

HUMAN RESOURCE AND MANAGEMENT OFFICE (HRMO)

1. Recruitment of Personnel

Recruitment is a systematic process for hiring employees. It starts from identifying, screening, short listing interviewing, selecting and finally hiring the most potential candidate for filling up the vacant job vacancies in the government.

OFFICE OF DIVISION	Office of the HRMO	
CLASSIFICATION	Complex	
TYPE OF TRANSACTION	G2C - Government to Citizen	
WHO MAY AVAIL	All Filipino Citizens	
CHECKLIST REQUIREMENT	WHERE TO SECURE	
1. Application letter (1 original copy)	Applicant	
2. CSC Form 212-Personal Data Sheet (1 original copy)	Office of the HRMO or Download For at CSC Website (csc.gov.ph)	
3. Transcript of Record (1 photocopy)	School / University graduated	
4. Diploma (1 photocopy)	School / University graduated	
5. PRC Identification Card (1 photocopy) or CSC Certificate of Eligibility (1 photocopy)	Philippine Regulatory Commission (PRC) Civil Service Commission (CSC)	
6. Barangay Clearance (1 photocopy)	Barangay Hall	
7. Mayor's Clearance (1 photocopy)	Mayor's Office	
8. Police Clearance (1 photocopy)	Philippine National Police Station (PNP)	
9. NBI Clearance (1 photocopy)	National Bureau of Investigation (NBI)	
10. MCTC Clearance (1 photocopy)	Municipal Circuit Trial Court (MCTC)	
11. Medical Certificate (1 original Copy) requiring the following laboratory results:	Rural Health Unit (RHU)	
• Chest x ray	Preferred Hospital / Laboratories	
• Drug Test	Preferred Hospital / Laboratories	

<ul style="list-style-type: none"> • Psychological Test • Neuro-psychiatric Test • Urinalysis • Blood Test 	Preferred Hospital / Laboratories Preferred Hospital / Laboratories Preferred Hospital / Laboratories Preferred Hospital / Laboratories			
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out client's Log Book	1. None	None	3 mins	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
2. Submit requirement	2. Review the completeness of the requirements 2.2. Inform client for the Aptitude Test 2.3. Review and assess applicant's qualification	None None None	10 mins 2 mins 2 days	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
3. Undergo Aptitude Test	3. Administer Test	None	1 hour	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
4. Undergo Personnel Selection Board	4.1. Conduct Panel Interview 4.2. Giving of feedback about applicant's performance 4.3. Inform applicant the final result of the Panel interview	None None None	2 hours 30 mins 5 mins	<i>Personnel Selection Board</i> <i>Personnel Selection Board</i> Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office

5. Know the result of the panel interview if the client is qualified or not qualified to fill up a vacant position	5. Inform the qualified applicant to wait for the further notice for the vacant position	None	5 mins	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
TOTAL PROCESSING TIME			2 Days, 3 Hours, & 55 Minutes	

2. Issuance of Appointment Papers of newly Hired Personnel

An appointment is a document issued to a person who has been selected from the list of qualified person's certified by the Civil Service Commission and who meets all the requirements of a certain position in all government agencies

Office of Division	Office of the HRMO	
Classification:	Highly Technical	
Type of Transaction:	G2C- Government to Citizen	
Who may Avail:	All Recruit applicant	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
1. Application letter (1 original copy)	Applicant	
2. CSC Form 212-Personal Data Sheet (3 original copy)	Office of the HRMO or Download For at CSC Website (csc.gov.ph)	
3. Transcript of Record (3 photocopy)	School / University graduated	
4. Diploma (3 photocopy)	School / University graduated	
5. PRC Identification Card (1 certified true copy) or CSC Certificate of Eligibility (1 certified true copy)	Philippine Regulatory Commission (PRC) Civil Service Commission (CSC)	
6. Barangay Clearance (1 original & 2 photocopy)	Barangay Hall	
7. Mayor's Clearance (1 original & 2 photocopy)	Mayor's Office	
8. Police Clearance (1 original & 2 photocopy)	Philippine National Police Station (PNP)	
9. NBI Clearance (1 original & 2 photocopy)	National Bureau of Investigation (NBI)	
10. MCTC Clearance (1 Original & 2 Photocopy)	Municipal Circuit Trial Court (MCTC)	

11. CSC Form 211 - Medical Certificate (1 Original Copy & 2 Photocopy) requiring the following laboratory result: <ul style="list-style-type: none"> • Chest x ray • Drug Test • Psychological Test • Neuro-psychiatric Test • Urinalysis • Blood Test 	Office of the HRMO or Download Form at CSC Website (csc.gov.ph) Preferred Hospital / Laboratories Preferred Hospital / Laboratory Preferred Hospital / Laboratories Preferred Hospital / Laboratories Preferred Hospital / Laboratories Preferred Hospital / laboratories			
12. Notarized Statement of Asset and Liabilities and Networth (SALN) Form (3 Original Copies)	Office of the HRMO or Download For at CSC Website (csc.gov.ph)			
13. Assessment Form (1 original copies)	HRMO			
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out client's log book	1. None	None	3 minutes	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
2. Submit requirements	2. Review the completeness of the requirements 2.2. Prepare pertinent papers for Appointment	None	10 minutes	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
3. Sign pertinent documents	3. Submit papers at Civil Service Commission for approval of the Appointment	None	20 minutes (20 working days processing time)	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
4. Received approved appointment	4. Release copy of approved appointment	None	10 minutes	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
TOTAL PROCESSING TIME			20 AYS AND 53 MINUTES	

1. Processing of Application for Leave of Absence

A right granted to employees not to report for work with or without pay as may be provided by law as the rules prescribe in Rule XVI of executive Order No. 292.

