

**OFFICE OF THE HUMAN RESOURCE
MANAGEMENT OFFICER**

EXTERNAL SERVICES

1. APPLICATION TO JOB VACANCY IN THE LOCAL GOVERNMENT UNIT OF DARAGA

Application for the job vacancy at the LGU Daraga is open to anyone if they meet the qualifications required for the job opening.

Interested applicants may search for job vacancy posted at Municipal Human Resource Bulletin Board, Municipal Bulletin Boards and published at the Civil Service Field Office. Application should be submitted to the HRMO. The Personnel Selection Board (PSB) screens all qualified applicants.

Members of the Personnel Selection Board (PSB) are:

1. Local Chief Executive (Chairman)
2. Municipal Department Head
3. Sangguniang Bayan Member
4. Municipal Human Resource and Management Officer
5. Representative from 2nd Level Position
6. Representative from 1st Level Position

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE			
Service Information:	1. APPLICATION TO JOB VACANCY IN THE LOCAL GOVERNMENT UNIT OF DARAGA			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All qualified applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212, revised 2017 which can be downloaded at www.csc.gov.ph ; 2. Performance rating in the last period (if applicable); 3. Photocopy of certificate of eligibility/rating/license; and 4. Photocopy of Transcript of Records (TOR).		CSC/PRC Recent Employment Last attended School		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Check for Published Vacant Position for Career / Non-Career Service	Forwarded to the CSC RO for publication in the CSC Bulletin of Vacant Positions in the Government in the CSC website and posted in three	None	2 minutes	Luisa M. Morada <i>MGDH I-HRMO</i> Ma. Glenda B. Bradecina <i>A. Aide I</i>
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	conspicuous places (MHRMO bulletin Board, PESO Bulletin board and MHO bulletin board)			
2. Submit Application Letter with attached requirements	Receive the application letter specifying the position applied for, together with the requirements Acknowledging receipt submitted through electronic mail applicants.LGUDa_raga@gmail.com	None	2 minutes	Marieta F. Bonaobra <i>HR Staff (Receiver)</i> Diana Rose Ll. Lucasia <i>HR Staff</i> Joan Christie C. Erestain <i>A. Assistant II</i>
3. Preliminary Assessment	Undergo a preliminary assessment for the top 5 qualified applicant for deliberation.	None	10-15 minutes per application	Luisa M. Morada <i>MGDH I-HRMO</i> Joan Christie C. Erestain <i>A. Assistant II</i>

4 4. Wait For Advice/Notice	Applicants will be advised to come on scheduled date of deliberation of vacant positions. This will be done through sending text messages or electronic mail. (Note: only applicants who are able to meet the minimum QS requirements will be called for interview by the PSB)	None	3-5 minutes per applicant	Luisa M. Morada <i>MGDH I-HRMO</i> Joan Christie C. Erestain <i>A. Assistant II</i>
5. PSB Screening	The PSB screens and interview the applicants who meet the QS requirements.	None	15-20 minutes per applicant	PERSONNEL SELECTION BOARD
6. Hiring of selected applicant	The applicant selected by the PSB to fill the vacant position is informed about the selection. The appointment date depends on the Local Chief Executive		2-3 days after the deliberation date	<i>Municipal Mayor</i> Luisa M. Morada <i>MGDH I-HRMO</i>
	Prepare the required documents /forms according to ORAOHRA		1 day	Luisa M. Morada <i>MGDH I-HRMO</i> Glenda Bradecina A.Aide I

	Prepare the Appointment Transmittal and Action Form together with the required documents		1 day	Romeo M. Neo <i>Data Controller IV</i> Joan Christie C. Erestain <i>Assistant II</i> Garry J. Arana <i>A. Aide II</i>
	Total	none	5 days and 49 minutes	
End of transaction				

2. HIRING OF CONTRACT OF SERVICE AND JOB ORDER EMPLOYEES

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE
Service Information:	2. HIRING OF CONTRACT OF SERVICE AND JOB ORDER EMPLOYEES
Brief Description:	Hiring for Contract of Service and Job Order Contracts employees is upon recommendation of the Department Heads/Section/Unit Chiefs for approval of the Local Chief Executive.
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen

