



# **Human Resource and Management Office**

## Internal Services



1. PROCESSING OF APPLICATION FOR LEAVE OF ABSENCES

Permanent, temporary and elective officials and employees are entitled to vacation, sick leave and other leave privileges. An employee earns 1.25 days each vacations and sick leave per months. Actual leaves deducted from these leave credits. Application for leave shall be filled in advance 5 days before whenever possible before going on such leave.

Office or Division:	Human Resource and Management Office			
Classification:	Simple			
Type of transaction:	G2G-Government to Government			
Who may avail:	All Elective, Permanent and Coterminous Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"><li>Medical Certificate for Sick leave exceeding 5 days</li><li>Clearance from money and property accountability for 30 days leave</li><li>Completely filled out leave form with supervisor's signature</li></ul>		HRM Office		
		HRM Office		
		HRM Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESONSIBLE
1. Secure form of Application for leave at the HRMO	<ul style="list-style-type: none"><li>Log and put control number to the form</li></ul>	None	5 minutes	Admin Aide II/ Administrative Aide IV/HRM Aide
2. Submit application form to the HRM office for certification of Leave Balances	<ul style="list-style-type: none"><li>Check and verify the form</li></ul>	None	5 minutes	
3. Bring application for leave to the office of the Mayor for approval	<ul style="list-style-type: none"><li>Log and facilitate the approval</li></ul>	None	5 minutes	
4. Get the approved application form	<ul style="list-style-type: none"><li>File the approved form</li></ul>	None	5 minutes	
TOTAL		None	20 minutes	



2. RECRUITMENT AND PROMOTION

Application for work at the Local Government Unit is open to all and provided that the APPLICATION MEETS the qualification required for the vacant position.

Vacant Positions are posted at the LGU Bulletin and published at the CSC Bulletin of Vacant Position in the Government and in the CSC Website, CSC R-XII Field Office, Koronadal City. The Human Resource Merit Promotion & Selection Board (HRMPSB) was created to screen applicants for permanent positions and promotions.

Office or Division:		Human Resource and Management Office		
Classification:		Simple		
Type of transaction:		G2C-Government to Citizens		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"><li>Publication Form</li><li>Application Letter with attachments such as PDS, TOR, Certificate of Eligibility (if applicable) and IPCR (if applicable)</li><li>Submitted Application with attached credentials</li></ul>			HRM Office Applicant  HRM Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESONSIBLE
1. Submit Application	<ul style="list-style-type: none"><li>Submit Publication of Vacant Position at CSCFO thru email</li></ul>	None	5 minutes	HRMO Designate
	<ul style="list-style-type: none"><li>Check, Verify and assess the submitted application documents</li></ul>	None	3 minutes/ document	HRMO Designate
	<ul style="list-style-type: none"><li>Undergo Preliminary Interview</li></ul>	None	10 minutes/ applicant	HRMO Designate
2. Undergo Human Resource Merit Promotion and Selection Board (HRMPSB)	<ul style="list-style-type: none"><li>Schedule HRMPSB Interview</li></ul>	None	30 minutes/ applicant	HRMO Designate
	<ul style="list-style-type: none"><li>Consolidate the result</li></ul>	None	30 minutes	HRMO Designate and Administrative Aide IV/HRM Aide
	<ul style="list-style-type: none"><li>Prepare and submit the HRMPSB result to the Office of the Mayor or Vice Mayor for appointment</li></ul>	None	30 minutes	
2. Wait for the result of Screening	<ul style="list-style-type: none"><li>Prepare and send out communication to all the applicants</li></ul>	None	10 minutes	Administrative Aide IV/HRM Aide
TOTAL		None	1 hour & 58 minutes	



3. ISSUANCE OF RECORD, CERTIFICATE OF EMPLOYMENT AND OTHER PERSONAL RECORDS

Local Government Unit’s employees may request the HRMO for copies of service records, certificate of employment and other certifications and personnel records.

Office or Division:		Human Resource and Management Office		
Classification:		Simple		
Type of transaction:		G2G-Government to Government		
Who may avail:		All Elective, Permanent and Coterminous Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
○ Official Receipt		MTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESONSIBLE
1. Sign Client’s log book and present the document.	○ Receive the Official Receipt	None	3 minutes	Admin Aide II
	○ Check, Verify and assess the personal records of the employee	None	5 minutes	Administrative Aide IV/HRM Aide
2. Wait for printing and signing of documents requested	○ Prepare and sign the document	Service Record 50.00  Certificate for Authority to Travel 190.00  Certificate of Leave Credit 50.00	15 minutes	HRMO Designate  Administrative Aide IV/HRM Aide
2. Issuance of Record, etc	○ Issue the document and file office copy	None	2 minutes	Administrative Aide IV/HRM Aide
	TOTAL	50.00 to 90.00	25 minutes	



4. ISSUANCE OF APPOINTMENT PAPERS FOR NEWLY HIRED AND PROMOTED PERSONNEL

Appointment letters of newly hired and promoted employees and renewal of appointment of temporary employees are prepared by the HRMO Staff.

Office or Division:		Human Resource and Management Office		
Classification:		Complex		
Type of transaction:		G2G-Government to Government		
Who may avail:		All Elective, Permanent and Coterminous Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"><li>○ Blood Test</li><li>○ Urinalysis</li><li>○ Chest X- ray</li><li>○ Drug test</li><li>○ Neuropsychiatric Exam</li><li>○ Psychological Test</li><li>○ Certificate of Live Birth(Authenticated)</li><li>○ Marriage Certificate (Authenticated )</li><li>○ NBI Clearance</li><li>○ (TOR)-Transcript of Record (Authenticated)</li><li>○ Diploma (Certified True Copy)</li><li>○ Original Authenticated Copy of Eligibility</li><li>○ Other Documents needed</li></ul>			Hired employee/s	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESONSIBLE
1. Secure Requirements for appointment upon receipt of notice for hiring		None	20 minutes	Administrative Aide IV/HRM Aide
2. Submit the required documents to the Human Resources and Management Office (HRMO)	○ Receive and Verify the submitted documents	None	10 minutes	HRMO Designate
	○ Preparation of Appointment Paper	None	10 minutes	HRMO Designate
	○ Submit the Appointment Papers to the LCE for Executive and Vice Mayor for Legislative for signature	None	1 day	Municipal Mayor/ Municipal Vice Mayor
	○ Prepare the appointment papers with other pertinent documents for submission to the CSC FO – North Cotabato for CSC Action	None	Within 30 days	CSC FO Director
	TOTAL	None	31 days & 40 minutes	