



1. PAGKUHA NG CERTIFICATE OF EMPLOYMENT, SERVICE RECORD, PAYSIP AT IBA PANG EMPLOYEE RECORDS

Para sa mga dati o kasalukuyang empleyado na nais kumuha ng employee records.

Office or Division:	HUMAN RESOURCE AND MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Government			
Who may avail:	Current and former municipal employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (Form No. HRM-013-Ø) (1 original copy)		Human Resource Management Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan at ipasa ang Request Slip (Form No. HRM-013)	1.1 Tanggapin ang request slip at ibigay ito sa concerned HRMO staff	Wala	2 minuto	<i>HRMO Clerk</i> Human Resource Management Office
	1.2 Gawain ang certificate, service record, payslip o dokumento na nakasaad sa request	Wala	1 araw	<i>HRMO Aide</i> Human Resource Management Office <i>Data Controller IV</i> Human Resource Management Office
	1.3 I-check at pirmahan ang nagawang dokumento	Wala	5 minuto	<i>HRMO II</i> Human Resource Management Office
2. Pumirma sa request slip bilang katibayan na natanggap ang hinihinging dokumento.	2. Ibigay ang dokumento at papirmahin sa request slip.	Wala	3 minuto	<i>HRM Aide</i> Human Resource Management Office
TOTAL		Wala	1 araw at 1 minuto	





2. PAGKUHA NG AUTHORITY TO TRAVEL

Opisyal na pahintulot o dokumentasyon na nagbibigay-awtoridad sa isang empleyado o opisyal ng gobyerno na maglakbay papunta sa ibang bansa.

Office or Division:	HUMAN RESOURCE AND MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for leave (CS Form No. 6 revised 2020)		Human Resource Management Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang na-aprubahan na Application for Leave Form (CS Form No. 6 revised 2020)	1.1 Tanggapin at suriin ang ipinasang Application for Leave	Wala	2 minuto	<i>HRM Aide</i> Human Resource Management Office
	1.2 Gawain ang Authority to Travel	Wala	4 minuto	<i>Private Secretary II</i> Human Resource Management Office
	1.3 Dalin ang nagawang Authority to Travel sa Mayor's Office upang mapirmahan at lagyan ng dry seal	Wala	2 araw	<i>Private Secretary II</i> Human Resource Management Office <i>Clerk</i> Mayor's Office
	1.4 Ipaalam sa requestor na ang Authority to Travel na kanyang hiniling at maari nang makuha	Wala	2 minuto	<i>HRM Aide</i> Human Resource Management Office
2. Kunin ang Authority to Travel at pumirma sa receiving copy, patunay na kaniyang natanggap ang nasabi dokumento	2. Ibigay ang orihinal na kopya ng Authority to Travel at Application for Leave at papirmahin ang requestor sa receiving copy	Wala	3 minuto	<i>HRM Aide</i> Human Resource Management Office
TOTAL		Wala	2 araw at 9 minuto	





3. PAGKUHA NG LEAVE RECORDS

Para sa mga empleyado na nais kumuha ng kanilang leave records.

Office or Division:	HUMAN RESOURCE AND MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Current and former municipal employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (Form No. HRM-013-Ø) (1 original copy)		Human Resource Management Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sagutan at ipasa ang Request Slip (Form No. HRM-013)	1.1 Tanggapin ang request slip at ibigay ito sa concerned HRMO staff	Wala	2 minuto	<i>HRMO Clerk</i> Human Resource Management Office
	1.2 I-update and leave record and i-handa ang certificate	Wala	1 araw	<i>HRMO II</i> Human Resource Management Office
2. Pumirma sa request slip bilang katibayan na natanggap ang hinihinging dokumento.	2. Ibigay ang dokumento at papirmahin sa request slip.	Wala	3 minuto	<i>HRM Aide</i> Human Resource Management Office
TOTAL		Wala	1 araw at 4 minuto	





5. PAGKUHA NG TERMINAL LEAVE BENEFITS (EMPLOYEES WHO AVAILED EARLY RETIREMENT AND RESIGNED EMPLOYEES)

Pag-proseso ng Terminal Leave Pay para sa mga nag-resign at maagang nag-retire na mga empleyado at opisyal

