



Republic of the Philippines  
Province of Leyte  
**Municipality of Albuera**

## HRMO CITIZEN'S CHARTER 2021

hrmo.albuera@gmail.com // (053) 562-0030

<b>Office or Division:</b>	Human Resource Management Office					
<b>Classification:</b>	Simple					
<b>Type of Transaction:</b>	G2G - Government to Government					
<b>Who may avail:</b>	Active Local Government Unit Employees					
FRONTLINE SERVICE	STEPS/PROCEDURES		DOCUMENTARY REQUIREMENTS	FEES	PROCESSING TIME	RESPONSIBLE PERSON
	Applicant/Client	Service Provider				
<b>1. Application for Leave</b>	1. Submit CSC Form No. 6 to the HRMO.	1. HRMO evaluates and accepts leave form.	<b>CSC Form No. 6 (Leave Form)</b> *Medical Certificate	None	1 minute	Alexander F. Mesina
		2. HRMO computes leave balance.			3 minutes	Alexander F. Mesina Salvacion R. Montajes Juliana M. Cañon
		3. HRMO certifies leave balance.			1 minute	Frederick M. Cuesta
		4. Department head approves or disapproves leave.			5 minutes	Respective Dep. Head
	2. Employee receives leave application form.	5. Municipal Mayor approves or disapproves leave.			*For sick leave of more than 5 days.	30 minutes to 1 day

<b>Office or Division:</b>	Human Resource Management Office					
<b>Classification:</b>	Simple					
<b>Type of Transaction:</b>	G2G - Government to Government, G2C - Government to Citizen					
<b>Who may avail:</b>	Active or Inactive Local Government Unit Employees					
FRONTLINE SERVICE	STEPS/PROCEDURES		DOCUMENTARY REQUIREMENTS	FEES	PROCESSING TIME	RESPONSIBLE PERSON
	Applicant/Client	Service Provider				
<b>2. Certificate of Employment</b>	1. Present proof of identification	1. Entertain client's request	<b>Proof of Identification</b>	None	1 minute	Ma. Famella Mae C. Fuliga
	2. Present information about self	2. Prepare and release signed Certificate of Employment			10 minutes	Ma. Famella Mae C. Fuliga Frederick M. Cuesta

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FRONTLINE SERVICE	STEPS/PROCEDURES		DOCUMENTARY REQUIREMENTS	FEES	PROCESSING TIME	RESPONSIBLE PERSON
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<b>3. Service Record</b>	1. Present proof of identification	1. Entertain client's request	<b>Proof of Identification</b>	None	1 minute	Salvacion R. Montajes
	2. Present information about self	2. Prepare Service Record			10 minutes	Salvacion R. Montajes
		3. Release signed Service Record				30 minutes to 1 day

<b>Office or Division:</b>	Human Resource Management Office					
<b>Classification:</b>	Simple					
<b>Type of Transaction:</b>	G2C - Government to Citizen					
<b>Who may avail:</b>	Inactive Local Government Unit Employees					
FRONTLINE SERVICE	STEPS/PROCEDURES		DOCUMENTARY REQUIREMENTS	FEES	PROCESSING TIME	RESPONSIBLE PERSON
	Applicant/Client	Service Provider				
<b>4. Terminal Leave Benefits</b>	1. Present documentary requirements	1. Entertain client's request	1. CS Form No. 7 Revised 2018 (Clearance Form) 2. Service Record 3. Certified true copy of Leave Card 4. Application for leave (Terminal Leave) 5. Computation of Terminal Leave Benefits 6. SALN, Revised Jan. 2015 7. Affidavit of Authority to Deduct 8. Affidavit of Pendency/Non-Pendency of Administrative /Criminal Case 9. NOSA 10. Resignation Letter in case of resignation	None	1 minute	Salvacion R. Montajes
		2. Prepare Computation of Terminal Leave Benefits and segregate documents			25 minutes	Salvacion R. Montajes
		3. Forward documentary requirements and computation to Accounting Department.				5 minutes

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<b>5. Loan Application with Landbank</b>	1. Present Landbank Loan Form	1. Entertain client's request	<b>Landbank Loan Form</b>	None	1 minute	Salvacion R. Montajes
		2. Encode data from Landbank Loan Form and Print			15 minutes	Salvacion R. Montajes
		3. Obtain signature of Municipal Treasurer and Municipal Mayor			30 minutes to 1 day	Flordeliz C. Ampong Mayor Sixto B. De la Victoria
		4. Submit application to Landbank			1 day	MTO

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FRONTLINE SERVICE	STEPS/PROCEDURES		DOCUMENTARY REQUIREMENTS	FEES	PROCESSING TIME	RESPONSIBLE PERSON
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<b>6. Monetization of Leave Credits</b>	1. Present Leave Form Request	1. Entertain client's request	1. CSC Form No. 6 (Leave Form) 2. Letter of Request 3. Medical Certificate, Laboratory Results/ Billing expenses/ School Expenses 4. Service Record	None	1 minute	Salvacion R. Montajes
		2. Compute, record and update leave credits balances.			15 minutes	Salvacion R. Montajes
		3. Prepare certification, stating the accumulated leave credits from vacation and sick leave and purpose of monetization.			1 hour	Salvacion R. Montajes
		4. Seek signatories			30 minutes to 1 day	Arlene Rio S. Villar Mayor Sixto B. De la Victoria
		5. Releasing of Certification			1 minute	