

MANDATE: To establish a good and strong Government Unit as well as to strengthen the four core areas of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management

VISION: A productive, effective and ethical organization, responsive to the needs of the people in an ideal government unit.

MISSION: Institutionalize a good and strong government unit through proper recruitment of competent and efficient employees advocating commitment to public service with the highest ethical standards in the delivery of public service.

SERVICE PLEDGE:

We, the staff and section head of the Human Resource Management Office pledge and commit to deliver public services as promised in this Citizens' Charter, specifically we will:

- ✓ Serve with a smile;
- ✓ Be courteous and respectful at all times;
- ✓ Promote integrity in our service;
- ✓ Provide adequate and correct information with confidentiality;
- ✓ Observe professionalism;
- ✓ Be prompt and timely; and
- ✓ Commits to come up with level two (2) in PRIME- HRM in 2020.

HUMAN RESOURCE MANAGEMENT OFFICE

1. PROCESSING OF APPLICATION FOR LEAVE OF ABSENCES (VL,SL,FL,SPL,Solo Parent Leave,ML,PL)

Permanent, Co-terminus, temporary, casual and elective municipal government officials and employees are entitled to vacation, sick leave and other privilege leave.

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

Leave of absence, under time and tardiness are deducted from vacation leave credits. Applications for vacation leave must be filed at least 5 days before the actual leave. For sick leaves, the application must be filed immediately upon return of the employee to work.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Municipal officials and employees, punong barangays
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
CSC form #6, Revised 1984	HRM Office, office of the employee who is applying for leave
Medical certificate (for sick leave)	Hospital where the applicant was admitted

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client logbook	1. Give the logbook and assist the client	None	1 minute	<i>Admin. Assistant II</i> Human Resource Management Office or <i>Administrative Aide VI</i> Human Resource Management Office or <i>Administrative Aide II</i>

				Human Resource Management Office
2. Fill up application for vacation or sick leave for one full day or more shall be file and have it approved by their supervisor.	None	None	3 minutes	<i>Supervising Admin. Officer</i> Human Resource Management Office or <i>Admin. Assistant II</i> Human Resource Management Office
3. Forwards the filled- out application form to the department head or immediate supervisor for approval and signature	3. Verify the filled-up form as to completeness	None	4 minutes	Department Head/ Immediate Supervisor
4. Submit the accomplished form for processing	4. Records the application form for leave in the logbook 4.1. Review, verify and compute the leave credits and sign the application of leave by the HRMO	None	20 minutes	<i>Supervising Admin. Officer</i> Human Resource Management Office or <i>Admin. Assistant II</i> Human Resource Management Office
5. Received approved leave application	5. Issue two copy of the application for leave to the respective employee; Files the third copy	None	2 minutes	<i>Admin. Assistant II</i> Human Resource Management Office or <i>Administrative Aide VI</i> Human Resource Management Office or <i>Administrative Aide II</i>

				Human Resource Management Office
			TOTAL:	30 Minutes

2. ISSUANCE OF SERVICE RECORD, CERTIFICATE OF EMPLOYMENT AND OTHER PERSONNEL RECORDS

The Municipal Government Employees may request the HRMO for copies of service records, certificate of employment and other certifications on personnel records.

These are usually required for Salary Loans and other form of loans, step increments/promotions, retirement and terminal leave purposes, employment by other companies/agencies upon resignation from the municipal government, benefits claim and other purposes not mentioned herein.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government), G2C (Government to Citizen)
Who may avail:	Municipal officials and employees (active, resigned, retired & transferred)
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
Proof that the requesting party is an active/ resigned/ retired employee of the Local Government Unit of Kayapa	HRMO/ client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client logbook	1. Give the logbook and assist the client		1 minute	Admin. Assistant II Human Resource Management Office or

		None		<i>Administrative Aide V</i> Human Resource Management Office or <i>Administrative Aide II</i> Human Resource Management Office
2. Wait for the encoding, printing and signing of records	2. Prepare / prints the document requested by the client	None	10 Minutes	<i>Supervising Admin. Officer</i> Human Resource Management Officer or <i>Administrative Assistant II</i> Human Resource Management Office
3. Receive the documents	3. Issue the document requested by the client	None	4 Minutes	
TOTAL:			15 Minutes	

3. FILLING UP OF VACANT POSITIONS

Application for work at the Municipal Government of Kayapa is open to anyone particularly bonafide residents provided that the applicant meets the qualifications required for the job opening.

