HUMAN RESOURCE MANAGEMENT OFFICE

INTERNAL & EXTERNAL SERVICES

1. ISSUANCE OF CERTIFICATE OF EMPLOYMENT

A Certificate of Employment, also called Employment Certificate, is used to verify employment history of a current employee. It is usually requested to complete the requirements as a requirement in loan processing.

Office or Division:	Office of the Human Resource Management Office			
Classification:	Simple			
Type of Transactions:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Active Employee of the Agency			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request Slip		Office of the HRMO		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up Request Slip and submit to HR Office	1.1 Receives and records request slip and prepares certificate of employment.	None	3 minutes	Clerk HRMO
	1.2 Check and review employee's employment record and salary	None	1 day	Clerk
	1.3 Prepare certificate of employment	None	15 minutes	Clerk
	1.4 Reviews and signs Certificate of Employment	None	10 minutes	Head HRMO
2. Claims Certificate of Employment & signs logbook.	2.Records and releases Certificate of Employment	None	2 minutes	Admin Aide HRMO
	TOTAL:	**NONE**	**1 hours and 30 minutes**	

***Under normal circumstances

2. ISSUANCE OF SERVICE RECORD

A Service Record is a collection of either electronic or printed material which provides a documentary history of a person's activities, record of appointment, salary adjustments, Office or Place of Station and leave of absence without pay.

Office or Division:	Office of the Human Resource Management Office			
Classification:	Simple			
Type of Transactions:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Active Employee of the Agency			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request Slip		Office of the HRMO		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up Request Slip and submit to HR office	1.1 Receives and records request slip and prepares service record	NONE	3 minutes	Clerk
	1.2 Review and check the employee's 201 file	NONE	1 day	Clerk
	1.3 Prepare and print service records	NONE	15 minutes	Clerk
	1.2Reviews and signs service record	NONE	10 minutes	Head HRMO
2. Claims Service Record and signs the logbook	2.Records and releases service record	NONE	2 minutes	Admin Aide HRMO
	TOTAL:		**1 day and 30 minutes**	

***Under normal circumstances

3. ISSUANCE OF TRAVEL AND TRAINING ORDER

A training and/or travel order is issued to employee who will attend training and seminar; meetings; conduct inspection and activities outside Municipality of Calumpit or their official workstation.

Office or Division:	Office of the Human Resource Management Office			
Classification:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Active employee of the agency.			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request Slip		Office of the HRMO		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up Request Slip and Submit Approved Letter of Activity	1.Receives and records request slip, review documentary requirements	NONE	3 minutes	Clerk
	1.2 Prepare travel order	NONE	25 minutes	Clerk
	1.3 Reviews and signs training/travel order	NONE	30 minutes	Head HRMO
2. Claims Service Record and signs the logbook	2.Records and releases training/travel order	NONE	2 minutes	Admin Aide /HRMO
	TOTAL:	**NONE**	**1 hour**	

***Under normal circumstances

4. APPROVAL OF LEAVE OF ABSENCE

Appointive officials up to the level of heads of executives, department, heads of departments, and employees of the government whether permanent, temporary, or casual, who render work during the prescribed office hours, shall be entitled to 15 days' vacation and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays Public Holidays.

Office or Division:	Office of the Human Resource Management Office			
Classification:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Active Employee of the Agency			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request Slip Leave Form		Office of the HRMO		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill out Request Slip and Submit Duly Accomplished Leave Form	Receives and record request slip and leave form	NONE	3 minutes	Clerk HRMO
	Review leave credits and endorse to HR Head	NONE	1 day	Clerk HRMO
	Certify leave credit earned	NONE	20 minutes	Head HRMO
	Approved Leave Application	NONE	3 days	Municipal Mayor
	Update record on leave credits balance on leave card	NONE	35 minutes	Clerk HRMO
2. Claim the approve leave application	Records and releases copy of leave form	NONE	2 minutes	Admin Aide
	TOTAL:		**5 days**	

***Under normal circumstances

5. TERMINAL BENEFITS CLAIM

A terminal benefit is received by casual and regular employees upon resignation or retirement and/or separation of service.

Office or Division:	Office of the Human Resource Management Office
Classification:	Complex
Type of Transactions:	G2C - Government to Citizen
Who may avail:	Former government employee of the agency.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Certification of leave credits	Office of the HRMO
Approve leave application.	Office of the HRMO
Complete service record	
Statement of Assets, Liabilities and Net Worth	Requesting Party
Applicant's authorization (in affidavit form) to deduct all financial obligations with the agency.	Requesting Party
Government Services Insurance System (GSIS) Clearance	GSIS Office
Affidavit of No Pending Case	Public Attorney's Office or any Law Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit all documentary requirements	Receives and records request slip, review documentary requirements and prepares service record	NONE	15 minutes	HRMO Staff
	Review leave card/credits of former employee	NONE	1 day	
	Compute terminal-pay and all necessary deductions	NONE	4 hours	HRMO Staff
	Prepares obligation request and disbursement voucher	NONE	20 minutes	
	Signs obligation request, disbursement voucher and cheque	NONE	5 days	HRMO Municipal Budget Officer Municipal Accountant Municipal Mayor

2. Claims Terminal Benefits and signs the voucher	Release of terminal benefits	NONE	10 minutes	Municipal Treasurer/ Mayor's Office
	TOTAL:	**NONE**	**6 days; 4 hours and 45 minutes**	

*** For with complete requirements