

## 4. Office of the City Human Resource Management Officer

### 4.1. EMPLOYMENT AT THE CITY GOVERNMENT

#### ABOUT THE SERVICE:

Employment opportunities in the City Government are open to all qualified applicants. Job Vacancies are posted at the bulletin boards of the city hall for the information of the city employees as well as the prospective applicants outside the city government.

Applications for employment should be submitted to the Office of the Mayor or to the Office of the City Human Resource Management Officer.

#### CLIENT GROUPS:

General Public

#### REQUIREMENTS:

- Application Letter
- Personal Data Sheet (PDS) with latest passport size ID picture
- Photocopy of transcript of Records
- Photocopy of Certificate of Eligibility/Rating/License
- Other supporting documents if any

#### SERVICE SCHEDULES:

Monday to Friday

8:00 AM to NOON and 1:00 PM to 5:00 PM

#### TOTAL PROCESSING TIME:

1 hour and 30 minutes

#### Total fees/charges:

NONE

#### PROCESS OF AVAILING THE SERVICE

Steps Involved	Action of CHRMO	Transaction Time	Responsible Person
1. Proceed to the City Hall and check the CHRMO Bulletin Board for Notice of Job Vacancies. Applicant may also inquire at the City Human Resource Management Office	Answer queries on job vacancies	5 minutes	<b>CLAUDIO D. JAZMIN JR.</b> CGDH I/ CHRMO Officer
2. Submit an application letter specifying the position applied for together with the	Receives application letter and other requirements submitted by the	5 minutes	

requirements. Wait for the the notice/advice from the CHRMO	applicant. Informs the applicant to wait for further notice.		<b>MAXELINDA D. TAYO</b> CGADH I
3. Submit yourself to a preliminary interview, during which your qualifications will be evaluated. At the end of the interview, you will be notified if you meet the minimum qualification standards necessary for the position. If you are qualified, you will be notified of the schedule of interview and assessment of the Human Resource Merit and Promotion Selection Board(HRPSB).	Conducts preliminary interview and evaluates applicant's qualifications.  If qualified, advises applicant for the schedule of interview and assessment to be conducted by the HRMPSB.	30 minutes	<b>VICTORINO N. DARIA IV</b> Administrative Officer V (HRMO III)  <b>DONNABELLE S. PEÑALBA</b> Administrative Officer III (Records Officer II)
4. Proceed to the City Hall and provide the necessary information during the interview to be conducted by the Personnel Selection Board/HRMPSB	Conducts interview and assessment.	20 minutes	Personnel Selection Board / HRMPSB
5. Notice of Issuance of Appointment will be posted at designated places. Those who pass the PSB evaluation and qualified for appointment will have to report at the CHRMO for the requirements. Upon submission of the requirements, you will be notified of the date of hiring.	Secures requirements and informs applicant of the official date of hiring	30 minutes	<b>CLAUDIO D. JAZMIN JR.</b> CGDH I/ CHRM Officer  <b>DONNABELLE S. PEÑALBA</b> Administrative Officer III (Records Officer II)  <b>AGNES J. LANUZA</b> Administrative Officer I (Records Officer I)

#### **4.2. AVAILMENT OF APPLICATION FOR LEAVE, SERVICE RECORD, CERTIFICATE OF EMPLOYMENT, AUTHORITY TO TRAVEL AND TRAVEL ORDER**

##### **ABOUT THE SERVICE:**

The CHRMO is responsible in the management and maintenance of all personnel records. This office ensures that the documents are being kept in a safe and secure place and are being updated regularly.

Various records can be obtained by respective employees upon request.

##### **CLIENT GROUPS:**

LGU Employees and former LGU employees

##### **REQUIREMENTS:**

- Duly filled-up Request Form

##### **SERVICE SCHEDULES:**

Monday to Friday

8:00 AM to NOON and 1:00 PM to 5:00 PM

##### **TOTAL PROCESSING TIME:**

For availment of Application for Leave	- 5 minutes
For availment of Service Record	- 5 minutes
For availment of Certificate of Employment & Authority to Travel	- 10 minutes
For availment of Travel Order	- 5 minutes

##### **TOTAL FEES/CHARGES:**

NONE

##### **PROCESS OF AVAILING THE SERVICE**

Steps Involved	Action of CHRMO	Transaction Time	Responsible Person
<b>Availment of Application for Leave</b>			
1. Submit duly filled-up and signed Application for Leave at the CHRMO	Receives Application for Leave and reviews its content. Updates the Leave Card of employee then submit the Application for Leave for signature at the Executive or legislative branch	5 minutes	<b>ROLLY D. DUGAYO</b> Administrative Officer II (HRMO I)  <b>MA. APOLONIA C. DELGADO</b> Administrative Asst. I (Bookbinder III)

<b>Availment of Service Record</b>			
1. Submit duly filled-up Request Form	Receives the request form and prints the updated Service Record for signature by the CHRMO	5 minutes	<b>DONNABELLE S. PEÑALBA</b> Administrative Officer III (Records Officer II)  <b>AGNES J. LANUZA</b> Administrative Officer I (Records Officer I)
<b>Availment of Certificate of Employment and Authority to Travel</b>			
1. Submit duly filled-up Request Form	Receives the request form and conducts short interview, if necessary.  Prints the certificate/document for signature by the CHRMO.  For Authority to Travel, the printed document will be forwarded to the City Mayor's Office for signature	10 minutes	<b>VICTORINO N. DARIA IV</b> Administrative Officer V (HRMO III)  <b>DONNABELLE S. PEÑALBA</b> Administrative Officer III (Records Officer II)
<b>Availment of Travel Order</b>			
1. Submit complete data about your travel	Receives and reviews the data. Observing First Come, First Served basis, the Travel Order is printed and is released to the concerned employee for signature by the immediate supervisor	5 minutes	<b>AGNES J. LANUZA</b> Administrative Officer I (Records Officer I)  <b>SALVACION D. DIONEDA</b> Personnel Aide