Job openings are posted at the Municipal Hall bulletin boards, at the HRMO and also published at the Civil Service Commission (CSC) Field Office Bayombong, Nueva Vizcaya bulletin of vacant positions. Application should be submitted to the HRMO.

A Personnel Selection Board (PSB) screens applicants particularly on permanent position (original, promotion) in the Plantilla for appointment by the appointing authority.

Composition of the HRMPSB:

The Municipal Mayor or his duly authorized representative or the Municipal Vice-Mayor or his/ her representative if the vacant position is in the office of the Sanggunian.

Sangguniang Bayan Members particularly the Chairman on committee on Good Governance Public Ethics and Accountability

Representative from the 1st Level Positions duly elected by general assembly

Representative from the 2nd Level Positions duly elected by general assembly

Representative from the Association of Kayapa Municipal Employees (AKME)

Department Head where the vacancy occurs

Human Resource Management Officer

Office or Division:	Human Resource & Management Office
Classification:	Complex
Type of Transaction:	G2G (Government to Government), G2C (Government to Citizen)
Who may avail:	Municipal officials and employees, all qualified applicants
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
Application Letter addressed to Municipal Mayor or Vice-Mayor	Client/ MMO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	1. Give the logbook and assist the client	None	1 Minute	<i>Admin. Assistant II</i> Human Resource Management Office or <i>Administrative Aide VI</i> Human Resource Management Office or <i>Administrative Aide II</i> Human Resource Management Office
2. Submit Application letter	2. Receive and review the application paper with regards to the		4 minutes	<i>Supervising Admin. Officer</i> Human Resource Management Office

	attachments and supporting documents as required by the CSC (Qualification Standards)	None		or <i>Admin. Assistant II</i> Human Resource Management Office
3. Undergo preliminary interview	3. Interview the applicant partially and inform the applicant to wait for the notice of interview	None	25 Minutes	<i>Supervising Admin. Officer</i> Human Resource Management Office
4. Wait for Notice of Screening	4. Prepare the Notice of Screening	None	4-5 days (wait the order of the appointing officer (LCE, V-Mayor))	
5. Undergo Personnel Selection Board Screening	5. Prepare the pre evaluation form and the application papers of the applicants ready for the PSB screening	None	2 hours	Members of Personnel Selection Board
6. Wait for notification from the Human Resource Management Office	6. Inform the applicant whether he or she is selected for the vacant position	None	2 days	<i>Supervising Admin. Officer</i> Human Resource Management Office
TOTAL:			6 days 2 hours and 30 minutes	

4. ISSUANCE OF APPOINTMENT PAPERS OF NEWLY HIRED AND PROMOTED PERSONNEL

Appointment papers for newly hired employees, promoted employees and renewal of appointment for temporary, casual and job orders employees are prepared by the Supervising Administrative (SAO/HRMO IV) and Administrative Assistant II.

Office or Division:	Human Resource & Management Office
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Classification:	Complex
Type of Transaction:	G2G (Government to Government), G2C (Government to Citizen)
Who may avail:	Municipal officials and employees, selected qualified applicants
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
1.PERTINENT DOCUMENTS <ul style="list-style-type: none"> • 1 Copy NBI Clearance • 1 Copy of Certificate of Eligibility if needed • 1 Copy of Certificate of Training/ Employment experience if needed • 1 Xerox Copy of Transcript of Records • 1 Xerox Copy of Diploma • Birth Certificate • Performance rating for the last two (2) rating period • Other requirements as may be deemed necessary. 2.Position Description Form (PDF) 3.Certification forms	HRMO, Office where the vacancy occurs, all concerned agencies and offices (NBI, NSO, SCHOOL ATTENDED, CSC) 3. Municipal Budget Office, Municipal Accounting Office

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	1. Give the logbook and assist the client	None	1 Minute	<i>Administrative Aide II</i> Human Resource Management Office
2. Get form 212 or Personal Data Sheet (PDS), Medical Certificate Form, CSC Form 211 For Promotion: You will be instructed how to fill-up these forms	2. Give the necessary requirements as required by the CSC to the selected applicant	None	10 Minutes	or <i>Administrative Aide II</i> Human Resource Management Office <i>Supervising Adm. Officer</i>
3. Submit the duly accomplished forms	3. Review and verify all the requirements duly accomplished submitted by the	None	4 days	<i>Supervising Adm. Officer</i> Human Resource Management Office Or

