OFFICE OF THE HUMAN RESOURCE MANAGEMENT

The Office of the Human Resource Management is responsive to multifarious tasks assigned to it and the following salient frontline services offered:

1. Request for Updated Service Records, Certificate of Leave Credits, Certificate of Employment (Regular, Job Orders and Contract of Service Personnel)
2. Application for Leave
3. Filling-Up of Vacancies
4. Updating of Employee Profiling Database
5. Encode Contract of JO and COS Personnel
6. Payroll Preparation for Job Order and COS Personnel.

1. REQUEST FOR UPDATED SERVICE RECORDS, CERTIFICATE OF LEAVE CREDITS, CERTIFICATE OF EMPLOYMENT (REGULAR, JOB ORDERS AND CONTRACT OF SERVICE PERSONNEL.

Office or Division:	HUMAN RESOURCE MANAGEMENT
Classification:	SIMPLE
Type of Transaction:	G2C
Who may avail:	EMPLOYEES (REGULAR, CASUAL, JOB ORDER AND CONTRACT OF SERVICE PERSONNEL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NONE	NONE

CLIENTS STEPS	PERSONNEL ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients will request for the document/s either verbal or written.	Receive and acknowledge the client's request for the needed document(s).	NONE	1 min.	Ceferina Biron
2. Wait while the request document(s) are processed and printed	Print the requested document(s)		3 mins.	Ronnie Balingbing
	Endorse the document(s) for signature.		3 mins.	
	Review and signature by the highest Human Resource Practitioner.		3 mins.	Ma. Teresita B. Riosa
	Record the transaction in the appropriate logbook or tracking system.		2 mins.	Teresita B. Canlas/ Sherylyn Delfin
3. Received the request	Hand over the document(s) to the client.		1 min.	

2. APPLICATION FOR LEAVE

Office or Division:	HUMAN RESOURCE MANAGEMENT
Classification:	SIMPLE
Type of Transaction:	G2C
Who may avail:	EMPLOYEES (REGULAR, CASUAL, JOB ORDER AND CONTRACT OF SERVICE PERSONNEL)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NONE	

CLIENTS STEPS	PERSONNEL ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Leave Form (CS Form No. 6)	Provide the client with the required leave application form (CS Form No. 6).	No Fees Required	1 min.	Jay Ar B. Bordeos/Aileen L. Caspe
2. Fill-out the leave applicant form	Stand by for inquiries or clarification regarding form entries, if requested by the client.		3 mins.	N/A
3. Have the leave form signed by the immediate supervisor	Verify that the form is signed by both the applicant and their immediate supervisor before processing.		1 min.	Immediate supervisor concerned
4. Submit the accomplished leave form to the HR office	Receive the accomplished leave form.		1 min.	Jay Ar B. Bordeos/Aileen L. Caspe
5. Compute and affixed certificate of leave credits balance	Compute and affixed certificate of leave credits balance. Check the applicant's updated leave credits in the database.		3 mins.	Jay Ar B. Bordeos/Aileen L. Caspe

6. Wait while the application is reviewed and approved	Review the entire application for compliance and completeness.	No Fees Required	2 mins.	Ma. Teresita B. Riosa
	Forward the application to the Office of the City Mayor for approval		30 mins	
	Record Approved Leave Application after these were returned to the Personnel Section		5 mins	
	File and prepare the document for release.		3 mins.	Aileen L. Caspe
10.Claim/ Received the approved leave application	Release the approved leave form to the client or authorized representative.		2 mins.	Aileen L. Caspe

3. FILLING-UP OF VACANCIES

Office or Division:	HUMAN RESOURCE MANAGEMENT
Classification:	SIMPLE - COMPLEX
Type of Transaction:	G2C
Who may avail:	All Qualified Applicants (Philippines)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
as stipulated in the letter physical presence	

CLIENTS STEPS	PERSONNEL ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for the publication/ posting of vacant position(s) or may also check and search for available position through the CSC Job Portal	Post the vacancy announcement.	No Fees Required	15 days	Ma. Teresita B. Riosa
2. Submit application documents for the desired position	Receive, log, and record applications.		2 mins.	
3.Wait for notification regarding qualification and additional requirements	Notify qualified applicants of the additional requirements.		5 mins.	
4. Submit required documents as indicated in the notice	Review and check completeness of submitted documents.		2 mins.	

