



HUMAN RESOURCE MANAGEMENT OFFICE

External Services



1. Application for Retirement

Retirement – is the act or fact of leaving one’s job and ceasing to work, it refers to the time of life when one chooses to permanently leave the workforce behind, where the traditional retirement age is 65 years old and is called compulsory retirement and 60 years old or below is called optional retirement.

Office Or Division:	Human Resource Management Office			
Classification:	Complex			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	Retired Employees of LGU-Ormoc			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of Intent to Retire (1 original)			Concerned employee	
Acceptance of Notice to Retire (1 original)			HRMO	
Clearance As To Money, Property Accountability (5 original)			HRMO	
Service Record (1 original)			HRMO	
Official Receipt (1 original)			CTO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter to the HRM Office indicating his/her intention to retire	1. HRM Officer receives letter of intent from concerned employee	None	5 mins.	<i>HRM Officer III</i> Human Resource Management Office
2. Wait for the Acceptance of Notice to Retire with City Mayor's signature	2. HRM Officer makes Acceptance of Notice to Retire to be signed by the City Mayor	None	15 mins.	<i>HRM Officer III</i> Human Resource Management Office
3. Secure Official Receipt from CTO	3. HRM Officer receives the receipt	PHP 50.00	15 mins.	<i>CTO personnel</i>
4. Wait for the issuance of Clearance as to Money, Property Accountability	4. HRM Officer prints and issues the Clearance to the concerned employee for different signatories	None	5 days	<i>HRM Officer II</i> Human Resource Management Office
5. Submit duly accomplished GSIS Forms to HRMO for issuance of Service Record		None	15 mins.	<i>Concerned employee</i>



needed to support the GSIS claim for retirement				
6. Concerned employee receives the GSIS Form	6. HRM Officer releases the GSIS form	None	15 mins.	HRM Officer II Human Resource Management Office
TOTAL		PHP 50.00	6 days & 5 mins.	

2. Certificate of Employment

Certificate of Employment – a document that certifies the date of employment, date of termination of employment, and types of work performed and issued to all workers who have been employed by the agency regardless of employment status (job order, casual, regular)

Office Or Division:	Human Resource Management Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who May Avail:	LGU employees and separated LGU employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification Fee (1 original)		Office of the City Treasurer		
Service Record (for Job Order) (1 original)		Office of the City Accountant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client must secure receipt of Certification Fee from CTO		PHP 50.00	15 mins.	Office of the City Treasurer
2. For JO, (secure a copy of service record from accounting) before forwarding the receipt to the receiving section, for Casual and Regular (receipt only). The receipt shall be forwarded to the receiving section for proper recording and monitoring	2. HRM Staff will assess and evaluate the records of the requester	None	15 mins.	HRM Aide Human Resource Management Office



3. Submit the receipt to the receiving section for proper recording and monitoring	3. HRM staff prints the Certificate of Employment	None	5 mins.	<i>HRM Aide</i> Human Resource Management Office
	4. COE will be signed by the HRM Staff and designate and certified by the Head of the HRMO	None	15 mins.	<i>HRM Aide</i> Human Resource Management Office
5. Client receives the signed Certificate of Employment	5. HRMO release the Certificate of Employment to the client	None	15 mins.	<i>Releasing Section</i> Human Resource Management Office
TOTAL		PHP 50.00	1 hr. & 5 mins.	

3. Certificate of Leave Credits

Leave of Credits – means **earned but unused termination leaves**, sabbatical leave, personal and legal holiday time, and anticipated or earned but unused annual leave.

Office Or Division:	Human Resource Management Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original)		Concerned Employee		
Certification Fee (1 original)		Office of the City Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client must submit to the HRMO his/her letter request	1. HRM Officer review record of leave for the exact number of days accumulated	None		<i>HRM Officer II</i> Human Resource Management Office



2. Client must secure receipt of Certification Fee from CTO	2. HRM Officer print Certification	PHP 50.00	5 mins.	Office of the City Treasurer
	3. Endorse certification to the HRM Office Head for signature	None	15 mins.	<i>HRM Head</i> Human Resource Management Office
3. Client receives the Certification of Leave of Credits	4. HRM release the Certification to the client	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office
TOTAL		PHP 50.00	35 mins.	

4. Issuance of Clearance

Clearance from money and property accountability refers to **the act of releasing an official or employee from responsibility and/or liability** due to the money and property granted and/or entrusted to officials/employees.

This CSC Form 7 or otherwise known as the Clearance as to Money, Property Accountability is one of the requirements when an employee files for a 1 month or more leave of absences from work whether Vacation Leave or Sick Leave and fro such other following:

1. Travel Abroad
2. Scholarship or Training Grants
3. Voluntary separation from the service
 - a. Resignation
 - b. Transfer
 - c. Optional retirement
4. Involuntary separation from the service
 - a. Dropping from the rolls
 - b. Compulsory retirement
 - c. Death
5. Personnel movement
 - a. Reassignment
 - b. Detail
 - c. Secondment
 - d. Designation as Officer-in-Charge
 - e.



Office Or Division:	Human Resource Management Office			
Classification:	Complex			
Type Of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who May Avail:	LGU employees and separated LGU employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification Fee (1 original)		Office of the City Treasurer		
Letter of Intent (for travel Abroad) (1 original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client must secure receipt of Certification Fee from CTO or Letter of Intent to Travel (for Travel Abroad)	1. HRM Officer receive, review and record necessary details	PHP 50.00	15 mins.	Office of the City Treasurer
2. Client receive clearance form for signatory of concerned departments	2. HRM Officer print clearance form	None	5 days	Client
3. Submit clearance form to the HRMO	3. HRM Officer received signed clearance form from client	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office
TOTAL		PHP 50.00	5 days & 30 mins.	



