

HUMAN RESOURCE MANAGEMENT OFFICE

SERVICE NAME:	APPLICATION FOR SEPARATION FROM THE SERVICE			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	LGU Subic Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Resignation Letter				
2. Clearance Forms		Treasurer, GSO, and Former Office		
3. Acceptance of Resignation		Mayor's Office		
If Retirement:				
1. Acceptance/Approval of Retirement		Mayor's Office		
2. Clearance Forms		Treasurer, GSO, and Former Office		
3. Approved application for Terminal Leave Pay		HR Office		
4. Applicant's to deduct all financial obligation with the LGU (in affidavit form) (4 Copies)		Accounting Office, GSO and Treasury		
5. Affidavit of applicant that there is no pending/criminal case against him/her (R.A. No. 3019)		HR Office		
6. If elected official additional Oath of Office		DILG		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire for requirements for application for separation.	1. Advise applicant as to the requirements and prepare acceptance for separation.	None	5 Minutes	Stephanie Niña N. Navarro, DPA HRMO V / HR Personnel
2. Submit Retirement letter to the Municipal Mayor	2. Accept and approve application for separation.	None	5 minutes (upon the availability of the signatory)	Municipal Mayor
3. Submit Complete requirements for preparation	3. Accept, check and evaluate the completeness of data and supporting documents 3.1. Prepare machine copy of Leave Credit, SALN, NOSA, application for Terminal Leave Pay	None	1 Hour and 15 Minutes	HR Personnel Supervising Administrative Officer

	3.2. Verify and review balance of leave credit and sign application for terminal leave 3.3. Once requirements are complete: Forward all requirements with Transmittal letter to the Municipal Accounting Office	None	30 minutes	HR Personnel
	TOTAL:		1 Hour and 25 Minutes	
-End of Transaction-				

SERVICE NAME: ISSUANCE OF CERTIFICATION OF SERVICE RECORD, EMPLOYMENT, LEAVE CREDITS, NO PENDING ADMINISTRATIVE CASE AND NOT DUE FOR RETIREMENT WITHIN THE NEXT TWO YEARS				
Classification: Simple				
Type of Transaction: G2G - Government to Officials/Employees				
Who may avail: All Municipal Officials and Employees				
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
Document # 1 Application Form (1 copy)		HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Filling-Out of application form at the office	1.Give the application form to the officials/employees	<i>NONE</i>	<i>5 minutes</i>	Stephanie Niña N. Navarro, DPA HRMO V / HR Personnel
2.Submit the application form to the Administrative Aide	2.Receive the application form and check for the completeness 2.1 Start the processing request	<i>NONE</i>	<i>5 minutes</i>	Stephanie Niña N. Navarro, DPA HRMO V / HR Personnel
3.Receive the requested certification	3.Issue the Certification	<i>NONE</i>	<i>10 minutes</i>	Stephanie Niña N. Navarro, DPA HRMO V / HR Personnel

TOTAL			20 minutes	
-End of Transaction-				

SERVICE NAME:		PROCESSING OF APPLICATION FOR LEAVE AND ABSENCES		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		LGU San Antonio Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CSC form No. 1 Revised 1984 (Application For Leave Form) (2 Copies)		HR Office		
Medical certificate for sick leave exceeding 5 days.		Municipal Health Office (Health Center)		
Clearance from money and property accountability if its lasts 30 days		Accounting Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask for blank application for leave Fill up application form and have it approved by the supervisor for the recommending approval of the leave	1. Provide blank application for leave	None	1 Minute	Stephanie Niña N. Navarro, DPA HRMO V / HR Personnel
2. Submit application form to the HRMO Office for the certification of Leave Balances	2. Compute leave credits, record and sign the leave application 2.1 Verifies and certifies the availability of Leave Credits	None	10 Minutes	Stephanie Niña N. Navarro, DPA HRMO V / HR Personnel
3. Bring Application for Leave to the Office of the Mayor for approval		None		Municipal Mayor
4. Submit approved application to the HRMO	4. Receive approved application form	None	1 Minute	Stephanie Niña N. Navarro, DPA HRMO V / HR Personnel
	TOTAL:		12 Minutes	
-End of Transaction-				