	selected applicant			<i>Admin. Assistant II</i> Human Resource Management Office
4. Wait for the preparation of Appointment Forms.	4. Prepare the appointment paper of the selected applicant	None	30 Minutes	
5. Proceed to the supervisor for the signing of the position Description Form and Assumption to Duty	5. Give the appointment paper to the selected applicant for his/ her signature and the signing of his/ her supervisor	None	6 Minutes	<i>Concerned Supervisor</i>
6. Proceed to the Municipal Accounting Office and Municipal Budget Office for the signing of Certification of availability of fund for allowances & salary.	6. Assist and guide the applicant	None	6 minutes	<i>Municipal Accountant</i> Municipal Accounting Office <i>OIC- Mun. Budget Officer</i> Municipal Budget Office
7. Proceed to the Municipal Mayor/Municipal Vice Mayor for the signing of Certification of limitation of Section 325, RA 7160	7. Assist and guide the applicant	None	5 minutes	<i>Local Chief Executive/ Mun. Mayor</i> Municipal Mayor's Office
8. Have your appointment papers approve by the Mayor for those under the Executive Branch and the Vice Mayor for those under the Legislative Branch	8. Assist and guide the applicant	None	15 minutes	<i>Presiding Officer/Mun. Vice Mayor</i> Sangguniang Bayan Office
9. Get the appointment papers attested by the Civil Service Field Office after 2 weeks	9. Finalize the appointment paper and review if all the signatories duly signed the appointment paper	None	5 minutes	<i>Supervising Admin. Officer</i> Human Resource Management Office or <i>Admin. Assistant II</i> Human Resource Management Office

	9.1. Submit the appointment paper to the CSC for attestation			or <i>Admin. Aide VI</i> Human Resource Management Office
TOTAL :			5 days and 18 Minutes	

5. ISSUANCE OF DOCUMENTS NEEDED FOR GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS) MEMBERSHIP AND RETIREMENT, PHILHEALTH MEMBERSHIP AND PAG-IBIG FUND MEMBERSHIP

Membership of Municipal Employees (Elective, Permanent, Co-terminus, Temporary and Casual to Government Service Insurance System (GSIS), Philhealth, Pag-ibig Fund is mandatory.

Office or Division:	Human Resource & Management Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government), G2C (Government to Citizen)
Who may avail:	Municipal officials and employees (active, resigned, retired & transferred)
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
<ol style="list-style-type: none"> 1. Request letters 2. Birth certificate 3. 2x2 picture 	<ol style="list-style-type: none"> 1. Client 2. PSA/ MCRO 3. Client

CLIENT STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	1. Give the logbook and assist the client	None	1 Minute	<i>Administrative Aide VI</i> Human Resource Management Office or <i>Administrative Aide II</i> Human Resource Management Office

2. Submit requirements for membership & retirement to GSIS, Philhealth, & Pag-ibig	2. Receive and review the necessary documents required submitted by the client	None	12 Minutes	Supervising Admin. Officer Human Resource Management Office
3. Wait for the approval of application by concerned agencies	3. Issue the documents requested by the client	None	2 minutes	Supervising Admin. Officer Human Resource Management Office
TOTAL:			15 Minutes	

6. PROVIDE ASSISTANCE TO THE OJT STUDENTS WHO ARE WILLING TO TAKE THEIR OJT IN THE LGU OF KAYAPA AND ISSUANCE OF ON THE JOB TRAINING CERTIFICATE

The Local Government Unit of Kayapa welcome students from state colleges and universities who are willing to have their On the Job Training in the LGU. In which the Local Government Unit of Kayapa aims to mold and train an OJT student to be a productive citizen of the country.

Office or Division:	Human Resource & Management Office
Classification:	Complex
Type of Transaction:	G2G (Government to Government), G2C (Government to Citizen)
Who may avail:	On the Job Training students
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
<ol style="list-style-type: none"> Letter from the College/ university Dean Memorandum of Agreement between the school and the Local Government Unit of Kayapa DTR completed record of training hours 	<ol style="list-style-type: none"> State universities and colleges where the students are officially enrolled Office of the Mayor HRMO, Office where the OJT student was deployed

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's	1. Give the logbook and			Administrative Aide VI Human Resource Management