5. Issuance of Service Record

In terms of human resources, a service record may refer to an employee's written record that details service and performance history. Contains Basic employees' information that includes personal information/personnel profile, hiring documents related to hiring process, compensation termination and post-employment information.

Office Or Division:	Human Resource Management Office			
Classification:	Simple			
Type Of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who May Avail:	LGU employees and separated LGU employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter (1 original)		Concerned employee		
Certification Fee (1 original)		Office of the City Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client must submit to HRMO his/her request letter	1. HRM Officer receive, acknowledge and log request from client	None	15 mins.	Client
2. Client secure receipt of Certification Fee	2. HRM Officer review data and completeness of document	PHP 50.00	15 mins	<i>HRM Officer II</i> Human Resource Management Office
	3. HRM Officer prepare, print and affix initial on the document	None	5 mins.	<i>HRM Officer II</i> Human Resource Management Office
	4. HRM Officer forward the service record to the HRM Head for signature	None	5 mins.	<i>HRM Head</i> Human Resource Management Office
5. Client receives the Service Record	5. HRM Officer release the service record to the client	None	5 mins.	<i>HRM Officer II</i> Human Resource Management Office
TOTAL		PHP 50.00	45 mins.	



6. Recruitment, Selection and Placement of Regular Employees

The Civil Service Commission recognizes that hiring and retaining the best employees will lay the foundation for developing high performing, competent, and credible civil servants.

A competency is often defined as a set of observable, measurable, and vital skills, knowledge, and attitudes that are translations of capabilities deemed essential for organizational success.

The current recruitment system in the Civil Service Commission is based on Qualification Standards (QS), a minimum set of requirements consisting of education, eligibility, training, and experience.

This procedure covers the recruitment, selection and placement of competent regular employees for the 1st and 2nd Level Rank-and-File and for 2nd Level Executive and Managerial positions in the career service.

Office Or Division:	Human Resource Management Office			
Classification:	Complex			
Type Of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) (1 original)			Interested applicant	
Performance rating in the last rating period (if applicable) (1 photocopy)			Interested applicant	
Certificate of eligibility/rating/license (1 photocopy)			Interested applicant	
Transcript of Records (1 photocopy)			Interested applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Identified vacant positions will be posted at the CSC Regional Office website and in three conspicuous places in the LGU for 15 calendar days in accordance to RA 7140.	None		<i>HRM Officer II</i> Human Resource Management Office
2. Interested applicants shall submit application letter together with the	2. HR shall review and assess the completeness and authenticity of	None	3 days	<i>HRM Officer II</i> Human Resource Management Office



required requirements to the City Mayor/City Administrator thru the HRMO either in hard or soft copies	applicants' documents and credentials			
	3. Competencies, records and credentials of applicants shall be assessed to match in accordance with the prescribed job competency and QS.	None		<i>HRM Officer II</i> Human Resource Management Office
	4. HRMO shall prepare the selection line-up on the basis of the following criteria: Education, Experience, Training, Eligibility, & Performance and Results of Test	None		<i>HRM Officer II</i> Human Resource Management Office
5. Interested applicants will wait for the HRM staff to contact them for deliberation schedule	5. Qualified applicants are advised to appear before the HRMPSB deliberation en banc among the top five (5) applicants deemed most qualified to the vacant position	None		<i>HRM Officer II</i> Human Resource Management Office
	6. HRMO shall prepare two comprehensive Evaluation Reports based on the HRMPSB members' assessment of the candidates	None		<i>HRM Officer II</i> Human Resource Management Office



	personality traits, psychosocial attributes and potential aspects, as well as the candidates' education, experience, training, eligibility and performance rating (if applicable)			
	7. Guided by the HRMPSB's comprehensive evaluation report, the Appointing Authority shall select among the top five (5) applicants deemed most qualified to the vacant position	None		<i>HRM Officer II</i> Human Resource Management Office
	8. The chosen or recommended candidate for the position shall be notified and informed of the procedural requirements in processing his/her appointment.	None		<i>HRM Officer II</i> Human Resource Management Office
TOTAL		None	3 days	



7. Terminal Leave

An official/employee of the government who retires, voluntary resigns or is separated from the service through no fault of his own and who is not otherwise covered by special law.

Office Or Division:	Human Resource Management Office			
Classification:	Complex			
Type Of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certification Fee (1 original)			Office of the City Treasurer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client secure receipt of Certification Fee	1. HRM Officer receive, and will review Service Record, Encode and Print Clearance as to Money Property Accountability to be signed by different signatories.	PHP 50.00	15 mins.	Office of the City Treasurer
2. Client submit duly signed /approved clearance together with the filled up GSIS form for retirement / cash surrender value to HRMO for issuance of Service Record	2. HRM Officer print service record	None	5 days	<i>HRM Officer II</i> Human Resource Management Office
3. Fill out GSIS forms for the signature of Agency Head together with the Service Record	3. Release to applicants for submission to GSIS	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office



	4. Receive approved from GSIS the applicants GSIS clearance/voucher.	None	5mins.	<i>HRM Head</i> Human Resource Management Office
5. Having complied all the documentary requirements immediately pass to HRMO in charge of Terminal Leave for processing (in 5 copies)	5. Assess and Print Leave application for Terminal Leave together with the Record of Leave for applicant's signature and for the Department Head and Agency Head signature	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office
6. Release documents	6. Receive duly approved Application for Leave and Record of Leave. Compute, Encode and Print CAFOA and Disbursement Voucher	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office
TOTAL		PHP 50.00	6 days & 5 mins.	



