

OFFICE OF THE HUMAN RESOURCE MANAGEMENT (OHRM)



- 1. Issuance of Employment Certificate**
- 2. Issuance of Service Records**
- 3. Issuance of Approved Leave Application**
- 4. Issuance of Approved Monetization of Leave Credits Application**
- 5. Issuance of Terminal Leave Benefit (TLB)**



Issuance of Employment Certificate

Service Information:

ABOUT THE SERVICE: The Certificate of Employment is usually one of the requirements for seeking job vacancies, promotion, for applying housing loan & other loan applications and for any other purpose.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL	LGU Daanbantayan Officials & Employees			
CHECKLIST OF REQUIREMENTS			Where to Secure	
none			none	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish request form	1. Receive the request form	None	3min	Mary Ann Labrado (Casual); Geraldine Arreglo (Admin Aide I); Josephine Tahanlangit (Admin Aide IV); Arline Gomez (HRMA);
2. Wait upon verifying employment record	2. Verify employment record	None	60min	Geraldine Arreglo (Admin Aide I); Josephine Tahanlangit (Admin Aide IV); Arline Gomez (HRMA);
3. Wait while processing the certification	3. Processing of certification	None	40min	Geraldine Arreglo (Admin Aide I); Josephine Tahanlangit (Admin Aide IV); Arline Gomez (HRMA);
4. Wait while signing the certification	4. Signing of certification		10min	Arline Gomez (HRMA); Miraflor Comendador(HRMO)
5.Receiving of certification	5. Releasing of certification		10min	Geraldine Arreglo (Admin Aide I); Josephine Tahanlangit (Admin Aide IV); Arline Gomez (HRMA);
	Total		2hrs & 3min	



Issuance of Service Records

Service Information:

ABOUT THE SERVICE: The service record is one of the requirements for processing of claims, benefits, loan applications and for any other purpose.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL	LGU Daanbantayan Officials & Employees			
CHECKLIST OF REQUIREMENTS			Where to Secure	
none			none	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Request Form	Receive & review the request form	None	5min	Mary Ann Labrado (Casual); Geraldine Arreglo (Admin Aide I); Josephine Tahanlangit (Admin Aide IV); Arline Gomez (HRMA);
2. Wait while updating & processing of service record	Updating & printing of Service Record	None	40min	Josephine Tahanlangit (Admin Aide IV); Arline Gomez (HRMA);
3. Waiting while signing the service record	Signing of Service Record	None	10min	Arline Gomez (HRMA); Miraflor Comendador(HRMO)
4. Receiving of Service Record	Releasing of Service Record	None	5min	Josephine Tahanlangit (Admin Aide IV); Arline Gomez (HRMA);
	Total		1hr	



Issuance of Approved Leave Application

Service Information:

ABOUT THE SERVICE: The leave of absence is a right granted to officials and employees not to report for work with or without pay as may be provided by law.

The filing of leave application is necessary, when an official or an employee is absent from work due to illness and/or personal transaction/s.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL	LGU Daanbantayan Officials & Employees			
CHECKLIST OF REQUIREMENTS			Where to Secure	
none			none	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Leave Form Application (2copies)	Receive the leave form application	None	5min	Mary Ann Labrado (Casual); Geraldine Arreglo (Admin Aide I); Josephine Tahanlangit (Admin Aide IV); Arline Gomez (HRMA);
2. Wait while recording & updating of leave credits	Recording & updating of leave credits commutation	None	30min	Josephine Tahanlangit (Admin Aide IV);
3. Waiting while processing of leave form application	Processing of leave form application	None	30min	Josephine Tahanlangit (Admin Aide IV); Miraflor Comendador(HRMO)
4. Waiting while approving of leave form application	Approving of leave form application	None	1day	Mun. Admin Hazelita Malaga; Mun. Mayor Sun J. Shimura
5. Receiving a copy of approved leave form application	Releasing of approved leave form application	None	10min	Josephine Tahanlangit (Admin Aide IV);
	Total		1day, 1hr, 15min	



Issuance of Approved Monetization of Leave Credits Application

Service Information:

