

City Human Resource Management Office Frontline Services



1. Issuance of Clearance (Leave of thirty (30) days or more)

The Clearance or known as CS Form No. 7, Revised 2018 is a requirement of the incumbent employees in support to his/her application for leave of absence (Vacation Leave and Sick Leave) for thirty (30) calendar days or more, pursuant to CSC Memorandum Circular No. 2, s. 1985, and copies will be retained in the agency and filed in the employee's 201 File.

City Human Resource Management Office, Employees Welfare and

Office or Division:	Benefits Unit			
Classification:	Complex			
Type of Transaction:	G2G – Governme	G2G – Government to Government		
Who may avail:	All incumbent Emp	oloyees		
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE
Vacation Leave Applic	ation			
Leave Form (Civil Servi	ce Form No. 6		Resource Manag	ement Office -
Revised 2020)) (4 origin		Information D	esk	
Sick Leave Application				
Leave Form (Civil Servi			Resource Manag	ement Office -
Revised 2020)) (4 origin		Information D		
Medical Certificate (1 or	iginal copy) AGENCY	Client attendi	ng Physician PROCESSING	PERSON
CLIENT STEPS	ACTIONS	PAID	TIME	RESPONSIBLE
1. Submit the approved required documents to the Employees Welfare and Benefits Unit *Make sure the Leave Form (Civil Service Form No. 6 Revised 2020) are properly filled-out and approved by the Department	1. Receive and verify the required documents and check for completeness and correctness 1.1 Advice the client how to obtain the approval of the form 1.2 Start processing the request	None	1 Hour	Administrative Staff Employees Welfare and Benefits Unit, CHRMO

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1.1 Receives the 4 blank copies of Clearance Form	1.3 Issue the Clearance Form (CS Form No. 7, Revised 2018)			
2. Obtain the signature of the clearing officers/officials	2. Clear the employee from work-related accountabilities	None	2 Hours	Immediate Supervisor
and agency head (City Mayor)	2.1 Clear the employee from money and property accountabilities, to wit		2 Hours	Head of Office
	a. Supply and Property and Mgt. Services		2 Hours	Department Head CGSO
	b. Human Resource Welfare & Assistance		2 Hours	Department Head CHRMO
	c. Agency- accredited Union/		2 Hours	Union President PCHGEA
	Cooperative		2 Hours	Cooperative Manager PCGEMPC
	d. Library Services		2 Hours	Executive Assistant IV CMO
	e. Financial Services		2 Hours	Department Head CTO
	f. Transaction, Processing &		2 Hours	Department Head CAO

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Billing Services			
g. Payroll & Remittances h. Scholarship		2 Hours 2 Hours	Department Head CHRMO & CAO Department Head CADO
i. Internal Affairs Office/Legal Affairs Office/ Administrative Investigation Committee		2 Hours	Department Head CLO
j. Final Approval		1 Day	City Mayor Agency Head
3. Receive and verify the required documents and check for completeness and correctness	None	30 Minutes	Administrative Staff Employees Welfare and Benefits Unit, CHRMO
3.1 Issue the clients copy of the approved Clearance Form (CS Form No. 7, Revised 2018) 3.2 Endorse the agency/CHRMO copy of the approved			
	g. Payroll & Remittances h. Scholarship i. Internal Affairs Office/Legal Affairs Office/ Administrative Investigation Committee j. Final Approval 3. Receive and verify the required documents and check for completeness and correctness 3.1 Issue the clients copy of the approved Clearance Form (CS Form No. 7, Revised 2018) 3.2 Endorse the agency/CHRMO copy of the	g. Payroll & Remittances h. Scholarship i. Internal Affairs Office/Legal Affairs Office/ Administrative Investigation Committee j. Final Approval 3. Receive and verify the required documents and check for completeness and correctness 3.1 Issue the clients copy of the approved Clearance Form (CS Form No. 7, Revised 2018) 3.2 Endorse the agency/CHRMO copy of the approved	g. Payroll & Remittances h. Scholarship 2 Hours i. Internal Affairs Office/Legal Affairs Office/Administrative Investigation Committee j. Final Approval 1 Day 3. Receive and verify the required documents and check for completeness and correctness 3.1 Issue the clients copy of the approved Clearance Form (CS Form No. 7, Revised 2018) 3.2 Endorse the agency/CHRMO copy of the approved



for filing in the PD201/120			
TOTAL	None	4 Days, 1 Hour, 30 Minutes	

Issuance of Clearance (Leave of thirty (30) days or more) qualified for multi-stage processing.



