

Office of the Human Resource Management Officer

PERSONNEL SERVICES

Applying for a job with the municipal government

- **ABOUT THE SERVICE**

Application for work at the municipal government is open to anyone provided that they meet the qualifications required for the job opening.

Job openings are posted at CSC Bulletin of Vacant Positions/Municipal bulletin board. Applications should be submitted to the HRMO/Office of the Mayor. A Personnel Selection Board (PSB) screens applicants.

The PSB members are:

- Municipal Mayor or his Authorized Representative (Chairman)
- Vice-Mayor (Chairman), in case the position is under his office.
- Municipal Human Resource Management Officer
- Department Head of the department which has the vacancy
- Representative from the rank-in-file employees – 1st Level
- Representative from the rank-in-file employees – 2nd Level

- **REQUIREMENT(s)**

- Application Letter or Letter of Intent address to the Municipal Mayor
- Personal Data Sheet with latest 2” x 2” picture
- Photocopy of Certificate of Eligibility (Authenticated Copy)
- Photocopy of Transcript of Records (Authenticated Copy)
- Medical certificate
- NBI Clearance
- Other supporting documents, if any

- **HOW TO AVAIL OF THE SERVICE**

PLEASE FOLLOW THIS STEPS

TIME FRAME

PERSON/S IN-CHARGE

1. Check for Job Vacancy

5 minutes

Mercelita J. Zoleta

Location:

Office of the HRMO
Municipal Building
Apolinario Mabini Street
Pitogo, Quezon

For more information, please contact:

Mercelita J. Zoleta – MGDH-HRMO
Dorothy Faye F. Lozanes- HRMO Staff

Phone Number:

(042) 318-8208/09985520173

Who may avail of the service:

Anyone who meet the qualifications required for the job opening.

Fees/Charge:

None

Schedule of Service Availability:

Monday to Friday

8:00 am to 12:00 noon

1:00 pm to 5:00 pm

Proceed to Municipal Hall and checks the Bulletin Board found at the entrance of the municipal building for any job posting. He/she may also check out the Civil Service Commission Bulletin Board for Vacant Positions

2. Submit Application

Submit an application letter specifying the positions applied for, together with the requirements.

3. Preliminary Interview

15 minutes

Mercelita J. Zoleta
MGDH-HRMO

Undergo an interview with the Municipal Human Resource Management Officer upon filing of application. This is done to know whether the applicant meets the minimum qualification standard (QS) requirement for the position.

4. Wait of Advice/Notice

10 minute

Mercelita J. Zoleta
MGDH-HRMO

Applicant will be advised to come back on a scheduled date when the Personnel Selection Board (PSB) screens the applicants to fill the vacancy.

Only applicants who are able to meet the minimum QS requirements will be called for an interview by the PSB.

5. PSB Screening

30 minute

PERSONNEL SELECTION
BOARD

The PSB screens and interviews the applicants who meet the QS requirements.

6. Hiring

10 minute

Mercelita J. Zoleta
MGDH-HRMO

The applicant selected by the PSB to fill the vacant position is informed about the selection. Hiring/Start of employment depends on the department that has the vacancy.

Employment papers are prepared by the HRMO.

Filing an Application for Leave

- **ABOUT THE SERVICE**

Elective Officials, Permanent and casual government employees are entitled to vacation and sick leave.

Employees accrue leave credits (1.25 days each for vacation and sick leave every month).

Actual leaves are deducted from these leave credits. If an employee's leave period goes beyond the accrued credits, he/she will not be entitled to pay for the excess leave.

Applications for vacation leave must be filled at least 2-3 days before the leave. For sick leaves, the application must be filled immediately after an employee returns to work.

- **REQUIREMENT(s)**

→ Application for leave (CSC Form No. 6, Revised 2020) – 2 copies

→ Medical Certificate for sick leave exceeding 5 days

→ Clearance from money and/or property responsibilities if leave will last for 30 calendar days or more

- **HOW TO AVAIL OF THE SERVICE**

PLEASE FOLLOW THESE STEPS	TIME FRAME	PERSON/S IN-CHARGE
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1. Fill up Application for Leave Form		
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Employee accomplishes 2 copies of an Application for Leave Form, and has it approved by the Department Head or Chief of Office.