Who may avail:	All recommended persons by the Department Heads/Section/Unit Chiefs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Bio-Profile Information Form; 2. Recommendation Letter		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submission of application letter or recommendation letter with attached Bio-Data or Personal Data Sheet (PDS)	Received the Bio-Data or Personal Data Sheet (PDS)	None	1 minute	Joan Christie C. Erestain <i>Admin Assistant II</i> Marieta F. Bonaobra <i>Hr Staff (receiver)</i>
	For verification	None	2-5 minutes	Luisa M. Morada MGDH I - MHRMO
	Application letter or recommendation letter with attached Bio-Data or Personal Data Sheet (PDS) forwarded to the Office of the Mayor (if offices are under Mayor's Office) / Office of the Vice Mayor (if offices are under Vice Mayor's Office)	None	2 minutes	Diana Rose Lucasia <i>HR Staff (outgoing)</i> HR Staff <i>(outgoing)</i>
	Approval for Contract of Service or Job Order Contract	None	2 – 5 minutes	Municipal Mayor (if offices are under Mayor's Office) / Municipal Vice Mayor (if offices are under Vice Mayor's Office)

	<p>Preparation of Contract of Service</p> <p>Approval of the prepared Contract of Service and forwarded to the Municipal Budget Office And Municipal Accountant for approval for Appropriation</p> <p>return to the HRMO</p> <p>and have it signed by the LCE</p> <p>contact the person concerned for signature and have it notarized</p> <p>give copies to the person under contract and copy furnished the Municipal Accounting Office and Municipal Budget Office</p>	None	<p>30 minutes</p> <p>1 day (depending on the verification)</p>	<p>Rey Bien Belda A.Aide I</p> <p>Luisa M. Morada MGDH I-MHRMO</p> <p>Municipal Budget Officer</p> <p>Municipal Accountant</p> <p>Municipal Mayor</p> <p>Attorney</p> <p>Rey Bien Belda A.Aide I Marieta F. Bonaobra Hr Staff (receiver) Diana Rose Lucasia HR Staff (outgoing)</p>
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	<p>Preparation of the Job Order Contract</p> <p>Signed prepared Job Order Contract for each Department/Offices</p> <p>Routing of Job Order Contract on concerned department/offices of signatories:</p> <ul style="list-style-type: none"> -Recommended approval -Certified as to existing Appropriation/Obligation -Funds Available -Approval 		<p>30 minutes</p> <p>1 day (depending on the verification)</p>	<p>Joan Christie Erestain Admin Assistant II</p> <p>LUISA M. MORADA MGDH-I /HRMO</p> <p>Department head/Section Unit chief</p> <p>Municipal Budget Officer</p> <p>Municipal Accountant</p> <p>Local Chief Executive/ Vice Mayor</p>
3. Signing of Contracts	Assist in the signing of contracts			<p>Marieta F. Bonaobra <i>Hr Staff (receiver)</i></p> <p>Diana Rose Lucasia <i>HR Staff (outgoing)</i></p>
	Total	None	1 day and 30 minutes	
End of Transaction				

3. APPLICATION FOR ON-THE-JOB TRAINING/WORK IMMERSION

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE
Service Information:	3. APPLICATION FOR ON-THE-JOB TRAINING/ WORK IMMERSION
Brief Description:	Accepts On-the-Job Training for Senior High School Students and College Graduates. This is a means to formally introduce students to an actual job setting and allows for the exploration between the knowledge and abilities obtained in educational settings and those necessary for professional settings.
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen

Who may avail:	Schools from various municipalities within Albay
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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent or endorsement with list of students and Resume or Bio-data; 2. Memorandum of Agreement		Requesting School or University		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of required Documents	Received the letter of intent, Resume/Bio-data and MOA	None	2 minutes	Joan Christie C. Erestain Assistant II Marieta F. Bonaobra HR Staff (receiver)
2. Submission of the approved Intent Letter for OJT /Work Immersion	Forward to the Head of Agency for approval		2 minutes	Diana Rose Lucasia HR Staff (outgoing) OFFICE OF THE MAYOR
	Forward the Memorandum of Agreement for SB Resolution		1 day	LEGAL OFFICE
	Review the intent letter, then schedule for orientation		5 minutes	Luisa M. Morada MGDH I-MHRMO Joan Christie C. Erestain Assistant II
3. Assigned to respective Department or Office	Assign students to respective		10 minutes	Joan Christie C. Erestain Assistant II

	department or office			Marieta F. Bonaobra HR Staff
		None		Diana Rose Lucasia HR Staff
	Total		1 day and 19 minutes	
End of Transaction				

INTERNAL SERVICES

1. APPLICATION FOR LEAVE

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE
Service Information:	1. APPLICATION FOR LEAVE
Brief Description:	A privilege given to employees who want to apply for leave for personal reasons or for any other reason specified on their application form.
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen

