



# Office of the Municipal Mayor – Human Resource Management Division Internal Services

## 1. Processing of Study Leave Application

The study leave is a time-off from work **not exceeding six (6) months** with pay for qualified officials and employees for educational advancements and/or preparation for bar and board exams. This may also be availed for the completion of master’s degree for a period **not exceeding four (4) months**.

<b>Office or Division:</b>	Municipal Human Resource Management Office- Benefits & Human Resource Development Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G - Government to Government	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>● Permanent employees;</li> <li>● Coterminous employees may be allowed, provided that the service obligation will met within the term of the office of the employee concerned, and is not related to the agency head, within the 4<sup>th</sup> degree of consanguinity or of affinity;</li> <li>● With at least two (2) years of continuous service in the Municipal Government of Tago and have at least a rating of “very satisfactory” in the latest 2 rating periods;</li> <li>● Must not more than fifty (50) year-old as of the date of filing of application;</li> <li>● Have yet to avail of a Study Leave before granted by the Municipal Government of Tago</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>

<ol style="list-style-type: none"> <li>1. Letter of Intent</li>   <li>2. School's Certification, to wit; <ol style="list-style-type: none"> <li>a. for Bachelor's Degree – Qualified for Board/Bar Examination</li> <li>b. for Master's Degree – Currently enrolled for Thesis Writing</li> </ol> </li>   <li>3. Latest Service Record Certification</li>   <li>4. Individual Performance Commitment &amp; Review (IPCR) Form for the last 2 rating periods immediately preceding the application</li> </ol>	<p>Employee's Concerned</p> <p>At respective employee's school</p>   <p>Municipal Human Resource Mgt. Office</p> <p>At respective office of assignment</p>
--	---

<ol style="list-style-type: none"> <li>5. Court Clearance</li>   <li>6. Certificate of No Current Foreign or Local Scholarship Grant</li>   <li>7. Medical Certificate from Public Physician</li>   <li>8. Recommendation from the Department Head</li> </ol>	<p>City Trial Court</p> <p>Municipal Human Resource Mgt. Office</p> <p>City Health Office</p> <p>At respective Department/Office</p>
---	---

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
--------------	---------------	-----------------	-----------------	--------------------

<b>1. Submit all the requirements to the Personnel Development Committee (PDC) Secretariat/ HRMO</b>	<b>1.1 Receive &amp; evaluate all the requirements.</b>	None	30 Minutes	PDC Secretariat
	<b>1.2 Make endorsement &amp; Draft Notice of Meeting for PDC Deliberation thru the Vice Chairperson cum CHRMO.</b>	None	2 Hours	PDC Secretariat
	<b>1.3 Prepare invitation for the applicant and his/her Head of Office.</b>	None		
	<b>1.4 Deliver Notice of Meeting to PDC Members, Applicant, Dept. Head</b>			
<b>2. Receive invitation and attend PDC Meeting</b>	<b>2.1 PDC convenes and deliberates the eligibility of the employee.</b>	None	5 Days	
	<b>2.2 Prepare Minutes of the PDC Deliberation;</b>	None	3 Hours & 30 Minutes	PDC Secretariat

	2.3 If qualified, prepare PDC endorsement/ recommendation for approval of the Sangguniang Panlungsod thru the City Mayor.			
	2.4 If disqualified, prepare notification to the applicant of the PDC Action Taken and have it signed by the Authority;	None	1 Hour	PDC Secretariat
3. Wait for the SP Approval	3.1 Sangguniang Bayan deliberate and act on the application	None	10 Days	SB Members
	3.2 Upon approval, secures Copy of SP Resolution;	None	1 Day	
4. Receive Notification from PDC Secretariat for MOA signing	4. Prepares the Memorandum of Agreement, Study Leave Form and Notice for MOA Signing, then deliver notices	None	1 Hour	PDC Secretariat

