



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 BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Liaison /Job order employee Submit Leave Application	Process the leave applications	None	2 Minutes	Receiving/Releasing Section
	Process the leave Application	None	10 Minutes	Leave Processor
2.Received/Approved/RTS/Disapproved	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 Zenaida Castro 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
3. Received/Approved/RTS/Disapproved	Released to the originating office	None	10 Minutes	Receiving/Releasing Section
	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				