Who may avail:	Elective Officials and Permanent Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent or endorsement with list of students and Resume or Bio-data; 2. Memorandum of Agreement		Municipal Human Resource Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill Up and File Application for Leave Form	Receive Application form with approval of the Department Head or Chief of Office	None	2 minutes	Luisa M. Morada <i>MGDH I-MHRMO</i>
2. Processing of Leave Form	Records the application for leave, checking the	None	5 minutes	Ma. Glenda Bradecina <i>A.Aide I</i> Ma. Glenda Bradecina <i>A.Aide I</i>

3. Approval of Leave Computation	<p>required documents, computes the earned leave credits and process the application</p> <p>The Human Resource Management Officer approves the computation on the Application for Leave</p>	None	2 minutes	<p>Diana Rose Lucasia <i>HR staff (outgoing)</i></p> <p>Luisa M. Morada <i>MGDH I-MHRMO</i></p>
4. Approval by the Mayor	<p>Processed application for leave is submitted to the Office of the Mayor or Authorized Representative for approval</p> <p>Furnish the MHRMO a copy of the form after approval by the Mayor or Authorized Representative</p>	None	2-5 minutes	<p>MUNICIPAL MAYOR</p> <p>Luisa M. Morada <i>MGDH I-MHRMO</i></p>
End of Transaction	Total	None	14 minutes	

<p>5.) PREPARATION OF THE JOB ORDER CONTRACT</p> <p>a.) Signatories</p>	<p>Prepare the Job Order Contract for each Department/Offices</p> <p>Routing of Job Order Contract on concerned department/offices of signatories:</p> <ul style="list-style-type: none"> -Recommended approval -Certified as to existing Appropriation/Obligation -Funds Available -Approval 			<p>LUISA M. MORADA HRMO</p> <p>JOAN CHRISTIE ERESTAIN A. Assistant II</p> <p>Department head/Section Unit chief</p> <p>Municipal Budget Officer</p> <p>Municipal Accountant</p> <p>Local Chief Executive/ Vice Mayor</p>
<p>***end of transaction***</p>				

2. APPLICATION FOR TERMINAL LEAVE BENEFIT

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE		
Service Information:	2. APPLICATION FOR TERMINAL LEAVE BENEFIT		
Brief Description:	A government employee or official obtaining earned leave. For the purpose of resignation, retirement, or departure from government service, an employee may only use accumulated vacation and sick leave as terminal leave.		
Classification:	Complex		
Type of Transaction:	G2C-Government to Citizen		
Who may avail:	Elective Officials, Coterminous, Casual and Permanent Employees		
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">CHECKLIST OF REQUIREMENTS</td> <td style="width: 50%; text-align: center;">WHERE TO SECURE</td> </tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Intent Letter for optional retirement 2. Letter of Resignation		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for computation of leave credits.	1. Accept application for terminal leave	None	2 minutes	Luisa M. Morada MGDH I- MHRMO Ma. Glenda Bradecina A.Aide I
2. Submit the necessary requirements for terminal leave in accordance with COA Circular No. 70 94000 and 2001 006	2. Prepare computation of leave credits to be reflected at the certification duly signed by the HRM Officer	None	1 day	Luisa M. Morada MGDH I- MHRMO Ma. Glenda Bradecina A.Aide I
	3.Approval of Terminal Leave	None	1 day	MUNICIPAL MAYOR
	4.Forward the approved terminal leave for voucher	None	1 day	Office of the Municipal Accountant
2. Wait for further advised to claim the cheque	Issuance of cheque	None	1 day	Office of the Municipal Treasurer
	Total	None	4 days and 2 minutes	

End of transaction				
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3. REQUEST FOR SERVICE RECORD, CERTIFICATE OF EMPLOYMENT, LEAVE CREDITS AND OTHER PERSONNEL RECORDS PERSONNEL RECORDS

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE			
Service Information:	REQUEST FOR SERVICE RECORD, CERTIFICATE OF EMPLOYMENT, LEAVE CREDITS AND OTHER PERSONNEL RECORDS PERSONNEL RECORDS			
Brief Description:	Government employees may request from the MHRMO their service records, certificate of employment, leave credits and other certificate of employment and other certification			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Employed employees connected with the Local Government Unit of Daraga			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form/Logbook; 2. Other supporting documents for records		Municipal Human Resource Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill- Up Request Form /Log Book	Checking the request form or logbook of what kind of records/certificate needed	None	1 minutes	Cielo L. Sabiñano A.Aide I Marieta F. Bonaobra HR Staff (receiver)
	Prepare and prints the Service Record, Certificate of Employment, or other requests specified	None	2-5 minutes	Romeo M. Neo Data Controller Cielo L. Sabiñano A.Aide I
	Requested record/certificate to the Human Resource Management Officer for signature Service Records shall be signed by	None	2 minutes	Luisa M. Morada MGDH I-MHRMO MUNICIPAL MAYOR

	the LCE			
2.Receive the requested document	Client will receive the requested record/certificate from the Mun. Human Resource Management Office	None	2 minutes	Cielo L. Sabiñano A.Aide I Diana Rose Lucasa HR Staff
	Total	None	12 minutes	
end of transaction				

