



11. OFFICE OF THE MUNICIPAL MAYOR

11.2. Internal Services



A. Issuance of Certificate of Employment

Certification is issued to employees or former employees to provide documentary history of employment in the local government unit.

Office or Division :	Office of the Municipal Mayor (Human Resource Management Office)
Classification:	Simple
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen (former employees)
Who may avail:	All Permanent, Elective, Regular, Casual, Contract of Service and Job Order employees as well as former employees who were separated from the Agency

CHECKLIST REQUIREMENTS				WHERE TO SECURE
Request Form (1 copy)				Human Resource Management Office
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Secure Request Form	1.1. Provide Request Form	None	1 minute	Corazon B. Imbang Human Resource Management Officer IV
2. Fill-out and submit form	2.1. Review the Request Form		3 minutes	
	2.2. Verify employment record		10 minutes	
	2.3. Prepare the certificate of employment		5 minutes	
	2.4. Countersign the Certificate of Employment		1 minute	
	2.5. Facilitate signing of the Municipal Mayor		10 minutes	Evohn Nee B. Baldestamon Municipal Mayor
3. Receive certificate of Employment	3.1. Release the Certificate of Employment		1 minute	Corazon B. Imbang Human Resource Management Officer IV
TOTAL		None	31 minutes	



B. Issuance of Service Record

Service Record is issued to employees or former employees to provide documentary history of employment with specific salary for a specific period.

Office or Division:	Office of the Municipal Mayor (Human Resource Management Office)
Classification:	Simple
Type of Transaction:	G2G - Government to Government; G2C - Government to Citizen (former employees)
Who may Avail:	All Permanent, Elective and Casual Employees

CHECKLIST REQUIREMENTS				WHERE TO SECURE
Request Form (1 Copy)				Office of the Mayor (Human Resource Management Office)
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Get Request Form	1.1. Provide Request Form	None	1 minute	Corazon B. Imbang Human Resource Management Officer IV
2. Fill-out and Submit Form	2.1. Review the Request Form		3 minutes	
	2.2. Verify Employment Record	10 minutes (5 days for retirement)		
3. Secure Official Receipt from MTO (if applicable)	3.1. Receive Official Receipt	PHP 50.00 (for employees no longer in service)	2 minutes	
	3.2. Print Service Record for signature	None	5 minutes	
	3.3. Sign the Service Record		1 minute	
	3.4. Facilitate signing of the Municipal Mayor		10 minutes	Evohn Nee B. Baldestamon Municipal Mayor
4. Receive copy of the Service Record	4.1. Release the Service Record		1 minute	Corazon B. Imbang Human Resource Management Officer IV
TOTAL		None or PHP 50.00 (for employees no longer in service)	33 minutes	



C. Processing of Application for Leave of Absence of Municipal Officials and Employees

Application for leave or CSC Form No. 6 is certified by the HRMO to an employee requesting for leave of absence with specific date and purpose duly approved by the Head of Office showing the total accumulated leave credit balances.

Office or Division:	Office of the Municipal Mayor (Human Resource Management Office)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who May Avail:	All Permanent, Elective, Regular and Casual Employees			
CHECKLIST REQUIREMENTS			WHERE TO SECURE	
Application for Leave Form (3 Original Copies)			Department Concerned	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	UNIT / DIVISION / PERSON RESPONSIBLE
1. Submit application for leave form to the Human Resource Management Office	1.1. Review Application for Leave Form	None	2 minutes	Corazon B. Imbang Human Resource Management Officer IV
	1.2. Compute the Leave Credit balance of the employee		3 minutes (Computer Generated)	
	1.3. Certify as to leave credit balance		1 minute	
2. Receive Application for Leave for Recommendation of the Department Head	2.1. Return application form for recommendation of the Department Head		2 minutes	
3. Submit the recommended leave of absence form	3.1. Receive recommending approval Application Form		1 minute	Department Head Concerned
	3.2. Facilitate signing of the application form by the Municipal Mayor		15 minutes	Hon. Evohn Nee B. Baldestamon Municipal Mayor
4. Receive file copy of the approved application for leave	4.1. Release copy of the approved application for leave form	1 minute	Corazon B. Imbang Human Resource Management Officer IV	
TOTAL		None	25 minutes	