2. Issuance of Clearance (Maternity Leave, and Separation from the Service)

The clearance or know as CS Form No. 7, Revised 2018 is a required from the incumbent employees in support to application maternity leave, and separation from the service pursuant to CSC Memorandum Circular No. 2, s. 1985. This a document requirement for the processing of the monetary benefits of the employees and/or former appointee's.

Office or Division:	City Human Resource Management Office, Employees Welfare and Benefits Unit City Treasurer's Office, Treasury Operation, Review and		
	Disbursement Section City Mayor's Office		
Classification:	Complex		
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government		
Who may avail:	All incumbent employees All separated employees		
CHECKLIST OF RE	QUIREMENTS WHERE TO SECURE		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
Application for Maternity Leave			
Leave Form (Civil Service Form No. 6	City Human Resource Management Office -		
Revised 2020)) (4 original copies)	Information Desk		
Pregnancy Verification Medical Certificate	Employee's Attending Physician		
Upon resume to work for Maternity			
Leave			
Medical Certificate indicating fit work	Employee's Attending Physician		
Application for Mandatory Retirement			
Leave Form (Civil Service Form No. 6	City Human Resource Management Office -		
Revised 2020)) (4 original copies)	Information Desk		
Application for Early Retirement			
Letter of Intent to Apply for Early	Employee		
Retirement	Employee		
Leave Form (Civil Service Form No. 6	City Human Resource Management Office -		
Revised 2020)) (4 original copies)	Information Desk		
Tender of Resignation			
Letter of Intent to Resign	Employee		
Acceptance of Resignation (CS Form No.	City Mayor's Office		
10 Series of 2017)	Oity iviayor's Office		
Leave Form (Civil Service Form No. 6	City Human Resource Management Office -		
Revised 2020)) (4 original copies)	Information Desk		

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved required document to the Employees Welfare and Benefits Unit *Make sure the CS Form No. 6 are properly filled out and approved by the Department	1. Receive and verify the required document and check for completeness and correctness 1.1 Advice the client how to obtain the approval of the form and start processing the request	None	30 Minutes	Administrative Staff Employees Welfare and Benefits Unit, CHRMO
1.1 Receive the 4 blank copies of Clearance Form	1.2 Release 4 copies of blank Clearance Form (CS Form No. 7, Revised 2018)			
2.Obtain the signature of the clearing officers/officials and agency head (City	2. Clear the employee from work-related accountabilities	None	2 Hours	Immediate Supervisor
Mayor)	2.1 Clear the employee from money and property accountabilities, to wit		2 Hours	Head of Office
	a. Supply and Property and Mgt. Services		2 Hours	Department Head CGSO
	b. Human Resource Welfare & Assistance		2 Hours	Department Head CHRMO

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	c. Agency- accredited Union/		2 Hours	Union President PCHGEA
	Cooperative		2 Hours	Cooperative Manager PCGEMPC
	d. Library Services		2 Hours	Executive Assistant IV CMO
	e. Financial Services		2 Hours	Department Head CTO
	f. Transaction, Processing & Billing Services		2 Hours	Department Head CAO
	g. Payroll & Remittances		2 Hours	Department Head CHRMO & CAO
	h. Scholarship		2 Hours	Department Head CADO
	i. Internal Affairs Office/Legal Affairs Office/ Administrative Investigation Committee		2 Hours	Department Head CLO
	j. Final Approval		1 Day	City Mayor Agency Head
3. Submit the 4 copies of signed Clearance Form (CS Form No. 7, Revised 2018) * Make sure the approval of all clearing	3. Receive and verify the required documents and check for completeness and correctness 3.1 Advice the	None	35 Minutes	Administrative Staff Employees Welfare and Benefits Unit, CHRMO
officers/officials and agency head are	client on the process and			



obtained.	endorse to payroll section for preparation of voucher			
	3.2 Prepare the Disbursement voucher		30 Minutes	Administrative Staff Payroll Unit, CHRMO
	3.3 Certify the statement in the disbursement voucher		20 Minutes	Department Head CHRMO
	3.4 Endorse the prepared voucher to the City Accountant		30 Minutes	Clerk CHRMO
	3.5 Certify the allotment obligated		2 Hours	Department Head CAO
	3.6 Certify the availability of fund/s		2 Hours	Department Head CTO
	3.7 Approve the payment of indicated statement		2 Hours	Department Head CADO
4. Claims terminal leave benefits	4. Release the terminal leave benefits	None	2 Hours	Disbursing Officer Cash and Check Disbursement Unit, CTO
	TOTAL	None	5 Days, 2 Hours, 25 Minutes	

Issuance of Clearance (Maternity Leave, and Separation from the Service) qualified for multi-stage processing.