HUMAN RESOURCE MANAGEMENT OFFICE
Internal Services



1. Appointment Preparation (Regular)

The appointment form (CS Form No. 33, Revised 2018) shall be used for appointments in the career and non-career service except those for casual appointments

Permanent – an appointment issued to a person who meets all the qualification requirements of the position to which s/he is being appointed to, including the appropriate eligibility, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof.

PDF – Position Description Form

Office Or Division:	Human Resource Management Office	
Classification:	Complex	
Type Of Transaction:	G2G – Government to Government	
Who May Avail:	Newly Appointed Regular Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Personal Data Sheet (3 original)		Newly Appointed Regular Employee/s
2. Work Experience Sheet (3 original)		Newly Appointed Regular Employee/s
3. Certificate of Eligibility (2 original)		Newly Appointed Regular Employee/s
4. Assets and Liabilities (3 original)		Newly Appointed Regular Employee/s
5. Medical Certificate (Form 211) (2 original)		Newly Appointed Regular Employee/s
6. NBI Clearance (1 original)		Newly Appointed Regular Employee/s
7. Drug Test (1 original)		Newly Appointed Regular Employee/s
8. Medical Test (must be signed by Gov't. physician Form 211) (2 original)		Newly Appointed Regular Employee/s
9. Chest X-ray (2 original)		Newly Appointed Regular Employee/s
10. Urinalysis (2 original)		Newly Appointed Regular Employee/s
11. Blood Test (Cholesterol, FBS, Uric Acid, Creatinine, Complete Hematology) (2 original)		Newly Appointed Regular Employee/s
12. Transcript of Record(2 original)		Newly Appointed Regular Employee/s
13. Diploma- duly authenticated by the school registrar (2 original)		Newly Appointed Regular Employee/s
14. Certificate of Employment-previous employer (2 original)		Newly Appointed Regular Employee/s
15. Certificate of Trainings attended relevant to the position(2 photocopy)		Newly Appointed Regular Employee/s
16. Certificate of Marriage-PSA original (2 original)		Newly Appointed Regular Employee/s
17. Certificate of Birth-PSA original(2 original)		Newly Appointed Regular Employee/s
18. Photocopy Res. Cert. 2021 and valid ID (2 photocopy)		Newly Appointed Regular Employee/s



19. Blue Folder with plastic cover	Newly Appointed Regular Employee/s
20. Appointment (Form 33A) (2 original)	HRMO
21. PDF (CSC-DBM Form No. 1) (2 original)	HRMO
22. Oath of Office(2 original)	HRMO
23. Assumption of Office(2 original)	HRMO
24. Certificate of Availability of Funds(2 original)	HRMO
25. Cert Sec. 325 RA7160(2 original)	HRMO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Appointee receives list of requirements from HRMO and complies all the requirements	1. HRM Admin. Officer gives the appointee list of requirements	None	5 days	<i>HRM Officer III</i> Human Resource Management Office
2. Submit complete requirements to HRMO	2. HRM Admin. Officer checks and reviews as to completeness and authenticity of documents submitted	None	15 mins.	<i>HRM Officer III</i> Human Resource Management Office
3. Appointee sign the documents	3. HRMO Admin. Officer prepares appointment and other supporting documents	None	15 mins.	<i>HRM Officer III</i> Human Resource Management Office
	4. Appointment for signature to Authorized official a. PDF Form 1 b. Certificate of Availability of Funds c. Assumption of Office d. Appointment Form	None	3 days	<i>HRM Officer III</i> Human Resource Management Office
	5. HRMO prepares CSC Appointment processing checklist and CSC transmittal form – once duly approved and signed by Appointing Authority	None	15 mins.	<i>HRM Officer III</i> Human Resource Management Office



	8. HRMO submit to CSC Western Leyte field office when all documents are in order for approval	None	15 mins.	HRM Officer III Human Resource Management Office
TOTAL		None	9 days	

2. Appointment Preparation (Casual)

Casual – an appointment issued only for essential and necessary services where there are not enough regular staff to meet the demands of the service and for emergency cases and intermittent periods not to exceed one year.

Reappointment (Renewal) - the issuance of an appointment as a result of reorganization, devolution, salary standardization, Re-nationalization, recategorization, rationalization or similar events

Reemployment – the appointment of a person who has been previously appointed to a position in the government service but was separated therefrom as a result of reduction in force, reorganization, retirement, voluntary resignation, or any non-disciplinary action such as dropping from the rolls and other modes of separation, reemployment presupposes a gap in the service.

Original – new appointed employee

Office Or Division:	Human Resource Management Office			
Classification:	Complex			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	Casual employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Blue Folder		Casual employee/s		
2. Drug Test (1 original)		Casual employee/s		
3. Photocopy of 2 valid IDs (1 photocopy)		Casual employee/s		
4. Appointment (4 original)		HRMO		
5. Transmittal (4 original)		HRMO		
6. Oath of Office (2 original)		HRMO		
7. Assumption of Duty (2 original)		HRMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive Endorsement Letter from Offices	None	5 mins.	Administrative Aide I Human Resource Management Office



2. Submit complete requirements to HRMO	2. Receive complete requirements from employees	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	3. Printing of Appointment, Transmittal, Oath of Office & Assumption of Duty	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
4. Sign the appointment, Oath of Office & Assumption of Duty	4. Casual Employee to sign Appointment, Oath of Office & Assumption of Duty	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	5. For signature of Office Heads	None	5 days	<i>Administrative Aide I</i> Human Resource Management Office
	6. Submission of Appointment, Transmittal and PDS (for new casual/reemployment)	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	7. Receive approved appointment from CSC	None	5 mins.	<i>Administrative Aide I</i> Human Resource Management Office
TOTAL		PHP 50.00	6 days & 10 mins.	



