slip is issued to requesting employee/s that will avail loan and/ or other transactions needing the said certificate.

Office or Division:	Municipal Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Elected Officials, Employees and Job Order Workers

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Filled up Requisition Form	Municipal Human Resource Management Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present the Requisition Slip	1. Receive request slip with Official Receipt and hand over Feedback Form	None	1 minute	Administrative Assistant IV / Administrative Assistant I
	1.2 Prepare and print Pay Slip	None	3 minutes	Administrative Assistant IV / Administrative Assistant I
	1.3 Sign and hand over Pay Slip	None	1 minutes	MHRMO
2. Receive the Pay Slip and submit feedback form	2. Retrieve and file the feedback form	None	1 minute	Administrative Assistant IV / Administrative Assistant I
	TOTAL	**None**	**10 Minutes**	

8. GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS) LOAN CONFIRMATION

This is an extension service of the Government Service Insurance System (GSIS) tasked to the Agency's Authorized Officer (AAO) to look into the employee's capacity to avail such loan per General Appropriation Act (GAA) of the DBM. The action may be approved and confirmed.

Office or Division:	Municipal Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Elected Officials and Permanent Employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Filled up Requisition Form	Municipal Human Resource Management Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Official / Employee submits the filled-up requisition form	1. Receives the filled-up requisition form and check data online on through Government Service Insurance System Wireless Automated Processing System (GWAPS).	None	3 minutes	Municipal Human Resource Management Officer
	1.2 MHRMO verifies if Net Pay is sufficient to cover the monthly amortization of the loan granted.	None	10 minutes	Municipal Human Resource Management Officer
2. Official / Employee follows-up the MHRMO if loans are approved or confirmed	2. MHRMO approves and confirms loans if net pay is sufficient enough to cover the monthly amortization, then forward the copy of approved loans to Payroll Unit for salary deduction.	None	2 minutes	Municipal Human Resource Management Officer
	TOTAL	**None**	**15 Minutes**	

9. ISSUANCE OF JOB ORDER

This is a binding contract between the Local Government Unit of Dinalupihan and Job Hire. Job order is defined as “Piece work (pakyaw) or intermittent or emergency jobs such as clearing of debris on roads, canals, waterways, etc. This job are of short term duration and for a specific piece of work.

Office or Division:	Municipal Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All Job Hires of the Local Government Unit

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Renewal: Letter request for hiring of job hires approved by the LCE	Office of the Mayor
For newly hired: Personal Data Sheet, Application Letter and valid NBI/Police Clearance	Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Various Offices Submit approved letter request by the Local Chief Executive	1. MHRMO Staff receives and validates what funding source their wages and salaries are chargeable against to such projects.	None	30 minutes	MHRMO Staff
2. Job Hire submits Personal Data Sheet, Application Letter and valid NBI/Police Clearance	2. MHRMO Staff receive job application requirements with Letter of Application	None	1 minutes	MHRMO Staff
Job Hire claim the endorsement for medical and undergo medical examination	3. Prepare Endorsement for Medical for signature of the MHRMO	None	5 minutes	MHRMO Staff

Job Hire submit the medical results and Fit to Work Certificate	4. MHRMO Staff receives the medical results and Fit to Work Certificate	None	1 minute	MHRMO Staff
5. Job Hire fills-out the form for ID issuance	5.1 MHRMO Staff provides the Job Hire form for ID issuance 5.2 Job Hire proceed to the MITO Department for the capturing of biometrics data for the issuance of ID 3 HRMO Staff prepares the Job Order Contract 5.4 MRMO signs the contract after verification of its correctness	None None None None	2 minutes 10 minutes (time paused)	MHRMO Staff MITO Staff MHRMO Staff Municipal Human Resource Management Officer
6.Job Hire claims the copy of contract and report to office of assignment	6.HRMO Staff logs out and releases Job Order contracts to concerned job hire or through office representative	None	5 minutes	HRMO Staff
	TOTAL	**None**	**55 minutes**	