3. Issuance of Certification

The certification indicate the requestor's employment records, and content may differ subject to its purpose such as loans, employment, and/or any legal purpose.

Office or Division:	-	City Human Resource Management Office, Human Resource Management Section			
Classification:	Simple	Simple			
Type of Transaction:	G2C – Governmer G2G – Governmer		nt		
Who may avail:		All incumbent employees All contracted personnel			
CHECKLIST OF RE			WHERE TO SEC	URE	
Principal					
Request Form/ Order of	Payment		esource Manage formation Desk	ement Office	
Representative					
Authorization Letter (1		Citizen or Clie	nt Being Repres	ented	
Valid Identification Card of the person being represented and representative, any of the following (1 photocopy) bring original copies for verification • LGU Transaction ID • Unified Multi-Purpose ID • Passport • Driver's Licence • SSS UMID Card • PRC ID • TIN Card		CHRMO GSIS/SSS DFA LTO SSS PRC BIR	PROCESSING	PERSON	
CLIENT STEPS	AGENCY ACTIONS	PAID	TIME	RESPONSIBLE	
1. Fill out request form and submit at the information desk of CHRMO * Make sure to indicate clearly the purpose of the said document and secure	1.Receive the request form and verifies the purpose 1.1 Issue order of payment and direct client to the City	None	1 Hour	<i>Clerk</i> CHRMO	

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Order of Payment that will be issued.	Treasurer's Office for Payment *For separated employees		
	processing of request will depend on the time of separation and availability of the 201 records		
	1.2 Endorse the request to the staff incharge for the preparation of the request		
	1.2 Start the processing of the request	1 Day	Administrative Staff Human Resource Management Section
	* Includes retrieval of PD201 File (at Archive Room, if separated), updating/ validation of information & generation of Certification		CHRMO
	1.3 Review of the generated certificate	45 Minutes	Administrative Officer II (HRMO I) Human Resource Management Section CHRMO



	1.4 Certifies the request		15 Minutes	Department Head CHRMO
2. Go to the City Treasurer's Office and secure priority	2. Provide priority number from the queuing machine	Certificate - PHP 100.00/copy	5 Minutes	Clerk CTO
number at queuing machine and wait for the number to be called to pay the assigned fees	2.1 Accept payment based on the Order of Payment		35 Minutes	Revenue Collection Clerk III CTO
*Make sure to secure Official Receipt that will be issued upon payment	2.2 Issue the Official Receipt			
3. Return to the City Human Resource Management Office for the releasing of requested certificate	3. Receive, verify and record the official receipt 3.1 Release the	None	25 Minutes	Clerk CHRMO
*Make sure to review the requested	requested certificate			
document upon receipt of certificate and sign the logbook before leaving the premises	3.2 Advice client to review and sign the logbook			
	TOTAL	Certificate - PHP 100.00/copy	1 Day , 3 Hours, 5 Minutes	



4. Issuance of Service Records

The service record indicates detailed employment records including his/her document is requested as an attachment for personal use such as loans, employment, and/or any legal purpose.

Office or Division:		City Human Resource Management Office, Human Resource Management Section			
Classification:	Simple	Simple			
Type of Transaction:	G2C – Governmer G2G – Governmer	nt to Governme	ent		
Who may avail:	All incumbent emp				
CHECKLIST OF RE	QUIREMENTS		WHERE TO SE	CURE	
Principal					
Request Form/ Order of	Payment	City Human Re Information De	esource Managen esk	nent Office -	
Representative					
Authorization Letter (if a		Citizen or Clie	ent Being Repres	sented	
Valid Identification Card of the person being represented and representative, any of the following (1 photocopy) bring original copies for verification • LGU Transaction ID		CHRMO			
Unified Multi-Purpos Passport	e ID	GSIS/SSS DFA			
Driver's Licence		LTO			
SSS UMID Card PRC ID		SSS PRC			
• TIN Card		BIR			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill out request form and submit at the information desk of CHRMO * Make sure to indicate clearly the	1.Receive the request form and verifies the purpose1.1 Issue order of payment and	None	1 Hour	<i>Clerk</i> CHRMO	
purpose of the said	direct client to				