3. Appointment Preparation (Job Order)

J.O – Job Order; refers to the hiring of a worker for piece work or intermittent job of short duration not exceeding six months and pay is on a daily basis. It is to be understood that the piecework or job to be performed requires special or technical skills not available in the agency and the same is to be accomplished under the worker's own responsibility and with minimum supervision by the hiring agency.

Job Order Posting – list of names for job order prepared by each office.

Job Order Appointment – list of names of job order personnel's, their designation, rate per day, period of service, office assignment, funding office, signature in once document duly approved and signed by the proper signatories.

Office Or Division:	Human Resource Management Office			
Classification:	Complex			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	Job Order employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Job Order List of Posting (1 photocopy)		Office of the City Administrator		
For new JO: 1. Biodata (1 Original) 2. 1 valid ID (1 photocopy) 3. PagIBIG No. (1 photocopy)		Job order employee/s		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. HRMO receives a list of JO posting with corrected names of printing	None	5 mins.	<i>HRMO Head</i> Human Resource Management Office
2. Liaison receives print-out JO appointment for individual signatures of Job Order employees and Office Head	2. HRMO makes a list of print-out JO appointment for control and monitoring purposes ready for release	None	15 mins.	<i>HRMO Head</i> Human Resource Management Office
3. Liaison submits to HRMO original copy of JO appointment for filing.	3. HRM Office Head to sign the JO appointment	None	15 mins.	<i>HRMO Head</i> Human Resource Management Office
4. Liaison routes the appointment to all job order	4. HRMO receives JO with complete individual	None	5 days	<i>HRMO Head</i> Human Resource Management Office



	signatures of Job Order employees and Office Head			
	5. HRMO routes the document to the Budget Office for budget allocation	None	15 mins.	<i>HRMO Head</i> Human Resource Management Office
	6. HRMO gets original copy of JO appointment for filling	None	5 mins.	<i>HRMO Head</i> Human Resource Management Office
TOTAL		None	5 days & 55 mins.	

4. Daily Time Record (DTR) Printing

DTRs (Civil Service Form 49) are released by HR after the end of every month for employee validation and signature, especially for payroll processing. The signatures of the employee and immediate supervisor signify their assent and/or attestation as to the correctness of time entries.

Office Or Division:	Human Resource Management Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Job Order Appointment (for Job Order) (1 photocopy)			Job Order employee/s	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client must request from HRM staff for printing of their DTR (for Job Order, present duly signed Job Order appointment)	1. HRM receives and check the completeness of the Job Order Appointment	None	5 mins.	<i>Administrative Aide I</i> Human Resource Management Office
2. Client waits for the DTR to be printed	2. HRM staff prints the DTRs	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
3. Client receives the DTR's	3. HRM staff release the DTRs	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
TOTAL		None	35 mins.	



5. Notice of Step Increment

Step Increment – an employee may progress from step 1 to step 8 of the salary grade allocation of his/her position in recognition of meritorious performance based on length of service. One (1) Step Increment due to Length of service shall be granted to qualified personnel for every three (3) years of continuous satisfactory service in the present position. An employee shall be entitled to a step increment in the event he completes 3 years of continuous satisfactory performance in his present position, to be reckoned from the date he actually assumed said position, NOSI – Notice of Step Increment

Office Or Division:	Human Resource Management Office			
Classification:	Complex			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	Regular employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. HRM staff reviews service record for services rendered. The actual salary (in a given step of a salary grade of a position) of an incumbent who is qualified to be granted one (1) or two (2) Step increments due to Length of Service shall be adjusted to the salary corresponding to the next step, as the case may be, but only up to step 8, in the Salary Schedule.	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office
	2. HRM Officer concerned shall prepare the Notice of Step Increment due to Length of Service	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office



	3. Forward to agency head for approval and signature	None	5 days	<i>HRM Officer II</i> Human Resource Management Office
	4. Receive and distribute signed Notice of Step Increment. One (1) copy each for: a. 201 File b. Payroll employee	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office
	5. Make necessary payroll for the increment	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office
	6. For release	None	5 mins.	<i>HRM Officer II</i> Human Resource Management Office
TOTAL		None	5 days, 1 hr. & 5 mins.	



6. Notice of Salary Adjustment

When our Chief Executive issues or grants Salary Standardization Law, wherein it provides the modification of the Salary schedule for personnel will result in a weighted average increase of forty five percent in the compensation of all salary grades, and raise compensation of government personnel. That is the time when a Salary Adjustment will arise. Salary Adjustment means **an increase (or decrease) in salary**.

Salary adjustment means an **increase given to employees due to cost-of-living** factors, going rates for similar jobs, or labor market conditions.