5. Wait for evaluation of submitted documents	Evaluate documents based on qualification standards.	No Fees Required	5 mins.	Ma. Teresita B. Riosa
6.a. Received notice if disqualified	Inform the applicant immediately of the disqualification.		1 day after date has been sched.	
6.b. Received schedule and instruction for screening (if qualified)	Issue the schedule and instructions for the HRMPSB screening.		None	
7. Applicants undergo the preliminary/final screening of the Human Resource Merit Promotion and Selection Board (HRMPSB)	Facilitate and document the screening process.		10 mins. each member for every applicant	HRMPSB
8. Wait for consolidation of screening results.	Collect and organize all rating forms.		10 mins. each member for every applicant	
9. Wait for ranking result of applicants	Compute ratings and prepare the ranking list.		5 mins./per position	Ma. Teresita B. Riosa

10. Wait for submission of results to the appointing officer	Submits list of ranked applicants to the Appointing Officer. If more than five (5) applicants, only the top five (5) are indorsed to choose who will be the most qualified appointee.	No Fees Required	1 day after ranking	Ma. Teresita B. Riosa
	Appointing officer chooses/selects the appointee from the top five (5) applicants.		None	
	Appointing Officer notifies the HR of the chosen appointee.		None	
11. Wait for posting of selected applicant	Post the selected applicant's name in designated areas.		None	
12. Received written notice of result	Release written notices with results and ratings.		None	
	Provide the list of required appointment documents.		As stipulated in the letter	

13.Submit complete appointment requirements	Received and verify submitted documents	No Fees Required	2 mins.	Ma. Teresita B. Riosa
14. Wait for preparation of appointment documents	Prepare all appointment papers and supporting certifications.		3 mins.	
	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 limitation		None	
15. Receive the appointment documents	Issue the appointment document to the appointee.		None	

4. Updating of Employee Profiling Database

Office or Division:	HUMAN RESOURCE MANAGEMENT
Classification:	SIMPLE
Type of Transaction:	G2C
Who may avail:	LGU Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENTS STEPS	PERSONNEL ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employees shall submit their updated Personal Data Sheets, Contracts, Appointments, or other documents that requires new information necessary for updating.	Assigned personnel shall input the data as soon as possible or whenever necessary.	None	5 to 10 minutes	Cherry Lou Bermas

5. Encode Contract of JO and COS Personnel

Office or Division:	HUMAN RESOURCE MANAGEMENT
Classification:	SIMPLE
Type of Transaction:	G2C
Who may avail:	Job Order and Contract of Service Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENTS STEPS	PERSONNEL ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements (PDS and Job Description)	Received and check completeness of submitted documents	None	5 mins.	Teresita B. Canlas
2. Wait for processing	Encode the following details into the system/ database: -Full Name of JO/COS -Position/ Designation -Office/ Department -Contract Duration (Start and End Date) -Funding Source		10-15 mins.	Ronnie B. Balingbing

3. Wait for confirmation	Review and validate encoded contract	None	10 mins	Cherry Lou Bermas
4. Wait for signature	Approved/ Sign the contract		3 mins	Ma. Teresita Riosa
4. Wait for release	Record the contract to the logbook and release		3 mins	Teresita B. Canlas

6. PAYROLL PREPARATION FOR JOB ORDER AND COS PERSONNEL

Office or Division:	HUMAN RESOURCE MANAGEMENT
Classification:	SIMPLE - COMPLEX
Type of Transaction:	G2C
Who may avail:	J.O AND COS PERSONNEL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished DTRs for the correspondng 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	

