

FRONT LINE SERVICE: HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)

BRIEF DESCRIPTION: HRMO A.1. EMPLOYMENT WITH THE MUNICIPAL GOVERNMENT OF CALASIAO

Employment with the Municipal Government of Calasiao is open to all bonafie residents of this municipality provided that a vacant position exist. Applicant must possess the minimum requirements of the position applied for. Vacant positions are published at the Civil Service Commission and posted in three conspicuous places in the municipality within fifteen days. The Personnel Selection Board (PSB) Committee is compose of : Chairman -the Municipal Mayor for Executive Branch/Municipal Vice Mayor- for Legislative Branch, and the Members - One representative each coming from the 1st level position and 2nd level position, Department Head where the vacancy exist and the Chief Administrative Officer as the Ex-Officio Member screens the applicants.

| STEPS / PROCESSES | | PERSON RESPONSIBLE | DURATION | FEES & CHARGES |
|---|---|---|--------------|----------------|
| CLIENT | REQUIREMENTS/ DOCUMENTS NEEDED | | | |
| 1. Sign in the Logbook | None | Shiela S. Balagso Admin. Aide I Veverly Rose P. Vallo Admin. Aide VI Juvel A. Esguerra Chief Admin. Officer | 5-10 minutes | None |
| 2. Apply/Submit application letter and resume | Application Letter Resume Recommendation letter, if any | Shiela S. Balagso Admin. Aide I Veverly Rose P. Vallo Admin. Aide VI Juvel A. Esguerra Chief Admin. Officer | 5-10 minutes | None |

FRONT LINE SERVICE: HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)

BRIEF DESCRIPTION: HRMO A.2. PREPARATION OF APPOINTMENT TO NEWLY HIRED AND PROMOTED EMPLOYEES

Appointment is issued to all qualified applicants; Permanent employment is given to a person who meets all the minimum requirements of the position; Temporary-who meets education, experience, training requirements for the position except for the appropriate eligibility.

| STEPS / PROCESSES | | PERSON RESPONSIBLE | DURATION | FEES & CHARGES |
|---|--|---|--------------|----------------|
| CLIENT | REQUIREMENTS/ DOCUMENTS NEEDED | | | |
| 1. Get Personal Data Sheet (PDS), properly and completely fill-up the form in triplicate. | | Juvel A. Esguerra Chief Admin. Officer Veverly Rose P. Vallo Admin Aide VI | 5-10 minutes | None |
| 2. Submit the duly accomplished form with supporting documents | Duly accomplished PDS NBI Clearance Medical certificate Certificate of eligibility, if needed Certificate of Training Transcript of Records Marriage Contract-for married woman Other requirement as may be required by the | Juvel A. Esguerra Chief Administrative Officer | 5-10 minutes | None |

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| | CSC | | | |
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FRONT LINE SERVICE: HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)

BRIEF DESCRIPTION: HRMO A.3. ISSUANCE OF CSC APPROVED APPOINTMENTS OF NEWLY HIRED AND PROMOTED EMPLOYEE

| STEPS / PROCESSES | | PERSON RESPONSIBLE | DURATION | FEES & CHARGES |
|------------------------|---------------------------------|--|-----------|----------------|
| CLIENT | REQUIREMENTS / DOCUMENTS NEEDED | | | |
| 1. Sign in the Logbook | | Sheila S. Balagso Admin Aide I | 5 minutes | None |

FRONT LINE SERVICE: HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)

BRIEF DESCRIPTION: HRMO A.4. PROCESSING OF REPORT FOR MEMBERSHIP & APPLICATION FOR RETIREMENT TO GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS) PHILHEALTH, PAG-IBIG

Membership of all regular employees including elective Local Officials to GSIS, Pag-Ibig, and Philhealth is mandatory. This Office provides assistance to all employees in applying for their membership.

| STEPS / PROCESSES | | PERSON RESPONSIBLE | DURATION | FEES & CHARGES |
|------------------------|--|--|-----------|----------------|
| CLIENT | REQUIREMENTS / DOCUMENTS NEEDED | | | |
| 1. Sign in the Logbook | Birth Cert. Marriage Cert. If needed | Juvet A. Esguerra Chief Admin. Officer | 5 minutes | None |

FRONT LINE SERVICE: HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)

BRIEF DESCRIPTION: HRMO A. 5. PROVISION OF ASSISTANCE TO ALL GOVERNMENT EMPLOYEES IN THE SUBMISSION PROCESSING OF APPLICATION OF MEMBERSHIP/RETIREMENT CLAIMS