5. Sign the MOA and the Study Leave Form	5. MOA Signing and Notarization	None	2 Days	Municipal Mayor, Employee Concerned, Witnesses
6. Receive a copy of the MOA	6.1 Release the employee's copy of Signed MOA & Approved Study Leave Form  6.2 Forward copy of the MOA & Study Leave Form to the Selection, Appointment & Records Mgt. Section	None	1 Day	PDC Secretariat
<b>TOTAL</b>		<b>None</b>	<b>20 Days</b>	

## 2. Payroll Certification for Loan Application with Pag-Ibig

Payroll certification is required for the Approval of Loan Applications. This is to certifies whether or not the Applicable Loan Amortization for the Employee's Applied Loan can be deducted from his/her salaries; and provided that in no case shall the foregoing deductions reduce the employee's monthly net take home pay to an amount lower than required mandatory retention as prescribed in the General Appropriations Act.

<b>Office or Division:</b>	Municipal Human Resource Mgt. Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Active City Government Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Photocopy of Latest 1 Month Pay slip or Payroll		Municipal Accounting Office		
2. Photocopy of two valid ID's		Employee Concerned		
3. Filled-up Loan Application Form		HRMO and/or download from <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>		
4. Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements items 1, 2 & 3 for evaluation.	1.1 Entertain client's request and evaluate as to eligibility for loan availment.	None	3 Minutes	HRMA/HRMO
	1.2 If qualified, advise to proceed to the Treasurer's Office for payment of certification.	None	30 Seconds	HRMA/HRMO
	1.3 Process payroll certification to be signed by the Authorized Officer and record in the logbook	None	1 Minute	HRMA/HRMO
	1.4 <i>If not qualified</i> , Inform the concerned employee (End of Transaction)			

2. Proceed to Municipal Treasurer's Office for payment.	2.1 Receive payment and issues official receipt.	P100.00	15 Minutes	MTO – Cashier
3. Go back to the HRM Office and present the Official Receipt	3.1 Check the Official Receipt	None	30 Seconds	Employees Benefit In-charge
4. Receive the Certified Loan Application and have the log sheet signed.	4. Release the Certified Loan Application	None	30 Seconds	Employees Benefit In-charge
<b>TOTAL</b>		<b>Php. 100.00</b>	<b>20 Minutes &amp; 30 Seconds</b>	

<b>FEES TO BE PAID</b>					
PARTICULARS	FEES (in Php)	ESPF (Educational Support Program Fund)	RCEPF	SSF (Sanitation Service Fee)	TOTAL

Issuance of Certification for Loan	Php 100.00				Php 100.00
---------------------------------------	------------	--	--	--	------------

### 3. Employment and Net Take Home Pay Certification for Loan Applications with Land Bank

This certification is issued to LGU – Tago permanent officials and employees who wanted to avail of Salary Loan and the like facility to Land Bank of the Philippines. This certifies that the employee’s net take home pay is more than sufficient to pay for the loan amortization and that the applicant is not due for retirement and/or subject for disciplinary action at the time or about to be sanctioned on the next months within the term of the loan. Provided, that in no case shall the foregoing deductions reduce the employee’s monthly net take home pay to an amount below the prescribed net take home pay retention as required in the General Appropriations Act.

<b>Office or Division:</b>	Municipal Human Resource Mgt. Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Active and Permanent LGU – Tago Officials and Employees only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Photocopy of 3 Months Latest Pay slip or Payroll		Municipal Accounting Office		
2. Photocopy of two valid ID’s		Employee Concerned		
3. Filled-up Loan Application Form including Co-maker		Land Bank Branch or thru its website		
4. Official Receipt		Municipal Treasurer’s Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements items 1, 2 & 3 for evaluation.	1.1 Entertain client’s request and evaluate as to eligibility for loan availment.	None	3 Minutes	HRMA/HRMO
	1.2 If qualified, advise to proceed to the Treasurer’s Office for payment of certification.	None	30 Seconds	