CLIENTS STEPS	PERSONNEL ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DTRs and Accomplishment reports to HR	Collect and organize DTRs and reports from all departments; check completeness.	None	2 mins.	Nilda B. Boral/ Dondie Reyes/ Gina Malageño/ Regina Bordarais/ Josephine Bueno/ Famila May Bon
2. Wait for verification of submitted DTRs	Reviews DTRs and see to it that the entry in the DTRs. should correspond with the Official Attendance Log Sheet as monitored daily		1hr.	
3. Wait for payroll preparation and computation	Calculate payroll to ensure all supporting documents are complete.		1 hr.	
4. Process the payroll and submit to the Budget Office for approval; monitor progress and resolve issues as needed.	Submit Payroll for processing; follow up on approval and resolve issues if any.		5 mins. after finalization of the payroll	

AIP REFERENCE CODE	PROGRAM/PROJECT/ACTIVITY DESCRIPTION	IMPLEMENTING OFFICE / DEPARTMENT	SCHEDULE OF IMPLEMENTATION		EXPECTED OUTPUTS	FUNDING SOURCE	AMOUNT					CLIMATE CHANGE EXPENDITURE		CC TYPOLOGY
			START DATE	COMPLETION DATE			Personal Services (PS)	Maintenance & Other Operating Expenses (MOOE)	Financial Expenses (FE)	Capital Outlay (CO)	TOTAL	Climate Change Adaptation	Climate Change Mitigation	
A. HUMAN RESOURCE MANAGEMENT OFFICE (PERSONNEL SECTION)														
1000-001-2-01-001-001-000	**Administrative Services**	HRMO	Jan'26	Dec'26	• Effective & efficient delivery of Human Capital Management services such as: • Filled vacant/mandatory positions in LGU Tabaco with due process thru Personnel Selection Board (PSB); • Processed necessary requirements of applicants and initiates orientation for newly hired employees as to CSC Rules and Regulation; • Settled disputes or dissatisfaction of LGU employees thru Grievance Committee; • Monitored and consolidated submitted documents mandated by specific laws such as SALN, Performance Rating and other mandated documents; • Undertaken the necessary actions regarding the creation of division offices in line with the identified structural reform identified during ELA; • Implemented the Strategic Performance Management System (SPMS) for the City Government of Tabaco; • GAD related programs such as: a. Provided Annual Medical & Health Services including purchase of physical fitness and wellness equipment b. Recognized officials and employees with exemplary performance thru Search for the Most Outstanding City Officials and Employees; • Values Development Program • Capacity development for values development through trainings, seminars, workshops, conventions and benchmarking for a well-trained staff/workers. • Computerization Program for Human Resource Information System (HRIS), leave automation & payroll system enhancement; • Other maintenance and operating expenses.	GF / External Fund		5,400,000.00		1,200,000.00	6,600,000.00			
SUB-TOTAL HUMAN RESOURCE MANAGEMENT OFFICE (PERSONNEL SECTION)							-	5,400,000.00	-	1,200,000.00	6,600,000.00			
B. BUSINESS PERMITS AND LICENSING UNIT														
1000-002-2-01-001-001-000	**Administrative Services**	BPLU	Jan'26	Dec'26	• Effective and efficient delivery of services in the issuances of all kinds of permit for applicants of Business/Mayor's Permit; • Funded the created plantilla as of 2022 and creation of new plantilla for a well-developed organizational structure of BPLU; • Institutionalization of BPLU into a department office; • Institutionalization of Kadiwa Center/Business Center; • Procured office supplies and equipment & motor vehicle; • Capacity development through Comprehensive Training Initiatives for staffs/workers; • Other maintenance and operating expenses;	GF	10,000,000.00	20,000,000.00		30,000,000.00	60,000,000.00			