



OFFICE OF THE PERSONNEL SECTION
2nd Floor, City Hall Annex Building, Tabaco City

SERVICE	STEPS		MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON TO APPROACH	REQUIRED FEES	TYPE OF SERVICE	CLASSIFICATION	
REQUEST FOR UPDATED SERVICE RECORDS, CERTIFICATE OF LEAVE CREDITS, CERTIFICATE OF EMPLOYMENT (REGULAR, JOB ORDERS AND CONTRACT OF SERVICE PERSONNEL	1	Clients will request for the document/s either verbal or written.	N/A	None	<ul style="list-style-type: none"> Ma. Teresita B. Riosa Jay Ar B. Bordeos 	None	G2C	Simple	
	2	Printing from database	3 minutes		<ul style="list-style-type: none"> Ma. Teresita B. Riosa Jay Ar B. Riosa 				
	3	Review and signature by the highest Human Resource Practitioner	3 minutes						
	4	For recording in the corresponding logbook (release)	2 minutes						<ul style="list-style-type: none"> Divina B. Aytona Teresita B. Canlas Ma. Virginia V. Cornel
	5	Release the document/s	1 minute						<ul style="list-style-type: none"> Teresita B. Canlas Ma. Virginia V. Cornel
	6	Countersigned by the City Mayor or the authorized representative, if requested by the client (The client will be the one to bring	Please refer to the Citizen's Charter of the City Mayor's Office						



		the document/s for signature						
APPLICATION FOR LEAVE (SICK LEAVE, VACATION LEAVE, MONETIZATION, MATERNITY LEAVE, FORCED LEAVE OR MANDATORY LEAVE, PRIVILEGED LEAVE (MC 6))	1	Secure Application Leave Form (CS Form No. 6)		None	<ul style="list-style-type: none"> Jay Ar B. Bordeos Ma. Virginia V. Cornel Teresita B. Canlas 	No Fees Required	G2C	Simple
	2	Filling-out of leave form by applicant	1 minute		N/A			
	3	Signature of applicant and immediate supervisor			Immediate Supervisor Concerned			
	4	Properly filled-out form submitted to this office			N/A			
	5	Compute and affixed certificate of leave credits balance	3 minutes		Jay Ar B. Bordeos			
	6	Review and signed by the highest human resource practitioner	1 minute		Ma. Teresita B. Riosa			
	7	For Signature of the City Mayor	Please refer to the Office of the Mayor's Citizen's Charter					
	8	Record approved Leave Application after these were returned to the PS.	3 minutes	None	<ul style="list-style-type: none"> Jay Ar B. Bordeos Ma. Virginia V. Cornel Teresita B. Canlas 	No Fees Required	G2C	Simple



	9	Notify thru CP or Landline of their approved leave application for pick up.	3 minutes after receipt of documents from the Office of the City Mayor		<ul style="list-style-type: none"> • Divina B. Aytona • Ma. Virginia V. Cornel • Teresita B. Canlas 			
	10	Release approved Leave Application to the client or his/her authorized representative.	2 minutes		<ul style="list-style-type: none"> • Jay Ar B. Bordeos • Ma. Virginia V. Cornel • Teresita B. Canlas 			
FILLING-UP VACANCIES	1	Publication and posting of vacant position/s	15 days	None	Ma. Teresita B. Riosa	None	G2C	Complex
	2	Receives application	2 minutes					
	3	Notifies applicants of requirements thru an official communication (if he/she meets the minimum requirements of the position.	5 minutes	As stipulated in the letter				
	4	Applicants submit required documents relevant to the positions applied for as stipulated in the letter.	N/A					
	5	Preliminary evaluation of applicants' qualifications based	5 minutes	None				



		on submitted documents						
	6	If not qualified based on submitted requirements, applicant is informed of the disqualification on the spot	3 minutes			Ma. Teresita B. Riosa		
	7	If qualified, applicant will be notified of the scheduled date of HRMPSB deliberation thru a letter or text message.	1 day after date has been scheduled					
	8	Applicants undergo the preliminary/final screening of the Human Resource Merit Promotion and Selection Board (HRMPSB)	10 mins. each member for every applicant	Physical Presence		HRMPSB		
	9	HRMPSB members submit accomplished rating forms to the HR	Right after the deliberation	None		Ma. Teresita B. Riosa		
	10	HR consolidate and compute the result of ratings and rank applicants	5 minutes per position					



	11	HR submits list of ranked applicants to the Appointing Officer. If more than five (5) applicants, only the top five (5) are endorsed to choose who will be the most qualified appointee.	1 day after ranking				
	12	Appointing officer chooses/selects the appointee from the top five (5) applicants	Please refer to the Office of the Mayor's Citizens Charter				
	13	Appointing Officer notifies the HR of the chosen appointee					
	14	HR posts the name of the chosen appointee	A day after the Office of the Mayor notifies the HR of the chosen appointee	None	Ma. Teresita B. Riosa	None	G2C
	15	HR notifies the appointee as well as the non-appointee/s in writing of the result of the selection, including the HRMPSB rating and	A day after the Office of the Mayor notifies the HR of the chosen appointee				



		ranking.						
	16	Appointee is requested to submit the necessary documents for appointment thru a letter stipulating therein all the requirements.	A day after the Office of the Mayor notifies the HR of the chosen appointee	As stipulated in the letter				
	17	Appointee submits the required documents necessary in the preparation of the appointment	N/A					
	18	HR prepares appointment papers and its supporting documents: a. Assumption to Duty b. Oath of Office c. Position Description Form (PDF) d. Certificate of Funds Availability e. Certificate that the appointment is in accordance with the budgetary	A day after the appointee submits the required documents	None				



		limitation						
	19	Furnish appointee with the appointment	A day after the Mayor and all other concerned officials signed the appointment and other necessary documents					
PAYROLL PREPARATION FOR JOB ORDER AND COS PERSONNEL	1	Receives DTRs and Accomplishment Reports of JOs and COS of every department	2 minutes	Duly accomplished DTRs for the corresponding period with the signature of the immediate supervisor and the JOs/COS concerned; (If w/ authority, copy of Travel Order and the Appearance/ Approved Worked Schedule	<ul style="list-style-type: none"> • Nilda B. Boral • Madelyn Bron • Crimson Brocelango • Ma. Carmen Canonce • Karen Jane Abrera 	None	G2C	Simple
	2	Reviews DTRs and see to it that the entry in the DTRs. should correspond with the Official Attendance Log	1 hr.	None	<ul style="list-style-type: none"> • Floresita R. Abada • Nilda B. Boral • Madelyn B. Bron • Crimson Brocelango • Karen Jane Abrera 			



		Sheet as monitored daily						
	3	Payroll preparation (with complete requirements)	30 minutes		<ul style="list-style-type: none">• Nilda B. Boral• Crimson Brocelango• Ma. Carmen Canonce• Karen Jane Abrera			
	4	Submit prepared payroll to the Budget Office for processing by the assigned personnel	5 minutes after finalization of the payroll		<ul style="list-style-type: none">• Julian R. Carullo, Jr.• Thirdy Reoperez, Jr.			