	1.3 Process payroll certification to be signed by the Authorized Officer and record in the logbook	None	5 Minutes	HRMA/HRMO
	1.4 <i>If not qualified</i> , Inform the concerned employee (End of Transaction)			HRMA/HRMO
2. Proceed to the Municipal Treasurer's Office for payment.	2.1 Receive payment and issues official receipt.	Php100.00	15 Minutes	Cashier
3. Go back to the HRM Office and present the Official Receipt	3.1 Check the Official Receipt	None	30 Seconds	HRMA
	3.2 Prepare transmittal of loan application to LBP to be signed by the HRM Officer	None	30 Seconds	Employees Benefit In-charge
	3.3 Submit loan applications to LBP On Schedule: Every Monday and Wednesday		2 Days	HRMO Liaison Officer
4. Wait for the Approval of the Loan				

<b>TOTAL:</b>	<b>Php100.00</b>	<b>2 Days, 24 Minutes &amp; 30 Seconds</b>	
---------------	------------------	--	--

<b>FEES TO BE PAID</b>					
PARTICULARS	FEES (in Php)	ESPF (Educational Support Program Fund)	RCEPF	SSF (Sanitation Service Fee)	TOTAL
Issuance of Certification for Loan	Php 100.00				Php 100.00

#### 4. Payroll Certification for Loan Applications with DBP

This certification is issued to LGU – Tago permanent officials and employees who wanted to avail of a Salary Loan and the like facility to Development Bank of the Philippines. This certifies that the employee’s net take home pay is more than sufficient to pay for the loan amortization and that the applicant is not due for retirement and/or subject for disciplinary action at the time or about to be sanctioned on the next months within the term of the loan. Provided, that in no case shall the foregoing deductions reduce the employee’s monthly net take home pay to an amount below the prescribed net take home pay retention as required in the General Appropriations Act.

<b>Office or Division:</b>	Municipal Human Resource Mgt. Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government

**Who may avail:** Active and Permanent LGU – Tago Officials and Employees only

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Photocopy of 1 Month Latest Pay slip or Payroll	Municipal Accounting Office
2. Photocopy of two valid ID's	Employee Concerned
3. Recent 1x1 ID Picture (2 pcs.)	Employee Concerned
4. Latest BIR Form 2316	Municipal Accounting Office
5. Latest Certificate of Employment & Compensation & Service Record	HRMO
6. Filled-up Loan Application Form	DBP Branch or thru its website

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements for evaluation.	1.1 Entertain client's request and evaluate as to eligibility for loan availment.	None	3 minutes	HRMA/Administrative Aide I
	1.2 If qualified, advise to proceed to the Treasurer's Office for payment of certification.	None	30 Seconds	HRMA/Administrative Aide I
	1.3 Process payroll certification to be signed by the Authorized Officer and record in the Logsheet	None	5 Minutes	

	1.4 <i>If not qualified,</i> Inform the concerned employee (End of Transaction)			HRMA/Administrative Aide I
2. Proceed to the Municipal Treasurer's Office for payment.	2.1 Receive payment and issues official receipt.	Php100.00	15 Minutes	Cashier
3. Go back to the HRM Office and present the Official Receipt	3.1 Check the Official Receipt	None	30 Seconds	HRMA
	3.2 Prepare transmittal of loan application to DBP to be signed by the HRM Officer	None	30 Seconds	Employees Benefit In-charge
	3.3 Submit loan applications to LBP  On Schedule:  Every Monday and Wednesday		2 Days	HRMO Liaison Officer
4. Wait for the Approval of the Loan				

<b>TOTAL:</b>		<b>Php100.00</b>	<b>2 Days, 24 Minutes &amp; 30 Seconds</b>		
<b>FEES TO BE PAID</b>					
PARTICULARS	FEES (in Php)	ESPF (Educational Support Program Fund)	RCEPF	SSF (Sanitation Service Fee)	TOTAL
Issuance of Certification for Loan	Php 100.00				Php 100.00

5. Issuance of Authority to Travel Abroad

Certification authorizing an employee to travel abroad is issued as part of the requirement.