SERVICE NAME:	RECRUITMENT AND PROMOTION			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen, G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application letter addressed to the Municipal Mayor specifying the position applied for and the office where the vacancy is.		Provided by the Client		
Photocopy of Transcript of Records and Diploma authenticated by authorized personnel.		School/University where the client has graduated from		
Photocopy of Certificate of Eligibility, PRC Licence, I.D., Report of PRC Rating		CSC Field Office and PRC Field Office		
Photocopy of Trainings and Seminars attended if necessary		Provided by the Client		
Updated Personnel Data Sheet/ Resume (2 copies)		HR Office or CSC Website		
NBI Clearance		NBI Field Offices		
Medical Certificate		Municipal Health Office (Health Center)		
SALN Form (3 Copies)		HR Office or CSC Website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask for any vacant position.	1. Refer to the LGU Bulletin for vacant position/Offices of the Civil Service Commission.	None	3 Minutes	Stephanie Niña N. Navarro, DPA HRMO V / HR Personnel
2. Submit application letter and requirements to the HRMO, specifying the position desired where the vacancy is available.	2. Receive the application and forward the same to the Municipal Mayor/Vice Mayor. 2.1. Conduct prescreen, prepare list of qualified applicants	None	15 Minutes	Stephanie Niña N. Navarro, DPA HRMO V / HR Personnel Supervising Administrative Officer
3. Receive notice of screening for Personnel Selection Board	3. Scheduling of the date of PSB deliberation upon the request of the	None	5 Minutes	Supervising Administrative Officer

	Municipal Mayor			
4. Undergo Personnel Selection Board	<p>4. Sit with the PSB during screening of the applicant, act as secretariat during screening</p> <p>4.1 Prepare the result of the deliberation or comparative assessment and minutes of the meeting</p> <p>4.2 Submit the comparative assessment to the appointing authority</p> <p>4.3. Select applicant to be appointed</p> <p>4.4. Notify the applicant selected by the Appointing Authority</p>	<p>None</p> <p>None</p>	<p>1 Hour and 10 Minutes</p>	<p>Personnel Selection Board Members</p> <p>Supervising Administrative Officer</p> <p>Department Head concerned</p> <p>HR personnel</p> <p>Appointing authority</p>
If applicant is appointed:				
1. Submit additional requirements	<p>1. Receive and review documents submitted</p> <p>1.1 Prepare and process appointment papers</p> <p>1.2 Sign appointment papers</p> <p>1.3 Forward appointment to the Civil Service Commission Iba Field Office</p>	<p>None</p>	<p>3 Hours and 30 Minutes (if all signatories are available)</p> <p>1 Month from the date of issuance</p>	<p>HR Personnel</p> <p>Supervising Administrative Officer</p> <p>Personnel Selection Board Members</p> <p>Appointing Authority</p>
2. Attend Orientation/briefing	2. Conduct orientation/briefing	None	1 Hour	Supervising Administrative Officer
3. Register at the	3. Assist the	None	5 minutes	HR

biometric machine	appointee in registering at the biometric machine			Personnel
	TOTAL:		30 Days 6 Hours and 18 Minutes	
- End of Transaction-				

SERVICE NAME:		RENEWAL OF APPOINTMENT OF CASUAL, CONTRACTUAL AND JOB ORDER		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		LGU Subic Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Updated Personal Data Sheet/Resume (2 Copies)		HR Office or CSC Website		
2. Government Issued ID (3 Photocopies)		Different Government Offices		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to the HR Office	<p>1. Checks and evaluates the completeness of data and supporting documents</p> <p>1.2. Process and prepare contracts</p> <p>1.3. Review and sign the certification by the HRMO</p> <p>1.4. Issues the contracts to client for the certification of the availability of funds of the Budget Officer, Certification of the Accountant and approval of the Appointing authority</p> <p>1.5. Receives and copy furnished the contracts to finance Department (BO, Accounting &</p>	None	37 Minutes (upon the availability of the signatory)	<p>HR Personnel</p> <p>Supervising Administrative Officer</p>

	Treasury) 1.6. Issue documents to the client/requesting			
	TOTAL:		37 Minutes	
-End of Transaction-				