

**SECURING SERVICE RECORD, CERTIFICATE OF EMPLOYMENT AND OTHER PERSONNEL RECORDS**

<b>Office or Division:</b>	Human Resource Management Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may Avail:</b>	LGU Aborlan Officials and Employees

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Filled out Request Form	HRM Office

<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees To Be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Pay the required fee at the Municipal Treasurer's Office (MTO) by showing the Requisition Form (if applicable) *Make sure to secure Official Receipt that will be issued upon payment	1. MTO staff accepts the payment  1.1 MTO staff issues the Official Receipt	Php 50.00	5 Minutes	<i>RCC I MTO</i>
2. Submit the Requisition Form	2. Receive the filled out Requisition Form and check for completeness	None	1 Minute	<i>Admin Assistant II HRM Office</i>
3. Research records  Wait while the HRMO staff researches data and prints the service record, certificate of employment or other requests specified	3. Process the request  3.1 Researches the data needed in the certificate of employment or certification/update of service records  3.2 Prints the service record, certificate of employment or other requests specified	None	15 Minutes          3 Minutes	<i>Admin Assistant II  Admin Officer IV HRM Office  Admin Assistant II  Admin Officer IV HRM Office</i>
4. Approval of the record	4. Submit the requested record to the Human Resource Management Officer for review & signature	None	2 Minutes	<i>MGDH I / HRMO HRM Office</i>
5. Issuance of record  Receive the requested service record, certificate of employment or other requests specified	5. Releases the approved service record, certificate of employment or other requests specified to the client	None	1 Minute	<i>Admin Assistant II  Admin Officer IV HRM Office</i>
	<b>TOTAL</b>	Php 50.00	22 Minutes	

**APPLYING FOR A JOB WITH THE MUNICIPAL GOVERNMENT OF ABORLAN**

<b>Office or Division:</b>	Human Resource Management Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may Avail:</b>	Qualified General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Letter	
Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2019)	Downloadable at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>
Very Satisfactory in the last performance rating period, if applicable	OPCR/IPCR from the Department/Office the applicant worked
Photocopy of authenticated certificate of eligibility/rating/license; and	Nearest branch of Professional Regulation Commission (PRC), Civil Service Commission (CSC), TESDA
Photocopy of authenticated Transcript of Records	University/College where the applicant graduated
For Department Head, must be a resident of the Municipality	

Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
1. You can find publication of vacant positions at the Municipal Hall bulletin boards, Municipal Public Market boards and CSC Publication of vacant positions at CSC Palawan Field Office	1. Job openings are posted at Municipal Hall bulletin boards, Municipal Public Market, Public Transport Terminal and in the CSC Bulletin of Vacant Positions in the Government in the CSC Website	None	2 Minutes	<i>Admin Officer IV</i> HRM Office
2. Submit Application  Submit a letter of application specifying the position applied for, together with the requirements.	2. Receive applications to the vacancies, either through e-mail, or walk-in submission  2.1 Check the completeness of the requirements and data submitted	None	3 Minutes	<i>Admin Officer IV</i>  <i>MGDH I / HRMO</i> HRM Office
3. Wait for Advice  Applicants will be advised on a scheduled date when the Human Resource Merit Promotion and Selection Board ( HRMPSB) will convene to screen and interview applicants to fill a vacancy.  Only Applicants who met the minimum requirements stated at the prescribed Qualifications Standards (QS) will be called for an interview by the HRMPSB	3. Prepare the selection line-up of candidates for preliminary evaluation and notify all applicants of the outcome of the preliminary evaluation and the schedule of screening and interview  4. The HRMPSB shall conduct the interview and assesses the competence and qualifications of candidates  4.1 Notify the applicants of the result of the selection of the HRMPSB and the appointing Authority (Municipal Mayor and Vice-Mayor)  5. The appointing Authority shall issue appointment in accordance with the provisions of the Municipal Government of Aborlan Merit Promotion and Selection Plan	None	3 Minutes	<i>Admin Officer IV</i>  <i>MGDH I / HRMO</i> HRM Office
	<b>TOTAL</b>	None	8 Minutes	



# CITIZEN'S CHARTER

## HUMAN RESOURCE MANAGEMENT OFFICE

### FILING AN APPLICATION FOR LEAVE (ALL TYPES OF LEAVE EXCEPT SICK LEAVE)

<b>Office or Division:</b>	Human Resource Management Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may Avail:</b>	LGU Aborlan Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filled Out and Approved Application for Leave (CSC Form No. 6, Revised 2020) - 3 copies	HRM Office / Downloadable at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>
Clearance from money and/or property responsibilities if leave will last for 30 calendar days or more	HRM Office / Downloadable at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>

Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
1. File Application for Leave Form  Employee submits the approved Application for Leave Form together with the requirements if needed	1. Receive the Application for Leave Form and check for completeness	None	1 Minute	<i>Admin Assistant II</i>  MGDH I / HRMO HRM Office
2. Processing of Leave Form  Employee waits while the application for leave is being processed	2.The HRMO staff computes accrued leave credits	None	15 Minutes	<i>Admin Assistant II</i>  HRM Office
3. Certification of Leave Credits	3.The Human Resource Management Officer checks and certifies the computation on the Application for Leave	None	2 Minutes	<i>Admin Assistant II</i>  MGDH I / HRMO HRM Office
4. Release of approved application for leave  The employee receives in the logbook the approved application for leave	4. Give the logbook to the client  4.1 Releases the approved application for leave to the client	None	2 Minutes	<i>Admin Assistant II</i>  HRM Office
	TOTAL	None	20 Minutes	