<b>Office or Division:</b>	Municipal Human Resource Mgt. Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Active Permanent LGU – Tago Officials and Employees only	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Person Principal to the Transaction		
1. Proof of Identification,		Any Government Issued IDs
2. Official Receipt		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. Entertain client's request and advice to proceed to the Treasurer's Office for payment.	None	5 Minutes	HRMA
2. Proceed to Municipal Treasurer's Office for payment.	2. Receive payment and issues official receipt.	Php10.00	15 Minutes	Requesting client
3. Go back to the HRM Office and provide the complete requirements	3. Receive and validate the requirements, advise client of any documentary deficiencies to comply with but if none, proceed to the next step.	None	5 Minutes	HRMO
4. Receive the certification and have the logbook signed.	4. Prepare and release signed certification.	None	15 Minutes	HRMA
<b>TOTAL</b>		<b>Php100.00</b>	<b>40 Minutes</b>	
<b>FEES TO BE PAID</b>				

PARTICULARS	FEES (in Php)	ESPF (Educational Support Program Fund)	RCEPF	SSF (Sanitation Service Fee)	TOTAL
Issuance of Certification authorizing travel abroad	Php 100.00				Php 100.00
Issuance of Certification authorizing travel abroad with additional copies	Php 100.00 + Php20 per Certified True Copy				Php 100.00 + (Php20*No. of additional copies)

#### 6. Approval of GSIS Loans

This service is rendered to LGU – Tago government officials and employees who avail of the GSIS financial facilities (salary loans and the like).

<b>Office or Division:</b>	Municipal Human Resource Mgt. Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Active and Permanent LGU – Tago Officials and Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. GSIS Electronic AAO Certification Form		GSIS Branch

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Informs the HRMO of the electronically-ready AAO certification form	1.1 Entertain official/employee's request	None	1 minute	HRMA/Administrative Aide I/HRMO
	1.2 Evaluates the official/employees eligibility especially the capacity to pay;	None	5 minutes	HRMO/HRMA
	1.3 If qualified, approves the electronic certification, while if not qualified, inform the official/employee of the denial and the transaction ended.	None	10 minutes	HRMO
<b>TOTAL:</b>		<b>None</b>	16 minutes	

## 7. Computation for the Monetization

This service is rendered to permanent officials and employees who wanted to avail of the monetization of their earned leave.

<b>Office or Division:</b>		Municipal Human Resource Mgt. Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Active and Permanent LGU – Tago Officials and Employees only		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request		Principal owner		
2. Clearance from any unliquidated cash advances and the like		Accounting/GSO/Municipal Treasurer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits letter request.	1.1 Entertain client's request	None	1 minute	Executive Staff to the LCE
	1.2 If valid, instructs/notes to proceed to the HRMO for the computation. If not, advice applicant not to proceed and the transaction ends.	None	5 minutes	LCE or his Authorized Representative

2. Proceed to the Office of the Human Resource Management Officer	2.1 Computes the allowable monetization equivalent	None	15 Minutes	HRMO/HRMA/Admin Aide I
3. Receive the actual monetization computation value	3.1 Retain copy of the computation for filing	None	5 Seconds	HRMA
<b>TOTAL:</b>		<b>None</b>	26 minutes	

### 8. Application of Compensatory Overtime Credit

This service is rendered to permanent division heads and below employees who render overtime services for a noncash compensation called Compensatory Overtime Credit that will be compensated with leave of absence without deduction to the earned leave equal to the total COC earned called Compensatory Time-Off.

<b>Office or Division:</b>		Municipal Human Resource Mgt. Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Active and Permanent LGU – Tago Employees only		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved request for Overtime		Head of Office		
2. Approved COC Form		Human Resource Management Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request for overtime.	1.1 Entertain client's request	None	1 minute	HRMA/Administrative Aide I
	1.3 If valid, signs in the recommending approval and instructs the applicant to have the request approved by the LCE. If not, advice	None	5 minutes	HRMO

	applicant not to proceed and the transaction ended.			
2. Proceed to the Office of the Municipal Mayor or LCE for approval	2.1 Approves the overtime request	None	10 Minutes	LCE or his Authorized Representative
3. Go back to the HRM Office and present the approved overtime request	3.1 Retain copy of the approve request, COC form and file	None	20 Seconds	HRMA
	3.2 Prepare COC index form for monitoring	None	5 Minutes	Admin. Aide I
<b>TOTAL:</b>		<b>None</b>	21 minutes and 20 seconds	

### 9. Application for Compensatory Time-Off (CTO)

This service is rendered to permanent division head and below employees who may avail of leave of absence against the earned Compensatory Overtime Credit without deduction to the earned leave equal to the total COC earned.