ABOUT THE SERVICE: The filing of monetization of leave credits application is one way for augmenting the financial deficiency of an official or an employee.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL	LGU Daanbantayan Officials & Employees			
CHECKLIST OF REQUIREMENTS			Where to Secure	
none			none	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Leave Form Application for the monetization of leave credits (2copies)	Receive the leave form application for the monetization of leave credits	None	10min	Mary Ann Labrado (Casual); Geraldine Arreglo (Admin Aide I); Josephine Tahanlangit (Admin Aide IV); Arline Gomez (HRMA);
2. Wait while recording & updating of leave credits for the monetization of leave credits	Recording & updating of leave credits commutation for the monetization of leave credits	None	30min	Josephine Tahanlangit (Admin Aide IV);
3. Waiting while processing of leave form application	Processing of leave form application	None	30min	Josephine Tahanlangit (Admin Aide IV); Miraflor Comendador(HRMO)
4. Waiting while printing for the certification of leave credits	Printing for certification of leave credits	None	30min	Josephine Tahanlangit (Admin Aide IV); Miraflor Comendador(HRMO)
5. Waiting while approving of leave form application for availing the monetization of leave credits	Approving of leave form application for the monetization of leave credits	None	2days	Mun. Mayor Sun J. Shimura
6. Receiving a copy of approved leave form application for the monetization of leave credits & certification of leave credits	Releasing of approved leave form application for the monetization of leave credits & certification of leave credits	None	10min	Josephine Tahanlangit (Admin Aide IV); Miraflor Comendador(HRMO)
	Total		2days, 1hr, 50min	



Issuance of Terminal Leave Benefit (TLB)

Service Information:

ABOUT THE SERVICE: The filing of terminal leave benefit application will be granted for the separated or retired official or employee from the service for the unused accumulated leave credits

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL	LGU Daanbantayan Separated/Retired Officials & Employees			
CHECKLIST OF REQUIREMENTS		Where to Secure		
Approved Letter of Intent for Retirement		Office of the Mayor		
Signed Municipal Clearance		OHRM		
GSIS Clearance		GSIS		
CLIENT S+EPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for Terminal Leave Benefit				
1. Submit approved Letter Of Intent (LOI) for retirement, for Terminal Leave Benefit (TLB) Application	1. Checked approved letter of intent	None	5min	Josephine Tahanlangit (Admin Aide IV); Arline Gomez(HRMA) Mirafior Comendador (HRMO)
2. Receive the ff. : a. mun clearance - 2copies b. leave form-2copies c. GSIS Separation/ Retirement Form	2. Issuance of ff.: a. clearance 2copies) b. leave form (2copies) c. GSIS Retirement / Separation Form	None	20min	Arline Gomez (HRMA) Mirafior Comendador (HRMO)
3 . Submit the ff.: a. Accomplished CSC Form No. 6 (Leave Form) (2copies) b. Signed & approved municipal clearance	3. Receive and verify the accomplished leave form (2copies), signed & approved municipal clearance	None	30min	Josephine Tahanlangit (Admin Aide IV); Mirafior Comendador (HRMO);
4. Waiting for the updating & printing of leave credits commutation	4. Updating & printing of leave credits commutation (3sets)	None	30min	Josephine Tahanlangit (Admin Aide IV); Mirafior Comendador (HRMO);



5. Waiting for the signed leave credits commutation	5. Signed leave credits commutation		10min	Josephine Tahanlangit (Admin Aide IV); Mirafior Comendador (HRMO);
6. Waiting for the processing & printing of evaluation worksheet on accumulated leave credits for commutation (3sets)	6. Recording & printing of evaluation worksheet on accumulated leave credits for commutation (3sets)	None	2days	Josephine Tahanlangit (Admin Aide IV); Mirafior Comendador (HRMO);
7. Waiting while checking the printed evaluation worksheet on accumulated leave credits for commutation (3sets)	7. Checking the printed evaluation worksheet on accumulated leave credits for commutation (3sets)	None	1day	Josephine Tahanlangit (Admin Aide IV); Mirafior Comendador (HRMO);
8. Waiting for the computation of money value for terminal leave benefit (3sets)	8. Computation of money value for terminal leave benefit (3sets)	None	30min	Josephine Tahanlangit (Admin Aide IV); Mirafior Comendador (HRMO);
9. Waiting for the recording & processing of leave form application for the monetization of leave credits	9. Recording & processing of leave form application for the monetization of leave credits	None	15min	Josephine Tahanlangit (Admin Aide IV); Mirafior Comendador (HRMO);
10. Waiting for the approval of the ff.: a. Leave form application for the monetization of leave credits b. Evaluation worksheet on accumulated leave credits for commutation c. Computation of money value for terminal leave benefit	10. Approval of ff.: a. Leave form application for the monetization of leave credits b. Evaluation worksheet on accumulated leave credits for commutation c. Computation of money value for terminal leave benefit	None	1day	Mayor SUN J. SHIMURA



