SECURING SERVICE RECORD, CERTIFICATE OF EMPLOYMENT AND OTHER PERSONNEL RECORDS

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
Filled out Request Form	HRM Office		

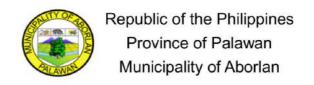
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Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
Pay the required fee at the Municipal Treasurer's Office (MTO) by showing the Requisition Form (if applicable) *Make sure to secure Official Receipt that will be issued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

APPLYING FOR A JOB WITH THE MUNICIPAL GOVERNMENT OF ABORLAN

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2C-Government to Client
Who may Avail:	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 www.csc.gov.ph		
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			

Municipality				
Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
You can find publication of vacant positions at the Mu- nicipal Hall bulletin boards, Municipal Public Market boards and CSC Publication of vacant positions at CSC Palawan Field Office	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		2 Minutes	Admin Officer IV HRM Office
Submit Application Submit a letter of application specifying the position applied for, together with the requirements.	Receive applications to the vacancies, either through e-mail, or walk-in submission Check the completeness of the requirements and data submitted		3 Minutes	Admin Officer IV MGDH I / HRMO 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	plicants 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		3 Minutes	Admin Officer IV MGDH I / HRMO HRM Office
	TOTAL	None	8 Minutes	



CITIZEN'S CHARTER HUMAN RESOURCE MANAGEMENT OFFICE

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

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

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

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Client Steps	Agency Actions	Fees To Be Paid	Processing Time	Person Responsible
File Application for Leave Form Employee submits the approved Application for Leave Form together with the requirements if needed	Receive the Application for Leave Form and check for completeness	None	1 Minute	Admin Assistant II MGDH I / HRMO HRM Office
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	Admin Assistant II 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	Admin Assistant II MGDH I / HRMO HRM Office
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	Admin Assistant II HRM Office
	TOTAL	None	20 Minutes	