Office Or Division:	Human Resource Management Office			
Classification:	Complex			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	Regular and Casual employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Memorandum Circular from DBM with four tranches (1 copy)		DBM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. The Department of Budget and Management (DBM) issues a circular that comes with four tranches. Yearly issuance of salary adjustment	None		<i>HRM Officer II</i> Human Resource Management Office
	2. Issues Notice of Salary Adjustment to 536 regular employees and 636 casual employees. DBM issues upgrading of the Entry Level of Nurse Positions. FROM TO NURSE II SG-15 NURSE 1 SG-15 NURSE III SG-17 NURSE II SG-17 NURSE IV SG-19 NURSE IV SG-20 NURSE VI SG-22 NURSE V SG-22 NURSEVII SG-24 NURSE VI SG-24 DBM issues Modification of Nurse Positions	None	3 days	<i>HRM Officer II</i> Human Resource Management Office



	<p>FROM TO</p> <p>NURSE 1 SG-15 NURSE 1 SG-15</p> <p>NURSE 1 SG-15 NURSE II SG-16</p> <p>NURSE II SG-17 NURSE III SG-17</p> <p>NURSE III SG-19 NURSE IV SG-19</p> <p>NURSE IV SG-20 NURSE V SG-20</p> <p>NURSE V SG-22 NURSE VI SG-22</p> <p>NURSE VI SG-24 NURSE VII SG-2</p>			
	3. Forward to agency head for approval and signature	None	5 days	<i>HRM Officer II</i> Human Resource Management Office
	<p>4. Receive signed Notice of Salary Adjustment and distribute to the ff.: (1 copy each for...)</p> <ul style="list-style-type: none"> • 201 filing • employee • payroll <p>GSIS</p>	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office
	5. Compute Salary Differential of all Casual and Regular employees	None	30 mins.	<i>HRM Officer II</i> Human Resource Management Office
	6. Prepare payroll for the Salary Differential	None	1 day	<i>HRM Officer II</i> Human Resource Management Office
	7. For release	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office
TOTAL		None	10 days	



7. Loyalty Awards

As per MC No. 06, s. 2002 otherwise known as “Revised Policies on Grant of Loyalty Award”

Loyalty award is granted to all officials and employees in the national and local governments, including those in the state colleges and universities and government owned and controlled corporations with original charter, who rendered ten (10) years of continuous and satisfactory service in the government and five (5) years milestone loyalty award. (P1,000.00 in every year and P500.00 for every year milestone) The awardee shall receive a loyalty memorabilia/souvenir like PLAQUES.

The PRAISE shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and regard productive, creative, innovative and ethical behavior of employees through formal and informal mode. For this purpose, the system shall encourage the grant of non-monetary awards. Thus granting Gift Certificate for the number of years with its equivalent amount, to wit:

- 10 years – P20,000.00
- 15 years – P23,000.00
- 20 years – P25,000.00
- 25 years – P27,000.00
- 30 years – P30,000.00
- 35 years – P35,000.00
- 40 years – P40,000.00

Office Or Division:	Human Resource Management Office			
Classification:	Complex			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	Regular employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Payment (1 original)		Office of the City Treasurer		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Monthly notification of all qualified employees to receive loyalty cash award of 10 years and 5 year milestone loyalty award	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office
2. Qualified employees must	2. Advise qualified employees to submit/secure official receipt	PHP 50.00	15 mins.	<i>HRM Officer II</i>



submit/secure official receipt from CTO for the employee in charge to issue a service record	from CTO for the employee in charge to issue a service record			Human Resource Management Office
	3. Review service record	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office
	4. Make necessary documents/certification to support their claim	None	30 mins.	<i>HRM Officer II</i> Human Resource Management Office
	5. Forward to HRMO Head for approval and signature	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office
	6. Encode and print payroll for processing the claim and attach the service record together with the certification	None	1 day	<i>HRM Officer II</i> Human Resource Management Office
	7. Together with those documents presented, in the middle of the year, make the necessary listings for qualified awardees for the whole year	None	30 mins.	<i>HRM Officer II</i> Human Resource Management Office
	8. Make and process PRs for the Plaque	None	5 days	<i>HRM Officer II</i> Human Resource Management Office
	9. Make and process PRs for the Gift Certificate	None		<i>HRM Officer II</i> Human Resource Management Office



	10. Forward to HRMO Head for approval and signature	None	15 mins.	<i>HRM Officer II</i> Human Resource Management Office
	11. Forward to Agency Head for approval and signature	None	1 day	<i>HRM Officer II</i> Human Resource Management Office
12. Distribute Plaque and Gift Certificate	12. Distribute Plaque and Gift Certificate	None	1 day	<i>HRM Officer II</i> Human Resource Management Office
TOTAL		PHP 50.00	6 days, 1 hr. & 45 mins.	



8. Individual Performance Commitment and Review

IPCR – Individual Performance Commitment and Review Form, a performance contract between the employee and management where targeted outputs for the specific rating period are clearly spelled out, including the performance standards which serve as basis for evaluating each output.

Office Or Division:	Human Resource Management Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	Regular and Casual employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Casual and Regular create IPCR Target		None	5 days	<i>Administrative Aide I</i> Human Resource Management Office
2. Department Heads or Supervising Heads rate their employees IPCR Forms		None		<i>Administrative Aide I</i> Human Resource Management Office
3. Submit duly accomplished (with rating and signature) IPCR Form to HRMO	3. HRM Head will sign and approve IPCR	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	4. HRM staff submit IPCRs to the Office of the City Administrator for approval and signature	None	1 day	<i>Administrative Aide I</i> Human Resource Management Office
	5. HRM will receive and log approved and signed IPCR	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
TOTAL		None	6 days & 30 mins.	



9. Loan Application

eSL – Electronic Salary Loan is a new electronic-based salary loan product of LANDBANK that offers eligible employees of government agencies and private institutions with a facility to apply for salary loan, inquire loan payment history and conduct loan payment through LANDBANKs electronic banking channels such as the Mobile Banking Application (MBA) and receive notifications through SMS or email.