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document and secure Order of Payment that will be issued.	the City Treasurer's Office for Payment 1.2 Endorse the			
	request to the staff in- charge for the preparation of the request			Administrative Staff
	1.3 Start the processing of the request		1 Day	Human Resource Management Section CHRMO
	* Includes retrieval of PD201 File (at Archive Room, if separated), updating/ validation of information & generation of Service Record			
	1.4 Review the generated service record		45 Minutes	Administrative Officer II (HRMO I) Human Resource Management Section CHRMO
	1.5 Certifies the request		15 Minutes	Department Head CHRMO
2. Go to the City Treasurer's Office and secure priority number at queuing machine and wait for	2. Provide priority number from the queuing machine	Service Record - PHP 100.00/copy	5 Minutes	Clerk CTO
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the number to be called to pay the assigned fees *Make sure to secure Official Receipt that will be issued upon payment	2.1 Accept payment based on the Order of Payment 2.2 Issue the Official Receipt		35 Minutes	Revenue Collection Clerk III CTO
3. Return to the City Human Resource Management Office for the releasing of requested certificate *Make sure to review the requested document upon receipt of certificate and sign the logbook before leaving the premises	3. Receive, verify and record the official receipt3.1 Release the requested certificate3.2 Advice client to review and sign the logbook	None	30 Minutes	Clerk CHRMO
	TOTAL	Service Record - PHP 100.00/copy	1 Day , 3 Hours, 10 Minutes	



5. Certification for Loan Application (Creditors excluding Land Bank of the Philippines)

The document is requested as an attachment for salary loan purpose, it certifies the employee's Net Take Home Pay. As such the Certificate of Net Take Home Pay (NTHP) shall be issued in compliance with the implementation of the Php 5,000.00 Net Take Home Pay (NTHP) threshold relative to the issuance of a Republic Act, An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines and for Other Purposes, or the General Appropriations Act (GAA) for the Fiscal Year (FY).

City Human Resource Management Office, Human Resource

Office or Division:	Welfare and Benefits Section			
Classification:	Complex			
Type of Transaction:	G2G – Governme	nt to Government		
Who may avail:	All incumbent emp	ployees		
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE		
Request Form/ Order of	Payment	City Human Resource Management Office - Liaison Officer		
Bank/Creditor Form/s		Lending Institution		
Bank/Creditor Form/s Valid Identification Card, any of the following (1 photocopy) bring original copies for verification • LGU Transaction ID • Unified Multi-Purpose ID • Passport • Driver's License • SSS UMID Card • PRC ID • Phil National ID • TIN Card		CHRMO GSIS/SSS DFA LTO SSS PRC PSA BIR		
Payslips within the last two (2) and/or three (3) months prior to date of loan application. (1photocopy each) bring original copies for verification		Employee		



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out request form and submit the requirements at the Liaison Officer of CHRMO * Make sure to indicate clearly the purpose of the said document and secure Order of Payment that will be issued.	1.Receive, verify and review the requirements 1.1 Issue order of payment and direct client to the City Treasurer's Office for Payment	None	30 Minutes	Administrative Officer II (HRMO I) Human Resource Welfare and Benefits Section CHRMO
triat will be issued.	1.2 Process the request 1.3 Review and		1 Day	
	approve the request		30 Minutes	Department Head CHRMO
2. Go to the City Treasurer's Office and secure priority number at queuing	2. Provide priority number from the queuing machine	Certificate of NTHP - PHP 100.00/copy	5 Minutes	<i>Clerk</i> CTO
machine and wait for the number to be called to pay the assigned fees	2.1 Accept payment based on the Order of Payment		35 Minutes	Revenue Collection Clerk III CTO
*Make sure to secure Official Receipt that will be issued upon payment	2.2 Issue the Official Receipt			
3. Return to the City Human Resource Management Office for the releasing of requested certificate *Make sure to review	3. Receive, verify and record the official receipt3.1 Release the requested certificate	None	30 Minutes	Administrative Officer II (HRMO I) Human Resource Welfare and Benefits Section CHRMO

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and sign the logbook before leaving the premises	the logbook TOTAL	Certificate of NTHP - PHP	,	
the requested document upon receipt of certificate	3.2 Advice client to review and sign			

6. Certification for Loans Application (Pag-IBIG)

Appropriations Act (GAA) for the Fiscal Year (FY).

