

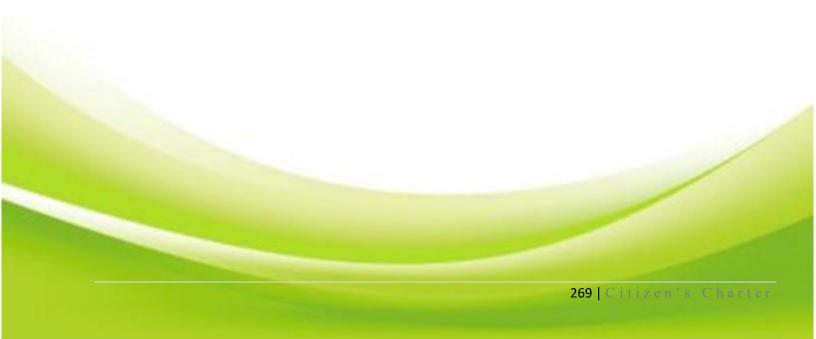
Office of Human Resource Management





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	PROCESSIN	PERSON	
CLIENT STEPS			BE PAID	G TIME	RESPONSIBLE	
1.Liaison /Job order	Process the leave		None	2 Minutes	Receiving/Releasing	
employee Submit Leave Application	applications				Section	
	Process the leave		None	10 Minutes	Leave Processor	
	Application					
2.Received/Approved/RT	Released to the		None	10 Minutes	Receiving/	
S/Disapproved	originating office				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	PROCESSIN	PERSON		
	AGEINCT ACTIONS	13	BE PAID	G TIME	RESPONSIBLE		
1.Request of service	Print & Initial Forward to		Php 75	15 Minutes			
record by the employee	Zenaida Castro for						
- employee request for	verification as to LWOP,						
service record (SR) with	initial						
OR	Forward to HRMO II for						
	initial						
	Forward to City Government Department Head I						
	(CGDHI) for Signatur						
2.Receives duly signed	Releases duly signed		None	2 Minutes	Releasing		
Service Record	Service Record						
3.Received/Approved/RT	Released to the		None	10 Minutes	Receiving/Releasing		
S/Disapproved	originating office				Section		
		Total	PhP 75	27 minutes			
End of transaction							

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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 T	City Treasurer's Office (CTO)				
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.Request of certification	Prepare & print COE w/		Php 75	5 Minutes			
of employee	dry seal 2 copies						
	12 months						
	Forward to assigned to			2 Minutes			
	check annual income						
	Initial signature to the assigned person			2 Minutes			
	Signature of the CGDHI			2 Minutes			
2.Receives duly signed	Releasing duly signed of			2 Minutes	releasing		
Service record	Certification of						
	Employment						
		Total	PhP 75	13 minutes			
End of transaction							