4. CHECKING OF DAILY TIME RECORD FOR ATTENDANCE

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE			
Service Information:	3. CHECKING OF DAILY TIME FOR ATTENDANCE			
Brief Description:	Government employees are required to use the Biometric machine for their daily attendance and submit the Daily Time Record accordingly.			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Municipal employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Daily time record 2. Request letter of copies of attendance sheet (if necessary)		Municipal Human Resource Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request a copy of Attendance Sheet from the Biometric Machine	Prints the Attendance Sheet from the Biometric Machine	None	2-5 minutes	Rey Bien Belda A.Aide I

2. DTR's must be signed by the Department heads/Office heads	Approval from the Department heads/Section/Unit chiefs	None		Concerned Department heads/Office heads
3. Submit The Daily Time Record According to The Attendance Sheet	Review and check the Daily Time Record (DTR) and submit the masterlist of municipal employees' attendance to the Municipal Accounting Office	None	30 minutes	Ceilo L. Sabiñano A.Aide I Marieta Bonaobra HR Staff
	Total	None	35 minutes	
end of transaction				

5. CHECKING OF PAYROLL OF JOB-ORDER CONTRACT AND CONTRACT OF SERVICE EMPLOYEES

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE			
Service Information:	4. CHECKING OF PAYROLL OF JOB-ORDER CONTRACT AND CONTRACT OF SERVICE EMPLOYEES			
Brief Description:	Payrolls of Job Order Contract and Contract of service prepared by each department or office are checked by the Municipal Human Resource Management Office.			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Job Order and Contract of Service employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Daily time record (signed by the Department Head/Section/Unit chief) 2. Accomplishment report 3. Certification of rendered services 4. Pag-IBIG fund number 5. Community Tax Certificate (CTC) number		concerned persons		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Submit the required requirements of Payroll	Checking of Daily Time Record and other requirements	None	2-5 minutes (per DTR's)	Marieta F. Bonaobra HR Staff Romeo Neo Data Controller
	Review and check the prepared payrolls	None	5 minutes (per payroll)	Romeo Neo Data Controller Garry Arana A.Aide II Rey Bien Belda A.Aide I
	Route the payroll to the concerned departments	None	5 minutes (per payroll)	Diana Rose Lucasa HR Staff (outgoing)
	Total	None	15 minutes	
End of transaction				

6. REQUEST FOR EMPLOYEE NUMBER FOR IDENTIFICATION CARD

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE			
Service Information:	6. REQUEST FOR EMPLOYEE NUMBER FOR IDENTIFICATION CARD			
Brief Description:	Employee Number for Identification Card for all municipal employees of Local Government Unit of Daraga.			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Municipal employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form or Identification Card Form		Daraga Public Information Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill Up the Identification Card Form	Checking of fill up forms for identification card form Record and give the ID Control number for verification of employment	None	2-5 minutes	Marieta Bonaobra HR Staff (receiving) Joan Christie Erestain Assistant II Rey Bien Belda A.Aide I
2. Submission to the Id Maker	Checking the complete information on the ID Form and make the Identification Card	None		DPIO Staffr
	total	None	10 minutes	
end of transaction				

7. ISSUANCE OF TRAVEL ORDER, AUTHORITY TO TRAVEL, OFFICE ORDER, OFFICE MEMORANDUM AND OTHER RELATED HUMAN RESOURCE DOCUMENTS

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE			
Service information:	6. ISSUANCE OF TRAVEL ORDER, AUTHORITY TO TRAVEL, OFFICE ORDER, OFFICE MEMORANDUM AND OTHER RELATED HUMAN RESOURCE DOCUMENTS			
Brief Description:	Issuance of Travel Order, Authority to Travel, Office Order, Office Memorandum and other related documents for the requesting employees as proof of their official travel or other purposes.			
Classification:	Simple, Highly Technical			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Municipal employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request approved by the Head of Agency 2. Communication Letter		Municipal Human Resource Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Request for Travel Order, Authority to Travel, Office Order and Office Memorandum	Prepare travel order and Authority to travel	None	2-5 minutes	Joan Christie C. Erestain A.Asst II
	Prepare Office Order and Office Memorandum			
	Approval of the LCE		2-5 minutes	Municipal Mayor
2.Receive the requested documents	To file and record travel order, office order and office memorandum		2-5 minutes	Marieta F. Bonaobra Diana Rose Lucasia HR staff
	Total	None	20 minutes	
End of transaction				

