



**OFFICE OF THE HUMAN RESOURCE
MANAGEMENT**

VACANCIES (PLANTILLA (REGULAR) POSITIONS)				
Office or Division:	Human Resource Management Office			
Classification	Complex			
Type of Transaction	G2C, G2G			
Who may Avail?	Individuals who are wanting to be employed in the agency as Regular Personnel; Regular Employees seeking for promotion			
Checklist of Requirements				Where to secure
				Agencies (Online/offline)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
	The HRMO publishes vacant positions using CSC Form No. 9, Rev. 2018 listing the qualification standards as well as the documentary requirements needed to be submitted.			HRMO STAFF
1. Client may visit the CSC website (https://web.csc.gov.ph/career/), CSC RO8 website (www.cscro8.weebly.com), as well as the HRMO website (http://bit.ly/hrmoalbuera), as well as check the public Bulletin Boards around the LGU for list of vacant plantilla positions of the agency. If the client matches the minimum requirements, they may submit the documentary requirements online or through walk-in.				
	A. Upon receiving of the application, the HRMO evaluates the completeness and qualification of the client based on the submitted documents.		15 - 30 days (Depending on the number of Applicants)	OIC-HRMO
	Applications with incomplete documents will be scheduled for the date of the conduct of the deliberation to be conducted by the HRMPSB, and to be approved by the Chairman (Local Chief Executive).			OIC-HRMO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
2. The qualified client will receive a notice letter of Deliberation which will be sent personally or through e-mail.				
	During deliberation, the HRMO acts as the secretariat.		1 day	OIC-HRMO
	Upon evaluation of the most qualified application after the deliberation by the HRMPSB, the HRMO will prepare appointment papers for the LCE's signature, the relevant Department Head's Signature where the successful client will be stationed, as well as coordinate with the client for other documentary requirements. Appointments requiring Justifications will also be complied.		1 - 7 days	Admin. Aide III / OIC-HRMO
	After all documents are attested. The documents will be sent to the CSC Field Office for evaluation.			CSC Western Leyte Field Office
	For appointments requiring additional supporting documents / justification, concerned department is requested to comply and once the needed documents are submitted, the same are transmitted to CSC			
	Once the client's appointment is approved by the CSC, the HRMO will endorse the new employee to the assigned office for orientation		10-20 minutes	Department Head / HRMO
TOTAL		NONE	15 - 38 days	

LEAVE APPLICATIONS				
Office or Division:	Human Resource Management Office			
Classification	Simple			
Type of Transaction	G2C			
Who may Avail?	LGU Albuera regular and casual employees;			
Checklist of Requirements				Where to secure
a. CSC Form No. 6 (Leave Form) b. Medical/Birth/Marriage Certificate/Other relevant attachments* (For applicable leave applications)				Walk-in, Website (bit.ly/hrmoalbuera)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits at least 3 physical original copies of Leave Application with original signatures.	The HRMO Certifies the current leave credit balance and deducts the appropriate days filed based on the leave application.		10 minutes to 1 hour	Admin. Aide IV
	The HRMO forwards the leave application back to the client's home office to obtain the Department Head's recommendation regarding the leave application.		1 hour to 2 hours	Job Order
	After obtaining the recommendation from the department head, the application is forwarded to the Local Chief Executive's office for the final decision of the leave application.		4 hours to 1 day	Job Order
	The leave application is then returned to the HRMO office, usually by batches, where the office will photocopy the applications for records-keeping		1 hour	Job Order
	The client is informed that their leave application is ready to be picked up.		5 minutes	Job Order
TOTAL		NONE	6 hours and 15 minutes to 1 day and 4 hours	

Employee Personal Files Request and Certification				
Office or Division:	Human Resource Management Office			
Classification	Simple			
Type of Transaction	G2C			
Who may Avail?	Current LGU Albuera employees; Former LGU Albuera employees; Must be personal requests only;			
Checklist of Requirements				Where to secure
a. Letter stating purpose of request. b. (If online) Scanned/photo of government-issued Identification Card. The following documents may be requested by the client: SALN 2019, 2020, 2021, 2022 (Soft Copy, Physical Copy) IPCR 2019, 2020, 2021 (Soft Copy, Physical Copy) NOSA, NOSI 2021, 2022, 2023 (Soft Copy, Physical Copy) 201 Files (Soft Copy, Physical Copy)				Walk-in, Website (bit.ly/hrmoalbuera)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits letter stating purpose of request. If the service request is done online, the client must attach a scanned copy/photo of their government ID	After checking that all the requirements have been submitted, the HRMO staff will prepare a photocopy (if requested physically) or a scanned copy (if request is sent online).		5 minutes to 1 hour	Job Order
	Physical photocopies will be forwarded to the OIC-HRMO for certification (if requested).		5 minutes	OIC-HRMO
	The client is then informed that the requested document is available for pick up.		5 minutes	Job Order
	The client is informed that their leave application is ready to be picked up.		5 minutes	Job Order
TOTAL		NONE	20 minutes to 1 hour and 15 minutes	

