Office for Human Resource Management

Processing of Leave Applications

Office or Division:	Office for Human Resource Management				
Classification:	Simple				
Type of Transaction:	G2G				
Who may Avail:	All employees of the LGU				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Documents					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Liaison /Job order employee Submit Leave Application	Receives leave applications	None	2 Minutes	Receiving/Releasing Section	
	Process the leave Application	None	10 Minutes	Leave Processor	
2.Received/Approved/RTS/Disapproved leave application	Released to the originating office	None	10 Minutes	Receiving/ Releasing Section	
	Total	None	14 minutes		
End of transaction					

Request of Service Records

Office or Division:	Office for Human Resource Management				
Classification:	Simple				
Type of Transaction:	G2G				
Who may Avail:	All employees of the LGU				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Official Receipt (OR)			City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Request of service record by the employee - employee request for service record (SR) with OR	Print & Initial Forward to Lucel C. Pasicaran for verification as to LWOP, initial Forward to HRMO II for initial Forward to City Government Department Head I (CGDHI) for Signature	Php 75	15 Minutes		
2.Receives duly signed Service Record	Releases duly signed Service Record	None	2 Minutes	Releasing	
	Total	PhP 75	27 minutes		
End of transaction					

Request for Certification of Employment

Office or Division:	Office for Human Resource Management				
Classification:	Simple				
Type of Transaction:	G2G				
Who may Avail:	All employees of the LGU				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Official Receipt (OR)			City Treasurer's Office (CTO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Request of certification of employee	Prepare & print COE w/ dry seal 2 copies 12 months	Php 75	5 Minutes		
	Forward to assigned to check annual income		2 Minutes		
	Initial signature to the assigned person		2 Minutes		
	Signature of the CGDHI		2 Minutes		
2. Receives duly signed Service record	Releasing duly signed of Certification of Employment		2 Minutes	releasing	
	Total	PhP 75	13 minutes		
End of transaction					