2. File Application for Leave Form		
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5 minutes

Mercelita J. Zoleta, MGDH-
HRMO/Dorothy Faye F.
Lozañes, HRMO Staff

Employee submits the Application for Leave Form together with the requirements above.

3. Processing of Leave Form		
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15 minutes

Dorothy Faye F. Lozañes
HRMO Staff

Employee waits while clerk records Application for leave; makes sure that supporting documents are in order; computes accrued leave credits; and processes Application for Leave Form.

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| 4. Approval of Leave Computation | 5 minutes | Mercelita J. Zoleta
MGDH-HRMO |
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Human Resource Management Officer approves the computation on the Application for Leave.

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| 5. Approval by the Municipal Mayor | 1 day | Hon. Paulino S. Sayat
Municipal Mayor |
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Employee receives the processed Application for Leave and submits the form to the Municipal Mayor for approval.

Furnish the HRMO a copy of the form after approval by the Municipal Mayor.

Securing Service Record, Certificate of Employment and other personnel records

- **ABOUT THE SERVICE**

MUNICIPAL GOVERNMENT employees may request the HRMO for copies of service records, certificates of employment and other certifications.

These are usually required for:

- Salary loans and other forms of loans
- Credit card applications
- Step Increment/Promotions
- Payment of loyalty pay
- Retirement and terminal leave purposes
- Employment by other firms/agencies upon resignation from the municipal government

- **HOW TO AVAIL OF THE SERVICE**

PLEASE FOLLOW THESE STEPS	TIME FRAME	PERSON/S IN-CHARGE
1. Register in the Request Logbook	2 minute	
2. Print Record	10 minutes	Mercelita J. Zoleta, HRMO/ Dorothy Faye F. Lozañes, Staff

Wait while HRMO/HRMO Staff prints the service record, Certificate of Employment, or other requests specified.

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| 3. Approval of the Record | 2 minutes | Mercelita J. Zoleta
MGDH-HRMO |
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Submit the requested record to the Human Resource Management Officer for signature.

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| 4. Issuance of Record | 5 minutes | Mercelita J. Zoleta
MGDH-HRMO |
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Receive the requested record from the employee-in-charge

Securing Travel Order, Itinerary of Travel & Pass slip

• **HOW TO AVAIL THE SERVICE**

PLEASE FOLLOW THESE STEPS	TIME FRAME	PERSON/S IN-CHARGE
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For travel Order:

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| 1. Fill up the request form | 2 minutes | |
| 2. Encode & Print the Travel Order | 5 minutes | Dorothy Faye F. Lozañes
HRMO Staff |

Wait while HRMO/HRMO Staff
Encode & print the Travel Order

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|---|------------|--|
| 3. Sign the Travel Order by the
Department Head concerned | 5 minutes | |
| 4. Submit the same after signing of
Department Head concerned for
Mayor's approval. | 10 minutes | |

For Itinerary of Travel & Pass Slip

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| 1. Fill up the Itinerary of Travel &
Pass Slip Form to be signed by the
Department Head concerned | 10 minutes | |
| 2. Submit the same at HRMO Office
for Mayor's approval. | 5 minutes | |

Filing of Terminal Leave Benefits

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| 1. Secure list of requirements
at HRMO Office | 5 minutes | Concerned claimant |
| 2. Submit the following to HR Office: | | |
| a) Clearance from money, property
& legal accountability, CSC Clearance | | |
| b) Approved Leave Application | | |
| c) SALN | | |
| d) Applicant's authorization to deduct
(in affidavit form) all financial obligations
with the LGU | | |

- e) Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her

In case of resignation:

Employee's letter of resignation duly accepted by the Head of agency

In case of death of claimant:

- a) Death certificate from PSA
 - b) Marriage contract from PSA
 - c) PSA Birth certificate of all surviving legal Heirs
 - d) Designation of next-of-kin
 - e) Waiver of rights of children 18 yrs.old
- And above

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| 3. Process the complete documents submitted by the concerned claimant | 1 day | Mercelita J. Zoleta,HRMO |
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Republic of the Philippines
Municipality of Pitogo
Province of Quezon
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OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICE

PERFORMANCE PLEDGES

WE ARE COMMITTED TO PROVIDE THE HIGHEST POSSIBLE SERVICE AND PLEDGE TO
ACHIEVE THE FOLLOWING

FRONTLINE SERVICES

RESPONSE
TIME

PERSON/S
RESPONSIBLE

SIGNATURE