



**Human Resource Management Office
Internal Services**



2. Request for Employee Records

Certified True Copy of 201 Records, Certificate of Employment, Service Records, Leave Credits, and Certificate of Performance Rating)

Office or Division:	Human Resource Management Office(HRMO)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Present and former employees of LGU-Vinzons			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Employee Records Form (1 original hardcopy)		HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Completely furnish the Request Slip Form for Employee Records and submit to HRMO	a. HRMO accepts the properly filled-out Request Slip Form	None	3 minutes	<i>HRMO staff</i> Human Resource Management Office
	b. Record the Accomplished Request Slip Form to the Incoming logbook	None	2 minutes	<i>HRMO staff</i> Human Resource Management Office
	c. Prepare the requested employee record/certification based on the HRMO records	None	30 minutes	<i>HRMO staff</i> Human Resource Management Office
	d. Approve and sign the employee record/certification requested	None	5 minutes	<i>HRM Officer(Section Chief)</i> Human Resource Management Office
	e. Endorse the concerned employee to Municipal Treasurer's Office for payment	Php 100.00	4 minutes	<i>HRMO staff</i> Human Resource Management Office MTO Staff/Officer
2. Concerned Employee (including former employees) claims the requested record/certification from HRMO	a. Issue the signed service record or certification and endorse the receiving logbook for signature	None	1 minute	<i>HRMO staff</i> Human Resource Management Office
TOTAL:			45 minutes	



3. Application for Leave

Aside from the Vacation, Sick, Maternity and Paternity Leave, special Leave privileges may be availed for three (3) days or a combination of any leave for maximum of three days in a given year, Special leave privileges are non-cumulative and non-convertible to cash. Special privilege leaves include: Funeral/mourning leave, Hospitalization leave, Accident leave, Relocation leave, Government transaction leave, Calamity leave, Graduation leave, Enrollment leave, Wedding anniversary leave, and Birthday leave

Office or Division:	Human Resource Management Office(HRMO)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Present and former employees of LGU-Vinzons			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Blank Leave Form (Civil Service Form No 6) (Original 3 – copies)		HRMO		
2. Medical Certificate for sick leave incurred for 5 days or more (1 Original and 2 photo copies)		Hospital/Clinic/Lying-in		
For Maternity Leave application:				
1. Medical Certificate issued by a government or private physician, as proof of pregnancy and estimated type of delivery(Original – 3 copies)		Hospital/Clinic/Lying-in		
2. Accomplished Clearance Form (Civil Service Form No. 7) (Original 3 copies)		HRMO		
3. Solo Parent I.D. for solo parents who want to avail the additional maternity leave of 15 days (Original 1 – copy)		Department of Social Welfare and Development (DSWD) / Municipal Social Welfare and Development (MSWD)		
For Paternity leave application:				
1. PSA marriage certificate(1 photocopy)		Philippine Statistics Authority (PSA)		
2. Birth certificate of newly born child (1 photocopy)		Hospital/Clinic/Lying-in		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the blank leave form. Secure immediate supervisor's recommendation. ❖ For vacation leave: filing should be at least 5 days before actual leave ❖ for emergency sick leave: filing should be done the day after	1. Provide the leave form	None	1 minute	<i>HRMO staff</i> Human Resource Management Office



❖ for maternity leave: filing should be at least thirty (30) calendar days in advance				
2. Submit the accomplished leave form including the documentary requirements to HRM Officer	a. Review completeness of documentary requirements and certify leave balances	None	2 minutes	<i>HRMO staff</i> Human Resource Management Office
3. Endorse to initial first-level approver for approval	a. First –level approver will decide whether to recommend or not recommend the leave	None	2 minutes	<i>Department/Secti</i> <i>on Head of the</i> <i>employee</i> <i>concerned</i>
4. Endorse to final second-level approver for approval	a. Second-level approver will decide whether the recommendation is acceptable or not and sign the leave form	None	5 minutes	Local Chief Executive or Authorized Representative
3. Receive the copy of approved/disapproved leave application from HRMO	1. Record the approved application	None	2 minutes	<i>HRMO staff</i> Human Resource Management Office
TOTAL			12 minutes	

4. Application for Separation from the Service

Resignation/Retirement Letter, Clearance Form, Approved application for Terminal Leave, Acceptance or Approval of Retirement.

