



Office of the Municipal Mayor – Human Resource Management Division

External Services

1. Issuance of Clearance Certifications

Clearance issued to requesting clients to conform that the employee is free from his/her obligations in the Municipal Government to whatever purpose.

Office or Division:	Municipal Human Resource Mgt. Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Active or Inactive City Government Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Person Principal to the Transaction				
1. Proof of Identification 2. Official Receipt		Any Government Issued IDs Municipal Treasurer's Office		
Authorized Representative				
1. Proof of Identification 2. Authorization Letter or SPA 3. Official Receipt		Any Government Issued IDs Principal Owner Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request slip.	1.1. Entertain client's request, records in the logbook, 1.2. Validate documents and advice the client if there is	None	5 Minutes	Human Resource Management Assistant

	any documentary deficiencies. If none, 1.3. Advice to proceed to the Treasurer's Office for payment.				
2. Proceed to Municipal Treasurer's Office for payment.	2.1. Receive payment and issues official receipt.	Php100.00	15 Minutes	MTO – Cashier or Revenue Collection Clerk	
3. Go back to the HRM Office and provide the complete requirements	3.1. Receive the complete set of documents including the official receipt and prepare the clearance.	None	5 Minutes	Human Resource Management Assistant	
4. Receive the clearance and have the logbook signed.	4.1. Approves/signs the clearance 4.2. Logbook and release the clearance	None	15 Minutes	Human Resource Management Officer II	
TOTAL		Php100.00	40 Minutes		
FEES TO BE PAID					
PARTICULARS	FEES (in Php)	ESPF (Educational Support Program Fund)	RCEPF	SSF (Sanitation Service Fee)	TOTAL

Clearance Certification	Php 100.00				Php 50.00
Clearance Certification with Certified True Copy	Php 100.00 + Php20.00 per Certified True Copy				Php 100.00 + (No. of Copies of CTC)

2. Issuance of Certificate of Employment & Others

Certifications issued to requesting clients relative to their employment with the Municipal Government.

Office or Division:	Municipal Human Resource Mgt. Office				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen				
Who may avail:	Active or Inactive Municipal Government Employees including Casual, Contractual and Job Order Personnel				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Person Principal to the Transaction					
1. Proof of Identification, 2. Official Receipt			Any Government Issued IDs City Treasurer's Office		
Authorized Representative					
1. Proof of Identification 2. Authorization Letter or SPA 3. Official Receipt			Any Government Issued IDs Principal Owner Municipal Treasurer's Office		

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request slip.	1.1. Entertain client's request, records in the logbook, 1.2. Validate documents and advise the client if there is any documentary deficiencies. If none, 1.3. Advice to proceed to the Treasurer's Office for payment.	None	5 Minutes	Human Resource Management Assistant
2. Proceed to Municipal Treasurer's Office for payment.	2.1. Receive payment and issues official receipt	Php100.00	15 Minutes	MTO – Cashier or Revenue Collection Clerk
3. Go back to the HRM Office and provide the complete requirements.	3.1. Receive the complete set of documents including the official receipt and prepare the clearance.	None	5 Minutes	Human Resource Management Assistant
4. Receive the clearance and have the logbook signed.	4.1. Approves/signs the clearance 4.2. Logbook and release the clearance	None	15 Minutes	Human Resource Management Officer II
TOTAL		Php100.00	40 Minutes	

FEEES TO BE PAID

PARTICULARS	FEEES (in Php)	ESPF (Educational Support)	RCEPF	SSF (Sanitation Service Fee)	TOTAL

		Program Fund)			
Certificate of Employment	Php 100.00				Php 100.00
Certificate of Employment with Certified True Copy	Php 100.00 + Php20.00 per Certified True Copy				Php 100.00 + (Php20*No. of Copies of CTC)

3. Issuance of Service Record

Service Record is issued to clients relative to the work/employment registry as an employee with the Municipal Government.

Office or Division:	Municipal Human Resource Mgt. Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen
Who may avail:	Active or Inactive City Government Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Person Principal to the Transaction				
1. Proof of Identification, 2. Official Receipt		Any Government Issued IDs Municipal Treasurer's Office		
Authorized Representative				
1. Proof of Identification 2. Authorization Letter or SPA 3. Official Receipt		Any Government Issued IDs Principal Owner Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Fill-up request slip.	1.1. Entertain client's request, records in the logbook, 1.2. Validate documents and advise the client if there is any documentary deficiencies. If none, 1.3. Advice to proceed to the Treasurer's Office for payment.	None	5 Minutes	Human Resource Management Assistant
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2. Proceed to Municipal Treasurer's Office for payment.	2.1. Receive payment and issues official receipt	Php100.00	15 Minutes	MTO – Cashier or Revenue Collection Clerk
3. Go back to the HRM Office and provide the complete requirements.	3.1. Receive the complete set of documents including the official receipt and prepare the clearance.	None	5 Minutes	Human Resource Management Assistant
4. Receive the clearance and have the logbook signed.	4.1. Approves/signs the clearance 4.2. Logbook and release the clearance	None	15 Minutes	Human Resource Management Officer II
TOTAL		Php100.00	40 Minutes	