<b>Office or Division:</b>	Municipal Human Resource Mgt. Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Active and Permanent LGU – Tago (below Asst. Dept. Head level only)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Approved request for CTO leave of absence against COC	Human Resource Management Office
2. Approved Leave of Absence Form	Human Resource Management Office

<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request overtime request slip signed by the applicant and approved by the Department Head.	1.1 Entertain client's request	None	1 minute	HRMA/Administrative Aide I
	1.2 If valid, prepares leave of absence form;  1.4 Signs in the recommending approval and instructs the applicant to have the request approved by the LCE. If not, advice applicant not to proceed and the	None	5 minutes	HRMO

	transaction ended.			
2. Proceed to the Office of the Municipal Mayor or LCE for approval	2.1 Approves the overtime request	None	10 Minutes	LCE or his Authorized Representative
3. Go back to the HRM Office and present the approved overtime request	3.1 Retain copy of the approve request and file	None	20 Seconds	HRMA
	3.2 CTO records deduction of leave in the COC index form for monitoring	None	5 Minutes	Admin. Aide I
<b>TOTAL:</b>		<b>None</b>	21 minutes and 20 seconds	

#### 10. Application of Leave of Absence

This service is rendered to all Elective and Appointive Officials and Employees of the LGU - Tago who wanted to avail of the leave of absence (vacation, privilege, emergency, excused, sick and the like leaves of absences).

<b>Office or Division:</b>	Municipal Human Resource Mgt. Office
----------------------------	--------------------------------------

<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G – Government to Government		
<b>Who may avail:</b>		Elective and Appointive Officials and Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved requisition slip		Department Head/immediate supervisor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits approved leave of absence requisition slip.	1.1 Entertain client's request	None	1 minute	HRMA/Administrative Aide I
	1.5 If valid, signs in the recommending approval and instructs the applicant to have the request approved by the LCE. If not, advice applicant not to proceed and the transaction ended.	None	5 minutes	HRMO

2. Proceed to the Office of the Municipal Mayor or LCE for approval	2.1 Approves the overtime request	None	10 Minutes	LCE or his Authorized Representative
3. Go back to the HRM Office and present the approved overtime request	3.1 Retain copy of the approve request and file	None	1 Seconds	HRMA
	3.2 Records in the hard copy and electronic index forms the leave of absence.	None	3 Minutes	Admin. Aide I
<b>TOTAL:</b>		<b>None</b>	20 Minutes	

## 11. 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.

<b>Office or Division:</b>	Municipal Human Resource Mgt. Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government, G2C – Government to Citizen	
<b>Who may avail:</b>	General Public including Existing Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>REGULAR APPOINTMENT</b>		
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	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	Certified true copy of the decision issued by the office/court/tribunal; or  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.	
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
<b>Upon instruction of the Appointing Authority/Local Chief Executive to proceed with the Appointment</b>					
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 everything	None	3 days	HRMO/HRMA/Admin Aide	

	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
<b>TOTAL:</b>		<b>None</b>	4 days and 2 hours	

12. Processing of the terminal leave pay of the deceased LGU – Tago Official or Employee

This service is rendered to all legitimate beneficiaries of the deceased LGU – Tago appointive and elective Officials and Employees.