logbook	assist the client	None	1 Minute	Office or <i>Administrative Aide II</i> Human Resource Management Office
2. Inquire the necessary documents needed	2. Answer briefly and assist the OJT Student	None	10 Minutes	<i>Supervising Adm. Officer</i> Human Resource Management Office
	2.1. Endorse the OJT student together with the adviser to the Local Chief Executive/ Vice Mayor for MOA signing and orientation	None	5-6 days (preparation of MOA and other documents)	<i>Local Chief Executive/ Mun. Mayor</i> Municipal Mayor's Office <i>Supervising Admin. Officer</i> Human Resource Management Office
3. Proceed to the respective office for deployment	3. Assist and endorse the On The Job Trainee to the respective office	None	9 minutes (deployment period 300-365 hours)	<i>Supervising Admin. Officer</i> Human Resource Management Office or <i>Admin. Assistant II</i> Human Resource Management Office or <i>Admin. Aide VI</i> Human Resource Management Office
ISSUANCE OF OJT CERTIFICATE				
4. (On the Job Trainee) Requests for the Certificate of Training for school requirement	4. Prepares/ prints OJT certificate; Forwards it to the authorized signatory			<i>Supervising Admin. Officer</i> Human Resource Management Office or <i>Admin. Assistant II</i> Human Resource Management
	4.1. Issue the OJT certificate	None	5 minutes	

				Office or <i>Admin. Aide VI</i> Human Resource Management Office or <i>Admin. Aide II</i> Human Resource Management Office
TOTAL:			6 days and 24 minutes	

7. ISSUANCE OF DTR AS CAPTURED BY THE BIOMETRIC MACHINE

The computation of tardiness, under time and over time of employees is based solely from the Daily Time Record (DTR) recorded by the biometric machine.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Municipal officials and employees
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
None	None

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. Print Daily Time Record of all clocking personnel, casual, permanent, temporary and contract of service	None	1 day	<i>Admin. Assistant II</i> Human Resource Management Office or <i>Administrative Aide VI</i> Human Resource Management Office
None	2. Compute tardiness,			

	under time and overtime	None	1 day	or <i>Administrative Aide II</i> Human Resource Management Office
None	3.Distribute DTR to employees	None	20 minutes	<i>Administrative Aide VI</i> Human Resource Management Office or <i>Administrative Aide II</i> Human Resource Management Office
Complains and reports corrections on DTR	4.Accepts and Records corrections	None	1 minute	<i>Admin. Assistant II</i> Human Resource Management Office or <i>Administrative Aide VI</i> Human Resource Management Office or <i>Administrative Aide II</i> Human Resource Management Office
TOTAL:			2 days and 21 Minutes	

8. PROVIDE ASSISTANCE AND ORIENTS NEWLY HIRED EMPLOYEE OF THE LOCAL GOVERNMENT UNIT OF KAYAPA (JOB ORDERS, CONTRACT OF SERVICE)

The LGU of Kayapa aims to promote fair selection and hiring of employees with regards to age, religion, gender, sex, disabilities and political affiliation, thus the HRMO is responsible in preparing the appointment papers of the newly hired employees of the LGU.

Office or Division:	Human Resource Management Office
Classification:	Complex
Type of Transaction:	G2G (Government to Government), G2C (Government to Citizen)
Who may avail:	Municipal officials and employees, applicants
CHECKLIST OF REQUIREMENTS:	WHERE TO SECURE:
1. Application Letter addressed to Municipal Mayor or Vice-Mayor	1. MMO/ SBO

2. Pertinent Documents

2. Client/ other offices and agencies

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client's logbook	1. Give the logbook and assist the client	None	1 Minute	<i>Admin. Assistant II</i> Human Resource Management Office or <i>Administrative Aide VI</i> Human Resource Management Office or <i>Administrative Aide II</i> Human Resource Management Office
2. Submit Application letter	2. Receive and review the application paper with regards to the attachments and supporting documents as required by the CSC (Qualification Standards)	None	5 minutes	<i>Supervising Admin. Officer</i> Human Resource Management Office or <i>Admin. Assistant II</i> Human Resource Management Office
None	1. Endorse the applicant to the appointing officer (LCE, Vice Mayor) 2. Wait for the instruction of the appointing officer whether the applicant will be hired or not	None	4-7 days	<i>Supervising Admin. Officer</i> Human Resource Management Office

<p>3. Accomplish and sign all the necessary requirements and documents</p>	<p>3.1. Give the necessary requirements</p> <p>3.2. Prepare the contract of service of the applicant ready for signing</p> <p>3.3. Orient the newly hired employee</p> <p>3.4. Give the contract to the new employee for his/ her signature</p> <p>3.5. Enroll the newly hired employee to the biometric machine</p>	<p>none</p>	<p>15 minutes</p>	<p><i>Supervising Admin. Officer</i> Human Resource Management Office Or <i>Admin. Assistant II</i> Human Resource Management Office</p>
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4. Proceed to the proper office for deployment	4.1. Assist the new employee to the proper office 4.2. Inform the MACCO ,MBO and MTO regarding the newly hired employee	None	10 minutes	
TOTAL:			4 days and 31 minutes	