Office or Division:	Human Resource Management Office(HRMO)
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Present employees of LGU-Vinzons
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Resignation/Retirement Letter	Requesting Personnel
2. Clearance Form	HRMO
3. Approved application for terminal Leave Pay	HRMO
4. Acceptance of Resignation/Approval of Retirement	HRMO



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application for separation/retirement with supporting documents	1. HRMO accepts the application for separation/retirement and evaluate as to the completeness of documentary requirements	None	3 minutes	<i>HRMO staff</i> Human Resource Management Office
	2. Prepares and forwards acceptance for resignation/retirement to the Office of the Mayor for approval	None	10 minutes	<i>HRMO staff</i> Human Resource Management Office
	3. Approves the acceptance for separation/retirement	None	5 minutes	<i>Local Chief Executive</i> Mayor's Office
	4. Retrieve the approved application for resignation/retirement	None	2 minutes	<i>HRMO staff</i> Human Resource Management Office
	5. Submit a copy of application to CSC for information	None	2 hours	<i>HRMO staff</i> Human Resource Management Office
	6. Provide checklist of requirements for application for TLB	None	2 minutes	<i>HRMO staff</i> Human Resource Management Office
	7. Check documents required for computation of TLB	None	5 minutes	<i>HRMO staff</i> Human Resource Management Office
	8. Signed the required documents for processing	None	2 minutes	<i>HRM Officer (Section Chief)</i> Human Resource Management Office
	9. Forwards to accounting office for processing of voucher	None	2 minutes	<i>HRMO staff</i> Human Resource Management Office
TOTAL			2 hour & 31 minutes	



5. Filing of Individual Pass Slip & Certificate of Appearance

All LGU employees are mandated to file Individual Pass Slip, whether on official or personal business, and whenever they are on field work and secure certificate of appearance to support official and field works. These will be attached to the Daily Time Record (DTR).

Non-submission of Individual Pass Slip with Certificate Appearance will result to undertime or tardiness, thus, certain period that an employee is out will be deducted to his /her leave credits.

Office/Division:	Human Resource Management Office (HRMO)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All LGU employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Application</i>				
Properly accomplished Individual Pass Slip		Human Resource Management Office (HRMO)		
Certificate of Appearance				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out and submits 3 copies of Individual Pass Slip/OB Form to the Human Resource Management Office before leaving the office whether for official or personal business. Make sure that it is properly accomplished (signed by the head of office).	1. Receives the IPS/OB Form and submits to the filing clerk	None	2 minutes	<i>HRMO staff</i> Human Resource Management Office
2. Submits Certificate of Appearance to the HRM Office upon arrival	1. Receives the COA and submits the document to filing clerk	None	5 minutes	<i>HRMO staff</i> Human Resource Management Office
TOTAL:			7 minutes	

6. Filing of Travel Order & Certificate of Appearance

All LGU employees are mandated to secure Travel Order whenever they leave the office on official travel and secure certificate of appearance to support the travel and submit to the HRMO. All employees have to submit advance Travel Order to the HRMO indicating



there at the date of actual departure /arrival. Emergency travel should be reported to the HRMO for record purposes. Failure to notify HRM Office will mean absent.

Office/Division:	Human Resource Management Office (HRMO)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All LGU employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Application</i>				
Travel Authorization		Human Resource Management Office (HRMO)		
Certificate of Appearance				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Travel Authorization to the Human Resource Management Office before leaving the office to travel, have it received and get one (1 copy for personal file. In case of URGENT travel, notify the HRM Office immediately.	1. Receives the Travel Authorization and log it and file the same in the Incoming File folder	None	2 minutes	<i>HRMO staff</i> Human Resource Management Office
2. Submits Certificate of Appearance to the HRM Office upon assumption to office	1. Receives the COA and submits the document to the filing clerk	None	5 minutes	<i>HRMO staff</i> Human Resource Management Office
		TOTAL:	7 minutes	