Office Or Division:	Human Resource Management Office			
Classification:	G2G – Government to Government			
Type Of Transaction:	Simple			
Who May Avail:				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Borrower's Profile (1 original)			Borrower	
2. Net Take Home Pay (1 original)			Borrower	
3. CDR (1)			Borrower	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employee/Borrower submits Profile and Net Take Home Pay to HRMO	1. Information of borrower is entered into the Landbank Loan System	PHP 50.00	5 mins.	Office of the City Accountant
	2. Print Transmittal Sheet and Electronic Salary Loan	None	5 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	3. Endorse to the HRM Head for signature	None		<i>Administrative Aide I</i> Human Resource Management Office
4. Borrower receives Transmittal Sheet and Electronic Salary Loan	4. Transmittal Sheet and Electronic Salary Loan released to employee (borrower)	None	5 mins.	<i>Administrative Aide I</i> Human Resource Management Office
TOTAL		PHP 50.00	15 minutes	



10. Office Order (General)

Office orders contain instructions about work-related information indicated by the organization.

Office Or Division:	Human Resource Management Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (1 original)		Concerned Office/s		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to HRMO	1. Receive request/s from concerned office/s	None	5 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	2. Endorse request/s to HRMO Head for approval	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	3. Make Office Order	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	4. Forward Office Order to HRMO Head and to the City Administrator for signature	None	1 day	<i>Administrative Aide I</i> Human Resource Management Office
5. Receive Office Order	5. Release Office Order to concerned office/s	None	5mins.	<i>Administrative Aide I</i> Human Resource Management Office
TOTAL		None	1 day & 40 mins.	



11. Office Order (Biometric Exemption)

Office orders contain instructions about work-related information indicated by the organization.

Bio Exemption - in the exigency of service, an employee is hereby granted the exemption of registering his or her biometric during a specific period of time on specific circumstances. Given the said order, an employee is mandated to secure daily logbook and submit a daily report of accomplishment

Office Or Division:	Human Resource Management Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU employee/s			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request (w/ names of employee/s) (1 original)			Concerned Office/s	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to HRMO	1. Receive request/s from concerned office/s	None	5 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	2. Endorse request/s to HRMO Head for approval	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	3. Make Office Order	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	4. Forward Office Order to HRMO Head and to the City Administrator for signature	None	1 day	<i>Administrative Aide I</i> Human Resource Management Office
5. Receive Office Order	5. Release Office Order to concerned office/s	None	5mins.	<i>Administrative Aide I</i> Human Resource Management Office
TOTAL		None	1 day & 40 mins.	



12. Office Order (Quarantine)

Office orders contain instructions about work-related information indicated by the organization.

Quarantine Office Order - Issued to employees exposed to an individual with possible COVID-19. An order to direct employees to submit oneself to home quarantine and isolation for seven (7) days or more, pending the final report and advise of the contact tracing team of the City. This order is subject to the submission of supporting documents in relation to alternative work arrangements and allowed tasks per CSC MC 19., series 2020.

Office Or Division:	Human Resource Management Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (w/ names of employee/s) (1 original)		Concerned Office/s		
2. Quarantine Clearance (1 photocopy)		City Health Department		
3. Brgy. Clearance (1 photocopy)		Concerned employee's address		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to HRMO	1. Receive request/s from concerned office/s	None	5 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	2. Endorse request/s to HRMO Head for approval	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	3. Make Office Order	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	4. Forward Office Order to HRMO Head and to the City Administrator for signature	None	1 day	<i>Administrative Aide I</i> Human Resource Management Office
2. Receive Office Order	5. Release Office Order to concerned office/s	None	5mins.	<i>Administrative Aide I</i> Human Resource Management Office
TOTAL		None	1 day & 40 mins.	



13. Office Order (Show-Cause)

Office orders contain instructions about work-related information indicated by the organization.

Show Cause Order - is issued by the proper disciplining authority or his/her authorized representative, indicating the acts or omissions being complained and to apprise the person subject of the complaint. It also requires said officer or employee to provide and explanation for the acts or omissions complained of.

Office Or Division:	Human Resource Management Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU employee/s			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. List of Non-compliant employees (1 original)			Mejia Drug Test Lab	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Collect result and list of non-compliant employee	None	30 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	2. Encode and double check list	None	30 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	3. Print list	None		<i>Administrative Aide I</i> Human Resource Management Office
	4. Forward Office Order to HRMO Head and to the City Administrator for signature	None	1 day	<i>Administrative Aide I</i> Human Resource Management Office
5. Receive Show Cause	5. Release	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
TOTAL		None	1 day, 1 hr. & 15 mins.	



14. Overtime Request

Overtime work - is the service rendered in excess of and in addition to eight hours on ordinary working days, which are the prescribed daily work period

Office Or Division:	Human Resource Management Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU employee/s			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request (w/ names of employee/s) (1 original)			Concerned Office/s	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Concerned Office/s submit letter request duly signed by the City Administrator's approval in rendering such overtime	1. Receive request/s from concerned office/s	None	5 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	2. Verify and check the requests submitted for overtime duly signed by the City Administrator's approval in rendering such overtime	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	3. Make an office order indicating completed specific information of overtime, date, time, reason and location of overtime (2 copies)	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	4. Forward Office Order to HRMO Head and to the City Administrator for signature	None	1 day	<i>Administrative Aide I</i> Human Resource Management Office
5. Receive Office Order	5. Release Office Order to concerned office/s	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
TOTAL		None	1 day & 50 mins.	