Office or Division:

The document is as an attachment for salary loan purpose as per request of the employee, it certify the employee's Net Take Home Pay. As such the Certificate of Net Take Home Pay (NTHP) shall be issued in compliance with the implementation of the Php 5,000.00 Net Take Home Pay (NTHP) threshold relative to the issuance of a Republic Act, An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines and for Other Purposes, or the General

Moreover, the service will also certify the government employee's service or employment records as per requirement of the Pag-IBIG, as required.

City Human Resource Management Office, Human Resource

	Welfare and Benefits Section			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All incumbent employees All contracted personnel			
CHECKLIST OF REC	QUIREMENTS	WHERE TO SECURE		
Pag-IBIG Loans Applic	ation			
Application Form		Pag-IBIG, City Human Resource Management Office – Information Desk		
Valid Identification Card, any two (2) of the following (photocopy) bring original copies for verification • LGU Transaction ID • Unified Multi-Purpose ID • Passport • Driver's License • SSS UMID Card • PRC ID • Phil National ID		CHRMO GSIS/SSS DFA LTO SSS PRC PSA		
For Permanent and Casual: Payslips within the last two (2) or three (3) months prior to date of loan application. (1photocopy each) bring original copies for verification		Employee		



For Job Order and Ho	norarium:			
Payroll within the last two (2) or three (3)		City Human Resource Management Office –		
months prior to date of loan application.		Information D)esk	
(1copy each)				
AGENCY		FEES TO BE	PROCESSING	PERSON

(1copy each)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out request form and submit the requirements at the Liaison Officer of CHRMO * Make sure to indicate clearly the purpose of the said document and secure Order of Payment that will be issued.	1.Receive, verify and review the requirements 1.1 Issue order of payment and direct client to the City Treasurer's Office for Payment	None	30 Minutes	Administrative Officer II (HRMO I) Human Resource Welfare and Benefits Section CHRMO
	1.2 Process the request 1.3 Review and		4 Hours	
	approve the request		30 Minutes	Department Head CHRMO
2. Go to the City Treasurer's Office and secure priority number at queuing	2. Provide priority number from the queuing machine	Payroll/ Payslip - PHP 20.00/ certified true	5 Minutes	<i>Clerk</i> CTO
machine and wait for the number to be called to pay the assigned fees	2.1 Accept payment based on the Order of Payment	copy/ photocopy	35 Minutes	Revenue Collection Clerk III CTO
*Make sure to secure Official Receipt that will be issued upon payment	2.2 Issue the Official Receipt			

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3. Return to the City Human Resource Management Office for the releasing of requested certificate *Make sure to review the requested document upon receipt of certificate and sign the logbook before leaving the premises	3. Receive, verify and record the official receipt 3.1 Release the requested certificate 3.2 Advice client to review and sign the logbook	None	30 Minutes	Administrative Officer II (HRMO I) Human Resource Management Section Human Resource Welfare and Benefits Section CHRMO
	TOTAL	Payroll/ Payslip - PHP 20.00/ certified true copy/ photocopy	6 Hours, 10 Minutes	



7. Issuance of Certified Photocopy (from the Original Document)

The document produced as photocopy is requested by the employee to certify as true copy from the original 201 records on file (school records, leave, SPMS forms, Payroll, etc), as an attachment for personal use such as loans, employment, and/or any legal purpose.

Office or Division:	City Human Resource Management Office, Human Resource Management Section		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government		
Who may avail:	All incumbent employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Principal			

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CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Principal					
Request Form/ Order of	f Payment	City Human Resource Management Office - Information Desk			
Bring Original Docume	nt for Validation	Employee	Employee		
Representative					
Authorization Letter (1	original)	Citizen or Cli	ent Being Repre	sented	
Valid Identification Card					
being represented and	representative, any				
of the following (1 phote					
original copies for verifi	cation				
 LGU Transaction ID 		CHRMO			
 Unified Multi-Purpos 	se ID	GSIS/SSS			
Passport		DFA			
 Driver's Licence 		LTO			
 SSS UMID Card 		SSS			
• PRC ID		PRC			
TIN Card		BIR			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill out request	1.Receive the	None	30 Minutes	Clerk	
form and submit at	request form		20	CHRMO	
the information	and verifies the				
desk of CHRMO	purpose				