8. APPLICATION FOR ATM PAYROLL ACCOUNT FOR NEWLY HIRED EMPLOYEES

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE			
Service information:	APPLICATION FOR ATM PAYROLL ACCOUNT FOR NEWLY HIRED EMPLOYEES			
Brief Description:	The newly hired employees under Coterminous, Casual and Permanent status may apply for ATM Payroll account under Land Bank of the Philippines.			
Classification:	Simple, Highly Technical			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Municipal employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Endorsement Letter; 2. Requirements listed for ATM Payroll Account		Municipal Human Resource Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1.Request for endorsement letter	Prepare endorsement letter for ATM Payroll Account	None	5 minutes	Joan Christie C. Erestain A.Asst II
	Verify and checked the endorsement letter by the MHRMO Approved/signed of the LCE		5 minutes 15 minutes	Luisa Morada MGDH I- MHRMO Municipal Mayor
2.Submit the endorsement letter and attached requirements			Depends on the processing time of LBP	Land Bank of the Philippines
	Total	None	20 minutes (LGU Processing Time)	
End of transaction				

9. APPLICATION OF LOAN: LANDBANK LIVELIHOOD LOAN SYSTEM AND DEVELOPMENT BANK OF THE PHILIPPINES (DBP)SALARY LOAN

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE
Service information:	8. APPLICATION OF LOAN: LANDBANK LIVELIHOOD LOAN SYSTEM AND DEVELOPMENT BANK OF THE PHILIPPINES (DBP)SALARY LOAN
Brief Description:	The eligible borrower under elective, coterminous, Casual and Permanent status may apply for salary loan in accordance with the policy of the Banks.
Classification:	Simple, Highly Technical
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Municipal employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.BC List Application Form with attached list of requirements	Municipal Human Resource Management Office

2.DBP Form with attached list of requirements		Municipal Accounting Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit the requirements of the specific bank to apply for salary loan	Checked the requirements if eligible to borrow	None	2 minutes	Joan Christie Erestain A.Assistant II
	Prepare the needed documents for salary loan		1 day	Joan Christie Erestain A.Assistant II
	Signed the prepared forms by the MHRMO		5 minutes	Luisa Morada MGDH I- MHRMO
	The DBP Salary loan will be forwarded to the Municipal Accountant		2 miuntes	Municipal Accountant
	Approval of the LCE		1 day	Municipal Mayor
2.Submit the approved application form to the concerned banks				
	Total	None	2 days and 7 minutes	
End of transaction				

9. OTHER HUMAN RESOURCE MANAGEMENT SERVICES

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE
Service information:	9. OTHER HUMAN RESOURCE MANAGEMENT SERVICES
Brief Description:	All officials and employees of government are required to file/ submit their Statement of Assets, Liabilities, and Net Worth (SALN) Form;

Classification:	2. Submission of Unit Work Plan, Office Performance Commitment and Review Form and Individual Performance Commitment and Review Form for Strategic Performance Management System (SPMS); 3. Processing of Notice of Salary Adjustment (NOSA) and Notice of Step Increment (NOSI)			
	Complex			
	Type of Transaction: G2C-Government to Citizen			
Who may avail: Municipal employees				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Statement of Assets, Liabilities, and Net Worth Form 2. OPCR and IPCR Form 3. NOSA/NOSI Form		Municipal Human Resource Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Unit Work Plan, OPCR and IPCR	Compilation of Unit Workplan, IPCR and OPCR	None	1 st semester (January to June) and 2 nd semester (July to December)	Romeo M. Neo Data Controller IV Garry J. Arana A. Aide II
2. Filling/Submission of SALN as of December of each year	Compilation of Compliant and Non-compliant employees and submit copies to the Office of the Ombudsman, Quezon		Month of March (deadline of submission) Every month of May (submission to the ombudsman)	Romeo M. Neo Data Controller IV Joan Christie Erestain Assistant II Garry J. Arana A. Aide II

3. Receive the Notice of Salary Adjustment (NOSA) and Notice of Step Increment (NOSI)	Process the Notice of Salary Adjustment (NOSA) and Notice of Step Increment (NOSI)	None	Depending on the Local Budget Circular for NOSA Every three years from the date of appointment for NOSI	Ma. Glenda Bradecina A.Aide I Diana Rose Lucasia HR Staff (outgoing)
	Total	None		
End of transaction				