15. Payroll (Regular)

CAFOA - Certification on Appropriations, Funds and Obligation of Allotment

COGEA - City of Government Employees Association

Office Or Division:	Human Resource Management Office			
Classification:	Complex			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU employee/s			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Billing of GSIS Loans and Premiums			GSIS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Encode and compute salaries of employees	None	1 day	<i>Administrative Aide III</i> Human Resource Management Office
	2. Encode & check the billing of GSIS Loans & Premiums	None	1 day	<i>Administrative Aide III</i> Human Resource Management Office
	3. Encode and check Philhealth Premiums	None		<i>Administrative Aide III</i> Human Resource Management Office
	4. Encode and check Pag-ibig Loans and Premiums	None		<i>Administrative Aide III</i> Human Resource Management Office
	5. Encode and check billing of LBP and DBP Bank Loans	None		<i>Administrative Aide III</i> Human Resource Management Office
	6. Encode and check COGEA Multi-purpose Assistance/COGEA Miscellaneous & COGEA Premiums	None		<i>Administrative Aide III</i> Human Resource Management Office



	7. Check and Review Payroll deductions and correctness of entries	None	1 hour	<i>Administrative Aide III</i> Human Resource Management Office
	8. Print Payroll w/ their corresponding changes and amount with their respective assigned heads for signature	None	30 mins.	<i>Administrative Aide III</i> Human Resource Management Office
	9. Print CAFOA w/ their corresponding charges with amount of their respective assign heads for signature	None	2 hours	<i>Administrative Aide III</i> Human Resource Management Office
	10. Record to logbook all payroll printed with CAFOA & summary list	None	1 hour	<i>Administrative Aide III</i> Human Resource Management Office
11. Receive payroll	11. Record to logbook all payroll and CAFOA and release with signature of liaison officer	None	30 mins.	<i>Administrative Aide III</i> Human Resource Management Office
TOTAL		None	2 days & 5 hrs.	



16. Payroll (Casual)

CAFOA - Certification on Appropriations, Funds and Obligation of Allotment

COGEA - City of Government Employees Association

Office Or Division:	Human Resource Management Office			
Classification:	Complex			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU employee/s			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Billing of GSIS Loans and Premiums (1 copy)			GSIS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Check and encode GSIS, Pag-ibig and COGEA Deduction	None	4 hrs.	<i>Administrative Aide I</i> Human Resource Management Office
	2. Set number of days based on working days per quincena	None		<i>Administrative Aide I</i> Human Resource Management Office
	3. Print payroll and CAFOA per department basis	None		<i>Administrative Aide I</i> Human Resource Management Office
	4. Record the payroll numbers and payroll group on logbook for release	None		<i>Administrative Aide I</i> Human Resource Management Office
	5. Forward to Mayor's Office for signatory	None	1 day	<i>Administrative Aide I</i> Human Resource Management Office
	6. Forward to Budget Office for Budget review and signatory	None	4 hrs.	<i>Administrative Aide I</i> Human Resource Management Office
	7. Forward to Accounting for Audit; if subject to correction, return to HR	None	5 days	<i>Administrative Aide I</i> Human Resource Management Office



	8. Receive returned payroll from Accounting	None	4 hrs.	
	9. HR will process corrections: Change the number of days if no leave credits are available and compute tardiness deduction on salary.	None	1 hour	<i>Administrative Aide I</i> Human Resource Management Office
	10. For releasing. Forward to Accounting	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	11. Forward to City Admin for ADA	None	1 day	<i>Administrative Aide I</i> Human Resource Management Office
	12. Forward to Accounting for Disbursement	None	1 day	<i>Administrative Aide I</i> Human Resource Management Office
TOTAL		None	10 days & 15 mins.	



17. Payroll (Job Order)

CAFOA - Certification on Appropriations, Funds and Obligation of Allotment

Office Or Division:	Human Resource Management Office			
Classification:	Complex			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Job Order Appointment (1 original)		Job Order employee/s		
Total Number of Days (1 original)		Job Order employee/s		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receive photocopy of appointments with corresponding no. of days, tardiness, undertime	None	30 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	2. Encode no. of days service rendered for salaries and wages	None	1 hr.	<i>Administrative Aide I</i> Human Resource Management Office
	3. Check and review entries and deductions	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	4. Printing of payroll	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	5. Printing CAFOA with their corresponding charges and amount	None	4 hrs.	<i>Administrative Aide I</i> Human Resource Management Office
	6. Records payrolls printed to release	None	2 hrs.	<i>Administrative Aide I</i> Human Resource Management Office



	7. Forward to Accounting for Audit; if subject to correction, return to HR	None	5 days	
	8. Receive returned payroll from Accounting	None	15 mins.	<i>Administrative Aide I Human Resource Management Office</i>
	9. HR will process corrections: Change the number of days if no leave credits are available and compute tardiness deduction on salary	None	1 hr.	<i>Administrative Aide I Human Resource Management Office</i>
	TOTAL	None	10 days & 15 mins.	



18. Random Drug Test

Drug Test - the process undertaken to determine the presence of dangerous drugs in a person's system, to include both screening test and confirmatory test

Random Testing- a method of testing where the selection process results in equal probability that any employee from a group of employees will be tested and without any prior notice of the date and venue

Office Or Division:	Human Resource Management Office			
Classification:	Complex			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Encode name of employees	None	30 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	2. Random Selection of employees	None	30 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	3. Print List of Employees <ul style="list-style-type: none"> • Regular (20) • Casual (20) • Job Order (50) 	None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	4. Countersigned by HRMO Head	None	5 mins.	<i>Administrative Aide I</i> Human Resource Management Office
	5. Signature of Approval	None	1 day	<i>Administrative Aide I</i> Human Resource Management Office
	6. Releasing	None	4 hrs.	<i>Administrative Aide I</i> Human Resource Management Office
TOTAL		None	1 day, 4 hrs & 50 mins.	



19. Request for Leave Application

Sick Leave: refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family

Vacation Leave: refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service. It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

Force Leave - Annual five - day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. This type of leave must be filed 5 days in advance.

