



HRMO

Frontline Services



Service 1. Issuance of Service Record

The Human Resource Management Section issued Service Records indicating the inclusive dates of actual service rendered, designation, status of appointment, annual salary and its adjustments records leave without pay.

Office or Division:	Human Resource Management Section			
Classification:	Simple			
Type of Transaction:	Government – to – Government (G2G)			
Who may avail:	All LGU officials and employees (active).			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up requisition form		Human Resource Management Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish requisition slip	1. Receive and check requisition slip and record in the logbook	None	2 Minutes	HRMD Section Staff
	1.1 Retrieve, verify, print Service Record and forward to the HRMO for signature	None	6 Minutes	HRMD Section Staff
	1.2 The HRMO certified the correctness of the printed service record	None	1 Minute	HRMO
2.Claim the Service Record	2. Record and release the certified Service Record	None	1 Minute	HRMD Section Staff
	TOTAL		10 Minutes	

Note: Duration is accounted on average individual transaction time under normal condition and does not include queuing time, volume of requests factor and/or compliance of incomplete requirements.



Service 2.– Issuance of Service Record

The Human Resource Management Section issued Service Records indicating the inclusive dates of actual service rendered, designation, status of appointment, annual salary and its adjustments records leave without pay.

Office or Division:	Human Resource Management Section	
Classification:	Simple	
Type of Transaction:	Government – to – Citizen (G2C)	
Who may avail:	All LGU officials and employees who are separated from service.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Filled up requisition form for document owner and authorized representative	Human Resource Management Section
	2. Authorized Representative	
	<p>Valid Identity Document (ID) of the Document Owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)</p> <p>Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy)</p> <p>Authorization Letter or duly signed notarized Special Power of Attorney (1 original) complying the following requirements:</p> <ol style="list-style-type: none"> 1. Written in a clean sheet of paper; 2. Indicate the type of transactions or document and the specific details of the document to be requested; and 3. Bears the fresh signature of the document owner that matches with his/her ID 	<p>Document Owner (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, Philpost, PAG-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain, Senior Citizen ID)</p> <p>Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e. DFA, LTO, PRC, IBP, GSIS, SSS, Philpost, PAG-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain, Senior Citizen ID)</p> <p>Document Owner</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish requisition slip	1. Receive and check requisition slip and record in the logbook	None	2 Minutes	HRMD Section Staff
.	1.1 Retrieve, verify, print Service Record and forward to the HRMO for signature	None	5 Minutes	HRMD Section Staff
	1.2 The HRMO certified the correctness of the printed service record	None	2 Minutes	
2.Claim the Service Record	2. Record and release the certified Service Record	None	1 Minute	HRMD Section Staff
	TOTAL		10 Minutes	

Note: Duration is accounted on average individual transaction time under normal condition and does not include queuing time, volume of requests factor and/or compliance of incomplete requirements.



Service 3. Processing of Application for Leave

The application for leave is a proof that the employee is absent from his/her office. It might be on account of sickness on the part of the employee or any member of his immediate family or for personal reasons.

Office or Division:	Human Resource Management Section			
Classification:	Simple			
Type of Transaction:	Government – to – Government (G2G)			
Who may avail:	All LGU officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up requisition form		Human Resource Management Section		
Letter of Intent for monetization of leave		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish requisition slip	1. Receive the filled-up requisition slip and provide application for leave form		5 Minutes	HRMD Section Staff
	1.1 Receive and Record duly filled up Application for Leave in the leave cards	None	5 Minutes	
2. Secures the signature of his/her immediate supervisor	Receive the signed application for leave form and the HRMO certifies as to the actual leave credits and forward the same at the LCE/VM for action	None	10 Minutes	HRMD Section Staff
3. Claim the approved Application for Leave	3. File the office copy and release the approved Application for Leave to the concerned personnel.	None	2 Minutes	HRMD Section Staff
	TOTAL		22 Minutes	

Note: Duration is accounted on average individual transaction time under normal condition and does not include queuing time, volume of requests factor and/or compliance of incomplete requirements.



Service 4. Issuance of Various Certifications

Certification is issued to individual needing this document per available record in this Office. Information indicated in the face of the certification depends on the needed data.

Office or Division:	Human Resource Management Section
Classification:	Simple
Type of Transaction:	Government – to – Citizen (G2C)
Who may avail:	All permanent, co terminous, elective officials, job hire and contract of service and those who are separated from service
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Filled up requisition form for document owner and authorized representative.	Human Resource Management Section
2. Authorized Representative Valid Identity Document (ID) of the Document Owner complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Valid Identity Document (ID) of authorized representative complete with CLEAR PHOTO, FULL NAME IN PRINT, SIGNATURE and issued by an official authority (1 original and 1 photocopy) Authorization Letter or duly signed notarized Special Power of Attorney (1 original) complying the following requirements: 4. Written in a clean sheet of paper; 5. Indicate the type of transactions or document and the specific details of the document to be requested; and 6. Bears the fresh signature of the document owner that matches with his/her ID	Document Owner (i.e., DFA, LTO, PRC, IBP, GSIS, SSS, Philpost, PAG-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain, Senior Citizen ID) Government Agencies, Non-Government Organizations, Private entities, Schools/Colleges/Universities (i.e. DFA, LTO, PRC, IBP, GSIS, SSS, Philpost, PAG-IBIG, COMELEC, NBI, AFP, PNP, Office of Barangay Captain, Senior Citizen ID) Document Owner



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled up requisition form	1. Receive the filled up requisition slip	None	2 Minutes	HRMD Section Staff
	2.1 Verify records and print the requested certification	None	5 Minute	HRMD Section Staff
	2.2 The HRMO will check the correctness and signs the requested certification	None	3 Minutes	HRMO III HRMD Section, Nueva Valencia, Guimaras
3. Claim the certification requested	3. File the office copy and release the approved certification.	None	2 Minutes	HRMD Section Staff
	TOTAL		12 Minutes	

Note: Duration is accounted on average individual transaction time under normal condition and does not include queuing time, volume of requests factor and/or compliance of incomplete requirements.