Office or Division:	HUMAN RESOURCE AND MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Government			
Who may avail:	Current and former municipal employees and officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resignation Letter / Letter informing early retirement (1 orihinal)		Kliyente		
2. Application for Leave Form (CS Form No. 6 revised 2020) (1 orihinal)		Human Resource Management Office		
3. Accomplished Clearance Form (4 orihinal)		Human Resource Management Office		
4. Exit Interview Form (1 orihinal)		Human Resource Management Office		
5. IPCR Form Accomplishment for the last 2 rating periods (1 photocopy)		Human Resource Management Office		
6. SALN as of Last Day of Service (3 orihinal)		Human Resource Management Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga requirements	1. Tanggapin at suriin ang mga ipinang requirements	Wala	10 minuto	<i>HRM II</i> Human Resource Management Office
2. Hintayin ang abiso mula sa HRMO para sa acceptance of resignation/early retirement	2.1 Gawain ang Acceptance of Resignation/Early Retirement	Wala	3 minuto	<i>HRMO II</i> Human Resource Management Office
	2.2 Dalin ang nagawang Authority to Travel at Application for Leave Form sa Mayor's Office o Vice Mayor's Office upang ma-aprubahan at pirmahan ng Punong Bayan o Pangalawang Punong Bayan	Wala	3 araw	<i>HRMO Aide</i> Human Resource Management Office <i>Clerk</i> Mayor's Office / Vice Mayor's Office
	2.3 Tawagan ang kliyente upang ipaalam na napirmahan na ang Acceptance of Resignation/Early Retirement	Wala	2 minuto	<i>HRMO II</i> Human Resource Management Office
3. Pumunta sa HRMO upang pumirma sa Acceptance of Resignation/Early Retirement	3. Papirmahin ang kliyente sa HRMO copy ng Acceptance of Resignation/Early Retirement at ibigay ang client's copy sa kliyente	Wala	2 minuto	<i>HRM Aide</i> Human Resource Management Office
4. Hintayin ang abiso mula sa Treasurer's Office kung maari nang makuha ang cheke	4. I-pahotocopy ang mga dokumento at ipa-receive sa Budget Office para maproseso ang cheke	Wala	15 minuto	<i>HRM Aide</i> Human Resource Management Office <i>Clerk</i> Municipal Treasurer's Office
TOTAL		Wala	3 araw at 32 minuto	





6. PAGKUHA NG TERMINAL LEAVE BENEFITS (MANDATORY RETIREMENT AND END OF TERM OFFICIALS)

Pag-proseso ng Terminal Leave Pay para sa mga empleyado na umabot na sa edad na 65 years old at mga opisyal na natapos ang termino

Office or Division:	HUMAN RESOURCE AND MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Government			
Who may avail:	Municipal employees who reached 65 years old and Municipal Officials whose term ended			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Leave Form (CS Form No. 6 revised 2020) (1 orihinal)		Human Resource Management Office		
2. Accomplished Clearance Form (4 orihinal)		Human Resource Management Office		
3. Exit Interview Form (1 orihinal)		Human Resource Management Office		
4. IPCR Form Accomplishment for the last 2 rating periods (1 photocopy)		Human Resource Management Office		
5. SALN as of Last Day of Service (3 orihinal)		Human Resource Management Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ipasa ang mga requirements	1. Tanggapin at suriin ang mga ipinasang requirements	Wala	10 minuto	<i>HRM II</i> Human Resource Management Office
2. Hintayin ang abiso mula sa HRMO o Treasurer's Office kung maari nang makuha ang cheke	2.1 Dalin ang Application for Leave Form sa Mayor's Office o Vice Mayor's Office upang ma-aprubahan at pirmahan ng Punong Bayan o Pangalawang Punong Bayan	Wala	3 araw	<i>HRMO Aide</i> Human Resource Management Office <i>Clerk</i> Mayor's Office / Vice Mayor's Office
	2.2 I-paphotocopy ang mga dokumento at ipa-receive sa Budget Office para maproseso ang cheke	Wala	15 minuto	<i>HRM Aide</i> Human Resource Management Office
TOTAL		Wala	3 araw at 25 minuto	

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