Membership of all regular employees including elective Local Officials to GSIS, Pag-Ibig, and Philhealth is mandatory. This Office provides assistance/liason services to all employees in the submission/applying for their membership/retirement Claims to Government Service Insurance System, Philhealth, Pag-Ibig and others. The Chief Administrative Officer as the Liaison Officer submits the application but if the employee opts to submit his/her own application, he/she may do so.

| STEPS / PROCESSES | | PERSON RESPONSIBLE | DURATION | FEES & CHARGES |
|-------------------------|---|--|--------------|----------------|
| CLIENT | REQUIREMENTS / DOCUMENTS NEEDED | | | |
| 1. Signs in the Logbook | Accomplished GSIS, Pag-Ibig and Philhealth Form | Juvet A. Esguerra Chief Admin. Officer | 5-10 minutes | None |

FRONT LINE SERVICE: HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)

BRIEF DESCRIPTION: HRMO A. 5. PROCESSING OF APPLICATION FOR LEAVE OF ABSENCE

Leave of absence is a right granted to all employees including elective Local Officials not to report for work. They are entitled to 15 days vacation and 15 days sick leave annually with full pay excluding Saturdays & Sundays & Public Holidays.

| STEPS / PROCESSES | | | PERSON RESPONSIBLE | DURATION | FEES & CHARGES |
|--|---------------------------------|--|--------------------|----------|----------------|
| CLIENT | REQUIREMENTS / DOCUMENTS NEEDED | RESPONSIBLE OFFICE | | | |
| 1. Get application form for leave of absence | | Elvira Esperanza D. Ballesteros Day Care Worker II Vienna Rose S. Soriano HRM Asst. Juvet A. Esguerra Chief Admin. Officer | 2 minutes | | |
| 2. Fill-up the form in triplicate and have it approved by your immediate | | Jason V. De Guzman Admin Aide VI | 10 minutes | | |

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|--|---|---|-----------|--|
| supervisor & submit to HRM Office | | Vienna Rose S. Soriano HRM Asst. | | |
| 3. Have your application form approved and furnished a copy of approved appointment to HRM | For Sick Leave exceeding 5 days and Maternity Leave a) Medical Certificate For Leave of absence abroad or exceeding month or more a) Clearance from money & property accountability | Hon. Mark Roy Q. Macanlalay Municipal Mayor Vivencio L. Vallo Municipal Administrator | 3 minutes | |

FRONT LINE SERVICE: HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)

BRIEF DESCRIPTION: HRMO A. 6. ISSUANCE OF SERVICE RECORD, CERTIFICATES OF EMPLOYMENT/LEAVE CREDITS/ COPIES OF PERSONNEL RECORDS & OTHERS

All Personnel records, e.g. 201 Files, Service Record, Leave Credits, Notice of Salary Increases & Step Increments, and other Personnel records is being maintained in this office for ready reference. This provides all employees with copies for employment, salary loan applications, Retirement and terminal leave purpose/s and other purposes .

| STEPS / PROCESSES | | PERSON RESPONSIBLE | DURATION | FEES & CHARGES |
|------------------------|---------------------------------|---|--|----------------|
| CLIENT | REQUIREMENTS / DOCUMENTS NEEDED | | | |
| 1. Sign in the Logbook | Request Slip | Shiela S. Balagso Admin Aide I Veverly Rose P. Vallo Admin Aide VI Juvel A. Esguerra Chief Admin. Officer | 5 minutes (may vary upon availability of signatories) | None |

FRONT LINE SERVICE: OFFICE OF THE PESO MANAGER

BRIEF DESCRIPTION: HRMO A. 7. APPLICATION FOR THE CONDUCT OF LOCAL RECRUITMENT ACTIVITY, SPECIAL RECRUITMENT ACTIVITY

| STEPS / PROCESSES | | PERSON RESPONSIBLE | DURATION | FEES & CHARGES |
|------------------------|---|--|--------------|----------------|
| CLIENT | REQUIREMENTS/ DOCUMENTS NEEDED | | | |
| 1. Sign in the Logbook | -Request Letter -Company Profile -List Of Vacancies -Other documents which may require by the office | Juvel A. Esguerra Chief Admin. Officer | 5-10 minutes | None |

FRONT LINE SERVICE: OFFICE OF THE PESO MANAGER

BRIEF DESCRIPTION: HRMO A. 8. SUBMISSION OF RESUME FOR EMPLOYMENT REFERRAL

| STEPS / PROCESSES | | PERSON RESPONSIBLE | DURATION | FEES & CHARGES |
|------------------------|-----------------------------------|---|--------------|----------------|
| CLIENT | REQUIREMENTS/ DOCUMENTS NEEDED | | | |
| 1. Sign in the Logbook | Resume | Veverly Rose P. Vallo Admin Aide VI | 5-10 minutes | None |

MRS. JUVET A. ESGUERRA

Chief Administrative Officer