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* Make sure to indicate clearly the purpose of the said document and secure Order of Payment that will be issued.	1.1 Issue order of payment and direct client to the City Treasurer's Office for Payment		
	1.2 Endorse the request to the staff incharge for the preparation of the request		
	1.3 Start the processing of the request	3 Hours	Administrative Staff Human Resource Management Section CHRMO
	1.4 Review and verifies the request and data	1 Hour	Administrative Officer V Human Resource Management Section CHRMO
	1.5 Approve and certifies the request	30 Minutes	Department Head CHRMO



8. Certification for Loan Application (Land Bank of the Philippines)

The document is requested as an attachment for salary loan purpose, it certifies the employee's Net Take Home Pay. As such the Certificate of Net Take Home Pay (NTHP) shall be issued in compliance with the implementation of the Php 5,000.00 Net Take Home Pay (NTHP) threshold relative to the issuance of a Republic Act, An Act Appropriating Funds for the Operation of the Government of the Republic of the Philippines and for Other Purposes, or the General Appropriations Act (GAA) for the Fiscal Year (FY).

Moreover, the service will also require service employment records as per requirement of the bank/creditor.

Welfare and Benefits Section

Office or Division:

City Human Resource Management Office, Human Resource

	Wellare and Bellette Coulon				
Classification:	Complex				
Type of Transaction:	G2G – Government to Government				
Who may avail:	All incumbent employees				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
Request Form/ Order of Payment		City Human Resource Management Office – Liaison Officer			
Bank/Creditor Form/s		Land Bank of the Philippines			
Valid Identification Card, any two (2) of the following (photocopy) bring original copies for verification • LGU Transaction ID • Unified Multi-Purpose ID • Passport • Driver's Licence • SSS UMID Card • PRC ID • Phil National ID • TIN Card		CHRMO GSIS/SSS DFA LTO SSS PRC PSA BIR			



Payslins within the last	two (2) and/or				
Payslips within the last two (2) and/or three (3) months prior to date of loan		Employee			
application. (1photocopy each) bring original copies for verification		Employee			
CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON	
	ACTIONS	PAID	TIME	RESPONSIBLE	
1. Fill out request	1.Receive, verify	None	30 Minutes	Administrative	
form and submit the	and review the			Officer II (HRMO I) Human Resource	
requirements at the	requirements			Welfare and	
Liaison Officer of	1.1 leave and an of			Benefits Section	
CHRMO	1.1 Issue order of			CHRMO	
* Make sure to	payment and direct client to the				
indicate clearly the	City Treasurer's				
purpose of the said	Office for				
document and secure	Payment				
Order of Payment					
that will be issued.	1.2 Process the		8 Hours		
	request				
	·				
	1.3 Review and				
	approve the			Department Head	
	request		30 Minutes	CHRMO	
2. Go to the City	2. Provide priority	Certificate of	5 Minutes	Clerk	
Treasurer's Office	number from the	NTHP - PHP		СТО	
and secure priority	queuing machine	100.00/copy			
number at queuing	0.4.4	0	OF Mississes	Revenue Collection	
machine and wait for	2.1 Accept	Certificate of	35 Minutes	Clerk III	
the number to be	payment based on the Order of	Employment - PHP		CTO	
called to pay the assigned fees	Payment	100.00/copy			
assigned rees	1 ayınıcın	100.00/сору			
*Make sure to secure	2.2 Issue the				
Official Receipt that	Official Receipt				
will be issued upon	,				
payment					
2. Dotum to the City	2. Dogoius verifi	Nana	20 Min	Administrativa	
3. Return to the City Human Resource	3. Receive, verify and record the	None	30 Minutes	Administrative Officer II (HRMO I)	
Management Office	official receipt			Human Resource	
Management Office	omolai recelpt			1.22	

for the releasing of requested certificate	3.1 Release the requested			Welfare and Benefits Section CHRMO
*Make sure to review	certificate			
the requested document upon receipt of certificate and sign the logbook before leaving the premises	3.2 Advice client to review and sign the logbook			
	TOTAL	For Certificate of NTHP - PHP 100.00/copy	1 Day, 2 Hours, 10 Minutes	
		For Certificate of Employment - PHP 100.00/copy		