FEES TO BE PAID

PARTICULARS	FEES (in Php)	ESPF (Educational Support Program Fund)	RCEPF	SSF (Sanitation Service Fee)	TOTAL
Issuance of Service Record	Php 100.00				Php 100.00
Issuance of Service Record with additional copies	Php 100.00 + Php20.00 per				Php 100.00 + (Php20*No. of additional copies)

	Certified True Copy				
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4. Accepting Job Applications

This service is rendered to whoever is interested to apply for a job in the Local Government Unit of Tago whether there is actual job opening or none.

Office or Division:		Municipal Human Resource Mgt. Office			
Classification:		Simple			
Type of Transaction:		G2G – Government to Government, G2C – Government to Citizens			
Who may avail:		General Public including existing employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. Application Letter		Applicant			
2. Resume/Personal Data Sheet		Applicant			
3. Photocopy of TOR		Applicant			
4. Latest Performance Rating (if there is any)		Applicant			
5. Photocopy of the Eligibility or PRC		Applicant			
6. Photocopies of the trainings attended related to the job applied for (if there is any)		Applicant			
7. Certification from the previous employer of the experience related to the job applied for (if there is any)		Previous employer			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

1. Submits application documents.	1.1 Entertain client's request	None	1 minute	HRMA/Administrative Aide I
	1.2 Conducts initial interview for knowing your client purposes and informs the applicant of the status of any vacancy or none and the possible schedule of the HRM PSB	None	5 minutes	HRMO/HRMA
	1.3 Records the application as one of the potential pool of candidates in the vacancy or future vacancies	None	2 Minutes	HRMA
TOTAL:		None	8 minutes	

5. Issuance of Appointment

This service is rendered to an individual judiciously chosen by the appointing authority to be appointed to the vacant position of the LGU – Tago.

Office or Division:	Municipal Human Resource Mgt. Office	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government, G2C – Government to Citizen	
Who may avail:	General Public including Existing Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
REGULAR APPOINTMENT		
1. Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017)	Download from the CSC website	
2. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, promotion, transfer, reappointment (change of status to permanent) or reemployment	<ol style="list-style-type: none"> 1. Certificate of Eligibility issued by: CSC, NAPOLCOM, CESB 2. Valid professional license issued by: PRC/Supreme Court/ MARINA for positions involving practice of profession 3. Professional license or Certificate of Registration or Report of Rating issued by PRC/SC/MARINA for positions not involving practice of profession 4. Valid licenses issued by authorized regulatory agencies such as NTC/CAAP/LTO/PNP 	
3. Appointee with decided Administrative/Criminal Case	<p>Certified true copy of the decision issued by the office/court/tribunal; or</p> <p>The appointment by promotion of an employee who had been found guilty in an administrative case for which a penalty of suspension or fine was imposed.</p>	
4. Medical Certificate (CS Form No. 211, Revised 2018) which states that the appointee is fit for employment	Licensed government physician	
5. Certificate of Live Birth	PSA or the LCR of the municipality/city	
6. Marriage Contract/Certificate for married employees	PSA or the LCR of the municipality/city	

7. Clearances: Valid NBI clearance for original and reemployment		NBI		
8. Clearance from money, property and work-related accountabilities from the appointee's former office (CS Form No. 7, Revised 2018)		Previous office/employment		
9. Performance Rating of the appointee in the last rating period for appointment by promotion or transfer		Previous office/employment		
10. Scholastic Record/Academic Record: Certified Authenticated Verified Transcript of Records (TOR) and Diploma		CHED/SUCs		
11. Service Records or Certification of the previous employer through its Human Resource Office of the related experience acquired (when required in the vacant position's Qualification Standard)		Previous office/employment		
12. Original Certificate of Completion/Attendance or Certified True of the same Certificate of the trainings successfully attended (when required in the vacant position's Qualification Standard)		Principal owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Upon instruction of the Appointing Authority/Local Chief Executive to proceed with the Appointment				
1. Submits all requirements.	1.1 Entertain applicants documents, evaluates and informs the applicant if there is any lacking documents or discrepancies	None	1 hour	HRMO/HRMA/Administrative Aide I
	1.2 If completely complied with, proceed to documenting	None	3 days	HRMO/HRMA/Admin Aide

	everything necessary in the appointment.			
	1.3 Approves the appointment documents	None	1 day	Appointing Authority/LCE, Municipal Accountant, HRMO and Department Head
2. Go back to the HRM Office	2.1 Signs all appointment documents and the like	None	30 minutes	HRMA/Admin Aide
3. Take an Oath of Office	3.1 Officiate the oath of office of the newly appointed employee	None	30 Minutes	Appointing Authority/Local Chief Executive
TOTAL:		None	4 days and 2 hours	