



**OFFICE OF THE HUMAN RESOURCE
INTERNAL AND EXTERNAL SERVICES**

1. FOR EMPLOYMENT

Opportunity for government employment shall be open to all qualified citizens, provided that they meet the minimum requirements of the position to be filled. Employees should be selected based on fitness to perform the duties and assume the responsibilities of the position.

Office or Division:	Office of the Human Resource			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter		To be prepared by the applicant		
Resume with latest passport size ID picture				
Authenticated copy of eligibility (if needed)		Civil Service Commission		
Authenticated copy of Transcript of Records/Diploma		Department of Education/ Commission on Higher Education		
NBI Clearance		National Bureau of Investigation		
Medical Certificate		Agency/Affiliation of Licensed Government Physician		
Other documents (if needed)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Office of the Mayor and submit application/ resume	Received the submitted document/s of the applicant	None	-	Executive Assistant
2. Initial interview/evaluation of qualification	Interview and evaluate the qualification	None	15 mins.	
3. Proceed to Office of the Human Resource Management (HRMO) for further assessment	<ul style="list-style-type: none"> Determine whether such applicant possesses the required qualification of the position 	None	10 mins.	Human Resource Management Officer

	<ul style="list-style-type: none"> • HRMO prepares comparative assessment of applicant and submit to Personnel Selection Board (PSB) for deliberation • Schedule of PSB Meeting • Upon deliberation, the PSB members recommend to the appointing authority the applicant who may be considered for vacancy • The appointing authority assesses the merits of the Board and select the applicant he deems best qualified for the position 		<p>1 hour</p> <p>-</p> <p>-</p> <p>15 mins</p>	<p>Human Resource Management Officer</p> <p>PSB Members</p> <p>Municipal Mayor</p>
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4. If, selected, notice to report will be serve to the applicant (written or oral) to submit necessary requirement for appointment.	<ul style="list-style-type: none"> • Prepares the appointment papers for signature of the appointing authority • Informs the applicant the effectivity date. 	None	1 hour -	<p>Municipal Mayor</p> <p>Human Resource Management Officer</p>
5. Proceed to the HRM Office for signing of appointment papers.	<ul style="list-style-type: none"> • Prepares the papers to be signed 	None	15 mins	Human Resource Management Officer
	The appointment papers will be submitted to Civil Service Commission for approval			Human Resource Management Officer
TOTAL		None.	2 hours & 55 mins.	

2. REQUEST FOR CERTIFICATE OF EMPLOYMENT

a certificate from the employer specifying the dates of an employee's engagement and the termination of his/her employment and the type or types of work in which he/she is employed.

Office or Division:	Office of the Human Resource			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Municipal Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to HRMO				
2. Request for a certificate of employment	Check and verify the information of the employee requesting for COE	None	2 mins.	HRMO
	After checking of information, the HRMO will print the certificate in two copies; (1) for office file (1) for the employee	None	5 mins.	HRMO
3. Sign in the record book	Release the COE	None		HRMO
TOTAL		None.	7 mins.	

3. REQUEST FOR AUTHENTICATION OF CIVIL SERVICE CERTIFICATE OF ELIGIBILITY

A type of eligibility acquired by an individual who passed the Career Service Examination (Professional/Sub-Professional) in order to determine fit to work in public service.

Office or Division:	Office of the Human Resource			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government			
Who may avail:	Employee who are eligibles and have original copy of the certificate/s of eligibility in their possession and want it authenticated.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Eligibility/Exam Records Request Form (ERRF)		To be downloaded in CSC website		
Original Certificate of Eligibility		To be prepared by the applicant		
Two (2) valid ID (cards) If the requesting party works/lived abroad: <ul style="list-style-type: none"> • Copy of passport • Copy of one (1) identification card 		To be prepared by the applicant		
Special Requirement: <ul style="list-style-type: none"> • NSO-Issued Marriage Contract for women who married after taking the examination What are the Additional Requirements if request is filed through a representative: <ul style="list-style-type: none"> • Authorization Letter or Special Power of Attorney (SPA); • One (1) valid Identification Card of the Representative 		To be prepared by the applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to HRMO				

2. Fill-out Eligibility/Exam Records Request Form (ERRF)	Receive/Review accomplished ERRF and ask for the payment.	50.00 per copy	1 min.	HRMO
	The filled up ERRF together with the requirements will be forwarded to CSC-Batangas field office		1 day	HRMO
	CSC –Batangas will forward the ERRF together with the requirements to the Regional Office		1 month	CSC-BATANGAS FIELD OFFICE
	CSC Batangas will notify the HRMO if the copy of authenticated eligibility has been released and ready for pick up.			CSC-BATANGAS FIELD OFFICE
3. Proceed to HRMO for the release of the authenticated COE.	The official receipt and authenticated Certificate of Eligibility will be given to the requester			HRMO
TOTAL		50.00 per copy		

4. APPLICATION FOR LEAVE

The employee must fill the Leave Application form, notifying the type of leave to be taken (for instance: vacation, sick, leave without pay), the dates of the leave and the total days to be taken. The completed form is then sent to the immediate supervisor for approval

Office or Division:	Office of the Human Resource			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Municipal Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Cs Form No. 6 (Revised 2020)		HR Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to HR Office, and ask for the available leave to be use				Employee
2. Accomplish the CS Form no. 6 (Revised 2020) and proceed to Department Head and Head of Agency for the recommendation (7.B of the revised form)	The department head will decide if he/she will approve or disapprove the application for leave of the employee	None	1 min.	Department Head
3. Submit the duly filed-up form to the HR Office for the Certification of Leave Credits.	Compute the remaining leave of the employee (7. A of the revised form)	None	2 mins.	HRMO
4. Proceed to HR Office for the approved copy of the leave.	Give employee his/her copy.			HRMO
TOTAL		None	3 mins.	

5. TRAVEL AUTHORITY

Document that states that you are authorized to travel by the government institution you are working at

Office or Division:	Office of the Human Resource			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Municipal Employee			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Authority to Travel			HR Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to HR Office and accomplish the authority to travel form	Give employee the Authority to Travel form	None		HR Staff
2. Proceed to Department Head and to the Head of the Agency for signature		None		Department Head Head of the Agency
3. Give HR Office copy of the duly signed authority to travel	Record the date and place of travel in the tabulation.	None		HR Staff
TOTAL		None		

6. REQUEST FOR SERVICE RECORD

Provide personal information, employment history and salary adjustments by a particular government employee.

Office or Division:	Office of the Human Resource			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Municipal Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to HRMO and ask for a copy of Service Record	The HRMO will print the said document and sign	None	1 min	HRMO
2. Sign in the log book and get the copy	Give the employee his/her copy, and the other copy is for the file.	None	1 min	
TOTAL		None.	2 mins.	