

HUMAN RESOURCE MANAGEMENT OFFICE

MANDATE:

- Establish a sound recruitment and selection system within the organization;
- Develop and implement policies in all aspects of personnel administration;
- Process appointment and other personnel-related transactions in accordance with the law and organization policy;
- Make continuing analysis of training needs, plan and implement capacity development; and
- Maintain a complete and updated personnel information system.

VISION

To promote a competent courtesy, responsive and accountable workforce in order to deliver quality service.

MISSION

The Human Resource Management Office provides a quantitative measure of the quality and efficiency services for client satisfaction.

Office Head : **KAYCEE LOU D. BAGOLBOL**
HRMO-Designate
Office Address : 2nd Floor, Municipal Town Hall
Poblacion, Salay, Misamis Oriental
Email Address : lgu_salaymisor@yahoo.com

Internal Services:

1. Issuance of Certifications

- Certificate of Leave Credits
- Service Record
- Certificate of Employment

2. Leave Application

- Sick Leave
- Vacation Leave/ Forced Leave / Special Leave Privileges
- Expanded Maternity Leave
- Solo Parent Leave

- Paternity Leave
- Study Leave
- Rehabilitation Leave
- Magna Carta of Women
- Leave for Victims of Violence against Women & Children
- 5-day Special Emergency Leave

3. Authority to Travel

External Services

1. Recruitment, Selection and Placement

1. ISSUANCE OF CERTIFICATES

- Certificate of Earned Leave
- Service Record
- Certificate of Employment

OFFICE		Human Resource Management Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Govern		
WHO MAY AVAIL		Employees, Retirees and Officials		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
For Certificate of Earned Leave/Service Record/Certificate of Employment 1. Fill-out Request Form 2. If through a representative, authorization letter shall be presented - 1 Copy		1. Human Resource Management Office 2. Authorization Letter signed by the employee/former employee.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client request for issuance of either Certificate of Earned Leave, Service Record, Certificate of Employment and Good Moral.	HR Staff seeks approval of the Municipal Mayor for the said request.	None	5 Minutes	Kaycee Lou D. Bagolbol HRMO II and Julie Mae D. Alvarado HR Staff
	The Human Resource Management	None	2 minutes	Kaycee Lou D. Bagolbol HRMO II

	Officer/Aide will prepare the documents requested.			
2. Client receives the duly signed certification.	The Human Resource Management Officer/Aide will release the certification	None	2 Minutes	Kaycee Lou D. Bagolbol HRMO II and Julie Mae D. Alvarado HR Staff
Total			9 minutes	
END OF TRANSACTION				

2. LEAVE APPLICATION

- Sick Leave
- Vacation Leave/ Forced Leave / Special Leave Privileges
- Expanded Maternity Leave
- Solo Parent Leave
- Paternity Leave
- Study Leave
- Rehabilitation Leave
- Magna Carta of Women
- Leave for Victims of Violence against Women & Children
- 5-day Special Emergency Leave

OFFICE	Human Resource Management Office
CLASSIFICATION	Simple
TYPE OF TRANSACTION	G2C – Government to Government
WHO MAY AVAIL	LGU Salay Regular Employees
CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
Sick Leave (SL) ▪ Application for Leave with signature of concerned Office Head (recommending approval) ▪ Medical Certificate (3days SL)	HRMO - Attending Physician/Hospital
Vacation Leave (VL) / Forced Leave/ Special Leave Privileges ▪ Application for Leave with recommendation & signature of concerned Office Head ▪ Additional Requirement for VL without Pay for period exceeding 30 days—Clearance	-HRMO

<p>Expanded Maternity Leave</p> <ul style="list-style-type: none"> ▪ Application for Leave with recommendation & signature of concerned Office Head ▪ Medical Certificate (reflecting the expected period of delivery) 	<p style="text-align: center;">HRMO</p> <p style="text-align: center;">- Attending Physician/Hospital</p>
<p>Parental/ Solo Parent Leave</p> <ul style="list-style-type: none"> ▪ Application for Leave with recommendation & signature of concerned Office Head ▪ Solo Parent ID (Present Original & submit Photocopy) 	<p style="text-align: center;">HRMO MSWDO</p>
<p>Paternity Leave</p> <ul style="list-style-type: none"> ▪ Application for Leave with recommendation & signature of concerned Office Head ▪ Medical Certificate/ Proof of delivery/miscarriage of legitimate spouse ▪ Photocopy of Marriage Certificate 	<p style="text-align: center;">HRMO</p> <p style="text-align: center;">Attending Physician/Hospital</p> <p style="text-align: center;">- Philippine Statistics Authority (PSA)</p>
<p>Study Leave</p> <ul style="list-style-type: none"> ▪ Mayor's Approval ▪ Application for Leave with recommendation & signature of concerned Office Head 	<p style="text-align: center;">Municipal Mayor</p> <p style="text-align: center;">HRMO</p>
<p>Rehabilitation Leave</p> <ul style="list-style-type: none"> ▪ City Mayor's Approval ▪ Incident Report/Police Report or Affidavit of Witnesses, whichever is applicable ▪ Medical Certificate, specifying the following: <ul style="list-style-type: none"> -Nature of Injury -Course of Treatment involved -Need to undergo rest/ rehabilitation -Recommended period of rehabilitation ▪ If under a Private Attending Physician, needs Written Concurrence of Government Physician as to the duration of rehabilitation ▪ Application for Leave with recommendation & signature of concerned Office Head 	<p style="text-align: center;">Mayor's Office</p> <ul style="list-style-type: none"> - Police Station/ Notary Public - Attending Physician/ Hospital - Any Physician from a Government Hospital <p style="text-align: center;">- HRMO</p>
<p>Magna Carta of Women</p> <ul style="list-style-type: none"> ▪ Request Letter endorsed by the concerned Office Head, addressed to the Mayor, through the HRMO 	<p style="text-align: center;">Employee</p>