11. Processing of separation/retirement in the GSIS	11. Waiting for the submission of GSIS clearance	None	30days upon receipt of application of separation/retirement	GSIS
12. Submission of GSIS clearance	12. Receive & verify GSIS clearance	None	10min	Josephine Tahanlangit (Admin Aide IV); Mirafior Comendador (HRMO);
13. Waiting for the processing & printing of obligation slip & voucher for Terminal Leave Benefit	13. Processing & printing of obligation slip & voucher for Terminal Leave Benefit w/ attached supporting documents:	None	1hr	Josephine Tahanlangit (Admin Aide IV); Mirafior Comendador (HRMO);
14. Waiting for the attachment of documents	14. Attached the ff. documents to the printed Obligation Slip & Voucher: a) signed letter of intent for separation/retirement b)approve leave form application for terminal leave pay c. signed & certified leave credits commutation d. signed & approved evaluation worksheet on accumulated leave credits for commutation e. Signed & approved computation of money value for terminal leave benefit f. GSIS clearance g. Latest salary adjustment h. latest Statement of Assets, Liabilities & Networth (SALN)	None	2hrs	Josephine Tahanlangit (Admin Aide IV); Mirafior Comendador (HRMO);
15. Waiting for the checking & review of the attachments	15. Check & review the attached documents in the Obligation Slip & Voucher for Terminal Leave Benefits	None	2hrs	Mirafior Comendador (HRMO);
16. Waiting for the forwarding of the	16. Forward the Obligation Slip & Voucher for terminal leave benefit with complete	None	30min	Josephine Tahanlangit (Admin Aide IV);



Terminal Leave Benefit (TLB) claim	attached supporting documents to the Budget Office for the issuance of appropriation of funds			
BUDGET OFFICE				
17. Waiting for the receiving & verifying of the TLB claim	17. Receive & verify obligation slip & voucher with complete attached supporting documents for Terminal Leave Benefit application	None	30min	Rommel Condino (Budget Officer I); Marissa M. Cruz (Mun Budget Officer)
18. Waiting for the recording & issuance of funds appropriation to support for the TLB claim	18. Record & issue funds appropriation attached to the Obligation Slip & voucher for Terminal Leave Benefit Application	None	30min	Rommel Condino (Budget Officer I); Marissa M. Cruz (Mun Budget Officer)
19. Waiting for the forwarding of TLB claim to the Accounting Office	19. Forward the obligation slip & voucher with complete attached supporting documents, for Terminal Leave Benefit in the accounting office	None	10min	Jessah Mondejar (Admin Aide I); Rommel Condino (Budget Officer I)
ACCOUNTING OFFICE				
20. waiting for the receiving & checking of voucher for the TLB claim	20. Receive & check obligation slip & voucher with complete attached supporting documents, for Terminal Leave Benefit in the accounting office	None	1hr	Jerome Moralde (Admin Aide I); Ronelo V. Dapat (Municipal Accountant)
21. Waiting for the recording & issuance of availability of funds to be attached in the voucher for the TLB claim	21. Recording, issuance of availability of funds & attached to obligation slip & voucher with complete attached supporting documents, for Terminal Leave Benefit	None	1hr	Jerome Moralde (Admin Aide I); Ronelo V. Dapat (Municipal Accountant)
22. Waiting for the forwarding of TLB claim in the Treasurer's Office	22. Forward the obligation slip & voucher with its complete supporting documents for the terminal leave benefit in the Treasurer's Office	None	30min	Jerome Moralde (Admin Aide I)
TREASURERS OFFICE				



23. Waiting for the receiving & checking of Obligation Slip & Voucher w/ complete attached supporting documents for the TLB claim	23. Receive & check obligation slip & voucher with complete attached supporting documents, for Terminal Leave Benefit (TLB) Claim		30min	Glowel Mendoza (Admin Aide I); Marilyn Arsolon (Admin Asst. II)
24. Waiting for the recording & processing of cheque for the TLB claim	24. Recording & processing of cheque for the (TLB) claim		1hr	Glowel Mendoza/ Eva P. Deleon (Municipal Treasurer)
25. Waiting for the signing of voucher & cheque for TLB claim	25. Signed voucher & check for TLB claim		1day	Eva P. Deleon (Municipal Treasurer)
26. Waiting for the signing & approving of	26. Signed & Approved voucher & cheque		1day	Municipal Mayor Sun J. Shimura
27. Signed acceptance of voucher & receive cheque	27. For acceptance of voucher & Releasing of cheque		30min	Glowel Mendoza/ Marilyn Arsolon/ Eva P. De Leon (Treasurer's Office)
		Total	37days & 7hrs & 40min	

