

10. HUMAN RESOURCE MANAGEMENT OFFICE



INTERNAL SERVICE

A. PROCESSING OF LEAVE APPLICATION

Elective, permanent and casual employees are entitled to leave benefits provided they earned enough Leave Credits.

Office or Division:	HUMAN RESOURCE MANAGEMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Municipal Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished Leave Form (2 copies)			HRMO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished leave forms.	1. Receive the accomplished leave forms and checked the details of the leave.	none	3 minute	Clerk(HRMO)
	2. Process the certificate of leave credits and update leave card.	none	3 Minutes	Clerk (HRMO)
	3. Sign the certification of leave credits.	none	3 minutes	HRMO (HRMO)
	4. Endorse to Mayor's Office for approval.	none	2 minutes	Clerk (HRMO)
	TOTAL:	none	11 Minutes	

B. ISSUANCE OF CERTIFICATION/CLEARANCE/ SERVICE RECORD

This shall be issued to active and inactive municipal employees requesting for employment records and clearances.

Office or Division:		HUMAN RESOURCE MANAGEMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2G		
Who may avail:		Active and inactive Municipal Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form (Original Copy)		HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request form.	1. Receive the accomplished form.	none	1 minute	Clerk (HRMO)
	2. Verify records.	none	5 Minutes	Clerk (HRMO)
	3. Prepare requested document.	none	3 minutes	Clerk (HRMO)
	4. Sign/approve requested documents.	none	3 minutes	HRMO (HRMO)
	5. Release document.	none	1 minute	Clerk (HRMO)
	TOTAL:	none	13 minutes	