<b>Office or Division:</b>	Municipal Human Resource Mgt. Office
----------------------------	--------------------------------------

<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Elective and Appointive Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request	Legitimate Heirs
2. Declaration of Heirship with Extrajudicial Settlement with Special Power of Attorney for a legitimate representative or as a whole, all have to be the executor of the EJC	Legitimate Heirs
3. Clearance from accountability and other properties	HRMO and other related offices
4. Updated service record	HRMO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documents as enumerated	1.1 Entertain client's request	None	10 minute	HRMO/HRMA/Administrative Aide I
	1.6 If valid, sends recommendation to the LCE for the request for a resolution and processing with other offices. If not, advice applicant of the discrepancy to be complied with.	None	25 minutes	HRMO

2. Wait for the schedule of the period of processing	2.1 Forwards the request for a resolution to the SB and other necessary documents from the Budget Office and Accounting	None	2 weeks	LCE or his Authorized Representative
	3.1 Once approved, prepares all CAFOA and vouchers for the release of the terminal leave pay	None	2 weeks	HRMO/ Municipal Accountant/ Municipal Treasurer and Municipal Budget Officer
3. Go back to the Treasurer's Office	3.2 Release of the Benefit	None	2 hours	Municipal Treasurer and his/her Cashier
	<b>TOTAL:</b>	<b>None</b>	4 weeks 2 hrs. and 35 minutes	

13. Application for the Claim of Terminal Leave Pay

This service is rendered to all LGU – Tago appointive and elective Officials and Employees who is separating from the service.

<b>Office or Division:</b>	Municipal Human Resource Mgt. Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Elective and Appointive Officials and Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Retiring and Resigning Employee</b>		
1. Letter Request	Principal Owner	
2. Clearance from accountabilities and other properties	HRMO and other related offices	
3. Certified true copy of leave card	HRMO	
4. Approved Leave application	HRMO	
5. Complete Service Record	HRMO	
6. Statement of Assets, Liabilities and Net worth (SALN)	Download from the CSC website	
7. Notice of Salary Adjustment when needed	HRMO	
8. Computation of terminal leave benefits duly certified by the Municipal Accountant	HRMO and MAO	
9. Updated service record	HRMO	
10. Applicant's Authorization (in affidavit form) to deduct all financial obligations with the LGU	Principal Owner	
11. Affidavit of applicant that there is no pending criminal investigation or prosecution pending against him/her	Principal Owner	

<b>If the Claimant is the heir or heirs of the deceased official or employee:</b>		Requesting Party		
Additional of: Last Will and Testament or Extrajudicial Settlement amongst all Heirs or Extrajudicial Settlement with Special Power of Attorney				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits documents as enumerated	1.1 Entertain client's request	None	10 minute	HRMO/HRMA/Administrative Aide I
2. Proceed to Municipal Treasurer's Office for payment.	2.1 Receive payment and issues official receipt.	Php100.00	15 Minutes	Principal Owner/Requesting client
	2.2 If valid, sends recommendation to the LCE for the request for a resolution and processing with other offices. If not, advice applicant of the discrepancy to be complied with.	None	25 minutes	HRMO

3. Wait for the schedule of the period of processing	2.1 If budgeted, proceed with the endorsement to the preparation of CAFOA; while if not, forwards the request of a resolution to the SB and other necessary documents from the Budget Office and Accounting	None	2 weeks	LCE or his Authorized Representative
	3.1 Once approved, prepares all CAFOA and vouchers for the release of the terminal leave pay	None	2 weeks	HRMO/ Municipal Accountant/ Municipal Treasurer and Municipal Budget Officer
4. Go back to the Treasurer's Office	3.2 Release of the Benefit	None	2 hours	Municipal Treasurer and his/her Cashier
	<b>TOTAL:</b>	<b>Php100.00</b>	4 weeks 2 hrs. and 35 minutes	

**FEES TO BE PAID**

PARTICULARS	FEES (in Php)	ESPF (Educational Support Program Fund)	RCEPF	SSF (Sanitation Service Fee)	TOTAL
Issuance of Service Record (plus additional copies when needed)	Php 100.00				Php 100.00
Issuance of Certified True Copy of Leave Card (plus additional copies when needed)	Php 100.00 + Php20.00 per Certified True Copy				Php 100.00 + (Php20.00*No. of additional copies)