SERVICE RECORD				
Office or Division:	Human Resource Management Office			
Classification	Simple			
Type of Transaction	G2C			
Who may Avail?	LGU Albuera regular and casual employees; Former LGU Albuera regular and casual employees.			
Checklist of Requirements				Where to secure
a. Letter stating purpose of request. b. (If online) Scanned/photo of government-issued Identification Card.				Walk-in, Website (bit.ly/hrmoalbuera)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits letter stating purpose of request. If the service request is done online, the client must attach a scanned copy/photo of their government ID	After checking that all the requirements have been submitted, the HRMO staff will prepare the latest Service Record of the relevant client.		30 minutes to 1 hour	Order, OIC-HRM
	After printing, the service record is forwarded to the Local Chief Executive's office for certification.		4 hours to 2 days	Job Order
	The service record is then returned to the HRMO office, usually by batches, where the office will inform the client that their service record is ready to be picked up.		10 minutes	Job Order
TOTAL		NONE	4 hours and 40 minutes to 2 days and 3 hours	

CERTIFICATE OF EMPLOYMENT				
Office or Division:	Human Resource Management Office			
Classification	Simple			
Type of Transaction	G2C			
Who may Avail?	LGU Albuerca employees; Former LGU Albuerca employees.			
Checklist of Requirements				Where to secure
a. Letter stating purpose of request. b. (If online) Scanned/photo of government-issued Identification Card.				Walk-in, Website (bit.ly/hrmoalbuera)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits letter stating purpose of request. If the service request is done online, the client must attach a scanned copy/photo of their government ID	After checking that all the requirements have been submitted, the HRMO staff will verify office records for client employment.		10 minutes to 30 minutes	Order, OIC-HRM
	After verification, the Certificate of Employment is printed and certified.		30 minutes.	Order, OIC-HRM
	After printing, the HRMO will inform the client that their service record is ready to be picked up.		5 minutes	Job Order
TOTAL		NONE	45 minutes to 1 hour	

LBP E-SALARY LOAN				
Office or Division:	Human Resource Management Office			
Classification	Simple			
Type of Transaction	G2C			
Who may Avail?	LGU Albuera regular employees;			
Checklist of Requirements				Where to secure
a. Fully-accomplished LBP E-salary loan form.				Walk-in, Website (bit.ly/hrmoalbuera)
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits fully-accomplished LBP E-salary loan form.	After checking that required fields have been filled, the HRMO staff will verify encode the information for transmittal.		30 minutes	Job Order
	The HRMO will produce two outputs: A printed transmittal form in triplicate copies and a burned CD containing the same information.		30 minutes to 1 hour	Job Order
	The outputs will be forwarded to the relevant signatories (Municipal Treasurer, and LCE).		10 minutes	Job Order
	The Municipal Treasurer's Office will transmit the outputs to the LandBank Ormoc City Branch		1 hour - 1 day	Job Order
	Client will wait for a confirmation from Landbank after evaluation if their loan has been approved or not		3 days - 1 week	Job Order
TOTAL		NONE	3 days and 3 hours to 8 days	

TERMINAL LEAVE/MONETIZATION BENEFITS				
Office or Division:	Human Resource Management Office			
Classification	Complex			
Type of Transaction	G2C			
Who may Avail?	LGU Albuera regular and casual employees; Former LGU Albuera regular and casual employees (For TLB).			
Checklist of Requirements				Where to secure
a. At least 15 vacation leave credits (for Monetization). b. Clinical Abstract / Medical Procedures to be Undertaken, or other relevant documents (for Monetization) c. Approved resignation letter (for TLB claim if employee is less than 60 years of age).				Walk-in, Website (bit.ly/hrmoalbuera)
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client satisfies the requirements above	Documentary requirements will be prepared by the HRMO: Computation of TLB Photocopy of Leave Card Service Record Certified True Copy of SALN Most Recent NOSA/NOSI Clearance* Application of TLB* Affidavit of Pendency/Non-Pendency of Administrative/Criminal Case (TLB only)* Applicant's authorization (in affidavit form) to deduct all financial obligation (TLB only)*		7 working days	Order, OIC-HRM
	Client will then be contacted once the documentary requirements are prepared and explained of the procedures.		15 minutes	OIC-HRMO
2. Documents marked with an asterisk (*) will then be processed by the client himself (as their signature or actual presence is needed)	Once the client obtains all signatures from signatories, he should return all documents to the HRMO for collation.		1 day to 7 days	Job Order
	The documentary requirements will then be forwarded to the Mayor's Office for Certification.		10 minutes	Job Order
	Once the document is returned to the HRMO, the document is forwarded to the Municipal Budget Office, Municipal Accountant's Office, and Municipal Treasurer's Office for budget allotment, verification and auditing, and then release.		7 days	
	The Municipal Treasurer's Office will then contact the client for disbursement of the benefits.		15 minutes	
TOTAL		NONE	15 days to 21 days	

