

OFFICE OF THE MUNICIPAL MAYOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE

Head: Evelyn I. Villanueva

Human Resource Management Officer-Designate

Mobile No. 09178503038 Email Address: hrmolgumarcos@yahoo.com

CONTRACT OF SERVICE WORKERS (COSW)

HRM ASSISTANT HRM AIDE

The office is in charge of personnel management and records keeping in accordance with the constitutional provisions on Civil Service, pertinent laws, rules and regulations therein, including implementation of personnel mechanisms, policies, guidelines and standards as the Civil Service Commission may establish.

FRONTLINE SERVICES

A. EMPLOYMENT WITH THE MUNICIPAL GOVERNMENT

B. FOR CASUAL, CONTRACTUAL, CONTRACT OF SERVICE WORKERS/JOB ORDER

C. ISSUANCE OF PERSONNEL RECORDS AND OTHER PERSONNEL RECORDS

D. LEAVE ADMINISTRATION

SCHEDULE OF SERVICES:

Monday to Friday

8:00am – 12:00am

1:00pm-5:00pm



A. EMPLOYMENT WITH THE MUNICIPAL GOVERNMENT

THE SERVICE:

Employment with the Municipal Government is open to all provided that there is a vacant position. Applicants for vacant positions should possess the minimum qualification requirements of the position applied for based on the Qualification Standards issued by the Civil Service Commission (CSC). Vacancies are posted in the bulletin at the Municipal Hall and at the Civil Service Commission Provincial Field Office bulletin and published in the CSC Bulletin of Vacant Positions for 15 calendar days.

REQUIREMENTS:

Applicant

- Application Letter address to the Municipal Mayor/Vice Mayor
- Duly accomplished Personal Data Sheet or Resume
- Photocopy of Diploma/Certificate/Transcript of Records and Eligibility

Certificate

Office

- Request Letter
- Personnel Request Form

THE CLIENT shall	The SERVICE PROVIDER shall	It will Take	RESPONSIBLE PERSON/S
1. Submit or file an application letter specifying the desired position.	Record copy of the application letter stamped received from the Office of the Municipal Mayor/Vice Mayor. Advice applicant to wait for notice.	2 minutes	Human Resource Management Officer, HRM Assistant, HRM Aide
	Conduct screening of qualified applicants.	10 minutes	HRMO
	Set schedule of HRMPSB meeting and interview upon advice of the Mayor/Vice Mayor.	5 minutes	HRMO, HRM Assistant, HRM Aide
	Prepare notice of HRMPSB meeting and notice of	2 minutes	HRMO, HRM Assistant, HRM Aide

	HRMPSB interview for selection and send to HRMPSB Members and applicants.		
2. Received notice of interview for selection.	Prepare tally sheet, employee qualification evaluation and interview sheet.	10 minutes	HRMO, HRM Assistant, HRM Aide
3. Attend scheduled interview.	Conduct panel interview for the selection of most qualified applicants.	30 minutes	HRMPSB Committee
	Consolidate results of the panel interview.	10 minutes	HRMSB Secretary
	Forward results to the Municipal Mayor/Vice Mayor as the case maybe and wait for the decision of the Appointing Authority who will be hired for the vacant position.	7 minutes	HRMO
	Inform results of the HRMPSB selection process to the applicants.	3 minutes	HRM Assistant, HRM Aide
4. Receive notice of the result of selection.	Inform the selected appointee and require to submit additional supporting papers.	5 minutes	HRM Assistant, HRM Aide
5. Submits clearances and additional requirements	Receives & review documents submitted.	20 minutes	HRMO
	Request for verification of eligibility at CSC or PRC.	5 minutes	HRMO
	Prepares and process appointment papers after determining the accurateness, completeness and authenticity of all supporting documents.	1 hour 3 minutes	HRMO HRMO

	Forward appointment papers to Mayor/Vice Mayor for approval.		
	Transmit appointment papers for attestation to the Civil Service Commission Provincial Field Office.	10 minutes	HRMO
6. Receive appointment papers.	Release the approved appointment paper to the appointee.	3 minutes	HRMO
7. Attends briefing/ Orientation	Conducts briefing/orientation.	20 minutes	HRMO
Accomplish Client Feedback & Drop at designated drop box in front of the PACD at the Municipal Hall			
TOTAL RESPONSE TIME: 3 hours & 25 minutes			

B. FOR CASUAL, CONTRACTUAL, CONTRACT OF SERVICE/ WORKER/JOB ORDER

THE SERVICE:

Employment with the Municipal Government is open to all provided that there is vacant position. Applicants for vacant positions should possess the minimum qualification requirements of the position applied for. Vacancies are posted in the bulletin at the Municipal Hall and at the Civil Service Commission Provincial Field Office bulletin for 15 calendar days.