<ul style="list-style-type: none"> ▪ Application for Leave with recommendation & signature of concerned Office Head ▪ Medical Certificate, with the following: <ul style="list-style-type: none"> -Clinical Summary reflecting the gynaecological disorder - histopathological report -operative technique -the duration of the surgery including pre-operative period (confinement before surgery) - estimated period of recuperation/ recovery 	<p>HRMO</p> <p>Attending Physician</p>			
<p>5-Day Special Emergency Leave (Granted to government employees affected by natural calamities/ disasters)</p> <ul style="list-style-type: none"> ▪ Application for Leave with recommendation & signature of concerned Office Head ▪ Certification from the concerned Head of Office that the following actions were undertaken – verification of employee’s eligibility to be granted of SEL, including (1) validation of place of residence based on latest available records of affected employee; (2) verification that the place of residence is covered in the declaration of calamity/disaster; (3) such other proofs as may be necessary 	<p>HRMO</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Employee fill in the Leave form		None	5 Minutes	<p>Kaycee Lou D. Bagolbol HRMO II and Julie Mae D. Alvarado HR Staff</p>
Client then go to the Local Chief of Executive for the	The Human Resource Management Officer Staff will	None	2 Minutes	<p>Kaycee Lou D. Bagolbol HRMO II and</p>

leave to be approved	accept the approved leave.			Julie Mae D. Alvarado HR Staff
Received the approved/disapproved copy of leave form		None	1 minute	Kaycee Lou D. Bagolbol HRMO II and Julie Mae D. Alvarado HR Staff
Total			8 minutes	
END OF TRANSACTION				

3. AUTHORITY TO TRAVEL

OFFICE		Human Resource Management Office		
CLASSIFICATION		Simple		
TYPE OF TRANSACTION		G2C – Government to Government		
WHO MAY AVAIL		LGU Salay Employees (Officials, Regulars and JO)		
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE		
1. Travel Form - 2 Original Copy 2. Communication 3. If through a representative, authorization letter shall be presented - 1 copy		1. Human Resource Management Office 2. Agencies who will conduct training, Seminars or any other important gathering to be attended 2. Authorization Letter signed by the employee/former employee.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The employee shall fill-out the travel form	The Human Resource Management Officer will signed the Travel Form	None	5 Minutes	Kaycee Lou D. Bagolbol HRMO II and Julie Mae D. Alvarado HR Staff
2. Client then go to the Local Chief of Executive for the Authority to	The Human Resource Management Officer/Aide will accept the	None	2 Minutes	Kaycee Lou D. Bagolbol HRMO II and Julie Mae D.

travel to be approved.	approved authority to travel and record it to the logbook. One Copy will be given to the employees serve as his/her copy.			Alvarado Staff	HR
Total			7 minutes		
END OF TRANSACTION					

1. RECRUITMENT, SELECTION AND PLACEMENT

OFFICE		Human Resource Management Office			
CLASSIFICATION		Simple			
TYPE OF TRANSACTION		G2C – Government to Government			
WHO MAY AVAIL		Employees, Retirees and Officials			
CHECK LIST OF REQUIREMENTS		WHERE TO SECURE			
<ul style="list-style-type: none"> • Application letter to the Municipal Mayor/Vice Mayor; • Duly accomplished Personal Data Sheet (Form 212) or Curriculum Vitae with picture; • Photocopy of supporting documents such as eligibility/ies, trainings, etc. • Certificate of employment, service record, if any; 		<ul style="list-style-type: none"> • Applicant 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
Applicant checks for any vacant position at the Civil Service Bulletin Website and Agency Bulletin	Vacant Position Published in three (3) conspicuous places in the Agency.	None	15 days	Kaycee Lou D. Bagolbol HRMO II	
2. Applicant submit his/her documentary requirements to HRMO thru walk-in or E-mails.	HRMO Evaluate the Documents submitted by the Applicants. *For those Applicant who sent	None	5 Minutes	Kaycee Lou D. Bagolbol HRMO II	

	their Application through Email it will be Acknowledged upon received.			
3. HRMO will notify and scheduled meeting for the member of HRMPSB	Conduct selection Line-up of Qualified applicants and post the selection line-up for 15 days within 3 conspicuous places in the Municipality. * For those who are not qualified, the HRMO will provide notice to the applicant. *For those Applicant lacking of Documents will not be entertained.	None	15 days	Kaycee Lou D. Bagolbol HRMO II and Julie Mae D. Alvarado HR Staff
	The HRMO is the Officer/Official in-charge of the recruitment, selection and placement and HRMPSB shall assist in the judicious screening of applicants.	None	30 minutes	Kaycee Lou D. Bagolbol HRMO II and HRMPSB Member based on Ordinance
	Prepare the Result of the Deliberation or Comparative Assessment and Minutes of Meeting	None	20 Minutes	Secretariat

	Submit Comparative Assessment and resolution to Local Chief Executive for Recommendation	None	30 Minutes	Secretariat
4. Applicant shall wait for the Notice of Appointment from HRMO	The HRMO shall inform the person who was appointed by the Local Chief Executive for issuance of Appointment	None	10 Minutes	Kaycee Lou D. Bagolbol HRMO II
Total			1 month and 1 hour and 35 minutes	
END OF TRANSACTION				