OFFICE OF DIVISION	Office of HRMO			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL	All Municipal Employees			
CHECKLIST REQUIREMENT			WHERE TO SECURE	
1. Civil Service Form No. 8-Application for Leave Form (3 Original Copies)			Office of the HRMO or Download Form at CSC Website (csc.gov.ph)	
2. Medical Certificate for Sick Leave Application for more than 4 day leave (3 photocopies)			Attending Physician	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out client's log book	1. None	None	3 mins	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
2. Submit Accomplished Application Form and Requirements	2. Check completeness of documents and certify availability of Leave Credits	None	5 mins	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
3. Present application Form to Supervisor or Head of Office	3. Sign Recommending approval of Application for Leave	None	5 mins	<i>Supervisor / Head of Office</i>

4. Present signed recommendation for approval of Leave	4.1. Check the complete signatories.	None	3 mins	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
	4.2. Forward application to Mayor's Office for Approval/disapproval of the Application for Leave	None	1 hour	<i>Municipal Mayor</i> Municipal Mayor's Office
5. Received Approved Leave Application	5. Release approved leave application to the applicant	None	2 mins	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
TOTAL PROCESSING TIME			1 Hour & 18 Minutes	

2. Issuance of Service Record, Certificate of Employment and Other Personnel Records

All government officials/employees availing such documents for general purposes.

Office of Division	Office of the HRMO			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may Avail:	All Municipal Employees			
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Request Form (1 original copy)		Office of the HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill out Client's Log Book	1. None	None	3 mins	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
2. Submit Request Form	2.1. Check request detail 2.2 Print and sign Certification	None	10 mins.	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
3. Receive Certification	3. Release the record	None	3 mins	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
TOTAL PROCESSING TIME			16 Minutes	

3. Issuance of Appointment Papers of Personnel Promotion

An appointment is a document issued to a person who has been selected from the list of qualified employee for promotion, certified by the Civil Service Commission and who meets all the requirements of a certain position in all government agencies.

Office of Division	Office of the HRMO	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may Avail:	All qualified employee	
CHECKLIST OF REQUIREMENT		WHERE TO SECURE
1. Application letter (1 original copy)		Applicant
2. CSC Form 212-Personal Data Sheet (3 original copy)		Office of the HRMO or Download For at CSC Website (csc.gov.ph)
3. Transcript of Record (3 photocopy)		School / University graduated
4. Diploma (3 photocopy)		School / University graduated

5. PRC Identification Card (1 certified true copy) Or CSC Certificate of Eligibility (1 certified true copy)	Philippine Regulatory Commission (PRC) Civil Service Commission (CSC)			
6. Barangay Clearance (1 original & 2 photocopy)	Barangay Hall			
7. Mayor's Clearance (1 original & 2 photocopy)	Mayor's Office			
8. Police Clearance (1 original & 2 photocopy)	Philippine National Police Station (PNP)			
9. NBI Clearance (1 original & 2 photocopy)	National Bureau of Investigation (NBI)			
10. MCTC Clearance (1 Original & 2 Photocopy)	Municipal Circuit Trial Court (MCTC)			
11. CSC Form 211 - Medical Certificate (1 Original Copy & 2 Photocopy) requiring the following laboratory result: <ul style="list-style-type: none"> • Chest x ray • Drug Test • Psychological Test • Neuro-psychiatric Test • Urinalysis • Blood Test 	Office of the HRMO or Download Form at CSC Website (csc.gov.ph) Preferred Hospital / Laboratories Preferred Hospital / Laboratory Preferred Hospital / Laboratories Preferred Hospital / Laboratories Preferred Hospital / Laboratories Preferred Hospital / laboratories			
12. Notarized Statement of Asset and Liabilities and Networth (SALN) Form (3 Original Copies)	Office of the HRMO or Download For at CSC Website (csc.gov.ph)			
13. Assessment Form (1 original copies)	Office of the HRMO			
14. Individual Performance Commitment and Review (IPCR) Form (3 original Copies)	Office of the HRMO			
CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out client's log book	1. None	None	3 minutes	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
2. Submit requirements	2. Review the completeness of the	None	10 minutes	

	requirements 2.2. Prepare pertinent papers for Appointment	None	10 minutes	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
3. Sign pertinent documents	3. Submit papers at Civil Service Commission for approval of the Appointment	None	20 minutes (20 working days processing time)	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
4. Received approved appointment	4. Release copy of approved appointment	None	10 minutes	Fatima Clarisse Rocero <i>HRMO Designate</i> Accounting Office
TOTAL PROCESSING TIME			20 days and 53 minutes	