REQUIREMENTS:

APPLICANT

- Application Letter
- Other necessary supporting documents Form



OFFICE

- Request Letter
- Personnel Request




THE CLIENT shall	THE SERVICE PROVIDER shall	It will take	RESPONSIBLE PERSON/S
1. Submit or file an application letter specifying the desired position.	Record copy of the application letter stamped received from the Office of the Municipal Mayor/Vice Mayor. Advice applicant to wait for notice.	2 minutes	Human Resource Management Officer, HRM Assistant, HRM Aide
	Wait for the advice of the Mayor/Vice Mayor to conduct pre-qualifying examination. Prepares notice of pre-qualifying examination and send to applicants.	2 minutes 5 minutes	HRMO HRMO, HRM Assistant, HRM Aide
2. Receive notice of examination.	Conduct pre-qualifying examination to applicants. Check papers and prepare results of examination and forward to the Mayor/Vice Mayor for proper action. Notify applicants of pre-qualifying examination result.	1 hour 20 minutes 2 minutes	HRMO HRMO, HRM Assistant, HRM Aide HRMO
3. Receive result of examination and notice for selection.	Evaluates qualifications of applicants. Submits the list of applicants for selection and approval of the Mayor/Vice Mayor. Informs the selected applicants and requires additional supporting documents.	7 minutes 3 minutes 2 minutes	HRMO Human Resource Management Officer HRMO, HRM Assistant, HRM Aide

4. Submits additional requirements	Receives and reviews documents submitted.	3 minutes	HRMO, HRM Assistant, HRM Aide
	Prepare and process documents for signature /approval by authorized officials.	20 minutes	HRMO, HRM Assistant, HRM Aide
	Give the processed documents to the appointee to have it notarized.	2 minutes	HRMO, HRM Assistant, HRM Aide
5. Submits duly notarized documents.	Receives duly notarized documents for recording.	2 minutes	HRMO, HRM Assistant, HRM Aide
6. Attends briefing/ orientation.	Conducts briefing/orientation.	20 minutes	HRMO
Accomplish Feedback Form & Drop at designated drop box in front of the PACD at the Municipal Hall			
TOTAL RESPONSE TIME: 2 hours & 30 minutes			

C. ISSUANCE OF CERTIFICATION AND OTHER PERSONNEL RECORDS

THE SERVICE:

Issuance of Certifications and other Personnel records is provided to present and former employees/officials who may need the records for whatever legal purpose it may serve him/her.

REQUIREMENTS:

- Personnel Record Form
- Authorization letter if not the owner
- ID of the document owner and requester

FEES:

Certified Photocopy – P50.00

Certification – P100.00

THE CLIENT shall	THE SERVICE PROVIDER shall	It Will Take	RESPONSIBLE PERSON/S
1. Inquire about the needed document. 2. Present the OR.	Acknowledge the client and interview to get information.	3 minutes	HRM Assistant, HRM Aide, Human Resource Management Officer
	Verifies record if available. Issue Order of Payment and advice client to pay at the Treasury Office.	10 minutes	HRM Assistant, HRM Aide, HRMO
	Process/Prepare and records transaction.	10 minutes	HRM Assistant, HRM Aide, HRMO
3. Received document and sign at the logbook.	Certify, sign and Issue the requested document.	2 minutes	HRMO
Accomplish Client Feedback Form and drop at designated drop box in front of the PACD at the Municipal Hall.			
TOTAL RESPONSE TIME: 25 minutes			

D. LEAVE ADMINISTRATION

THE SERVICE:

The office is responsible for keeping and recording of earned leaves of Municipal Officials and Employees.

REQUIREMENTS:

- Duly accomplished leave form (CS Form 6)
- Vacation/Sick Leave Clearance





- Medical Certificate if applicable

THE CLIENT shall	THE SERVICE PROVIDER shall	It Will Take	RESPONSIBLE PERSON/S
1. Request for application for leave.	Record application for leave. Certify available leave credits.	5 minutes	HRM Assistant, HRM Aide, Human Resource Management Officer
2. Accomplish Leave Form and Vacation/Sick Clearance	Sign application for leave for approval by the concerned officials.	3 minutes	HRMO, Department Head concerned, Municipal Mayor/Vice Mayor
3. Submit approved application for leave (CS Form 6), Vacation/Sick leave Clearance	Record approved application for leave.	2 minutes	HRM Assistant, HRM Aide
Accomplish Client Feedback Form and drop at designated drop box in front of the PACD at the Municipal Hall.			
TOTAL RESPONSE TIME: 10 minutes			