Special Privilege Leave - Leave of absence which may be availed of for a maximum of three (3) days annually to mark special milestones and/or attend to filial and domestic emergencies such as birthday, anniversary, mourning, PTA meetings, etc. Special Privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

Monetization of Leave Credits: Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

Solo Parent Leave: seven (7) days leave of absence granted to a parent who has the sole custody and responsibility of the child and who has rendered at least one (1) year of service regardless of employment status. It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

Quarantine Leave: Absences from work of government employees due to the imposition of community quarantine in light of the COVID-19 pandemic may be treated as excused absence or vacation or sick leave.

Paternity Leave: refers to the privilege granted to a married male employee allowing him not to report for work for seven (7) days while continuing to earn the compensation therefore, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend care and support to his wife before, during and after childbirth as the case may be and assist in caring for his new-born child. Every married



male employee is entitled to paternity leave of seven (7) working days for each of the first four (4) deliveries of his legitimate spouse. Requirements: Proof child's delivery e.g. birth certificate, medical certificate and marriage contract

Expanded Maternity Leave: refers to leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave. Every woman in the government service who has rendered an aggregate of two (2) or more years of service are entitled to maternity leave. The primarily intent or purpose of granting maternity leave is to extend working mothers some measures of financial help and to provide her a period of rest and recuperation in connection with her pregnancy

Study Leave: up to 6 months. Shall meet the agency's internal requirements. Document includes contract between the agency head or authorized representative and the employee concerned

Leave for Victims of Violence Against Women and their Children: any employee who is a victim of domestic violence or is the parent of a minor child who is a victim of domestic violence and has been employed for at least six (6) months are entitled to take a paid leave of absence up to ten (10) days until the termination of legal proceedings and/or medical treatment, counseling or therapy. Eligible employees may claim such allowable leaves, upon submission of certifications from proper authorities and after giving due notice to their employer. It shall be filed in advance or immediately upon the woman employee's return from such leave. It shall be accompanied by any of the following supporting documents: a) Brgy. Protection Order (BPO) obtained from the barangay; b) Temporary/Permanent Protection Order (TPO/PPO) obtained from court; c) if protection order is not yet issued by the barangay or court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or d) In the absence of the BPO, TPO, PPO or the certification, a police report specifying the details of the occurrence or violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned

Rehabilitation Leave: Application shall be made within one (1) week from the time of the accident except when a longer period is warranted. Documents/Requirements include a) Letter request supported by relevant reports such as the police report, if any, b) Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be, c) Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.



Magna Carta for Women (Special Leave): refers to a female employee's leave entitlement of up to two (2) months with full pay based on her gross monthly compensation following surgery caused by gynecological disorder of the following organs: breast, cervix, vagina, uterus, ovary, vulva, perineum, and introitus. This covers minor and major procedures. • The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery. The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the perioperative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

Special Emergency (Calamity) Leave: The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster. The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

Adoption Leave: Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).

Office Or Division:	Human Resource Management Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Leave Application Request (1 original)		Employee/s		
Supporting Documents (1 photocopy)		Employee/s		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Fill-up and submit the Request Leave Application Form and Routing Slip to the Staff of the Receiving Section.	1. Receive the Request Leave Application Form and Routing Slip then forward it to the HRM Staff Designate.	None	5 mins.	<i>Administrative Aide IV</i> Human Resource Management Office
	2. The HRM Staff Designate will evaluate or review as to the availability of leave credits. Approve/disapprove availability of leave balance	None	15 mins.	<i>Administrative Aide IV</i> Human Resource Management Office
	3. Prepare and print the Leave Application Form	None	15 mins.	<i>Administrative Aide IV</i> Human Resource Management Office
4. Let the claimant sign the log book for recording.		None	5 mins.	
5. Have the Leave Application Form signed by his/her head/immediate head.		None	1 day	
6. The concerned head/immediate head will sign the employee's leave		None	1 day	
7. Submit the signed Leave Form to the Receiving Section of the Human Resource Management Office	7. Receive and record the signed Leave Application Form and forward it to the Department Head for signature.	None	15 mins.	<i>Administrative Aide IV</i> Human Resource Management Office



	8. The Head of the HRMO will sign the Leave Application Form.	None	15 mins.	Administrative Aide IV Human Resource Management Office
	9. The Leave Application will be forwarded to the City Administrator's Office for signature. <i>(applicable only if the sick leave exceeds 5 continuous days)</i>	None	1 day	Administrative Aide IV Human Resource Management Office
	10. Leave Application Form signed by the City Administrator will be returned to the HRMO – Receiving Section for proper recording and monitoring.	None	15 mins.	Administrative Aide IV Human Resource Management Office
11. Claim his/her approved Leave Application.	11. Release the approved Leave Application Form.	None	5 mins.	Administrative Aide IV Human Resource Management Office
TOTAL		None	3 days, 1 hr. & 30 mins.	



20. Tardiness

Tardiness - late in reporting to the office

Undertime - Early in going out of office

Office Leave - using pass slips

Office Or Division:	Human Resource Management Office			
Classification:	Simple			
Type Of Transaction:	G2G – Government to Government			
Who May Avail:	LGU employee/s			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tardiness Report (1 original)		Employee/s		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Liaison submits to HRMO Tardiness Report of Casual/Regular Employees		None	15 mins.	<i>Administrative Aide I</i> Human Resource Management Office
2. Wait for the HRM staff for signature to the HRMO Head	2. Endorse for signature to the HRMO Head	None		
3. Claim Tardiness Report	3. Releasing of the signed tardiness report to the office liaison	None		
TOTAL		None	15 mins.	