



City Human Resources and Management Office Internal Services





1. Service Record Processing

Issued to employees to affirm their employment in the City Government.

Office or Division:	City Human Resources and Management Office			
Classification:	Simple (incumbent) Complex (separated)			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of the City Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For incumbent employee:				
1. Request Form (1 Original Copy)		City Human Resources and Management Office (CHRMO)		
For separated employee:				
1. Appointment form (1 Photocopy)		Requesting Pary		
2. Old Service Record		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill-out request form	1. Receive and process request form.	None	2 minutes	Staff CHRMO
	1.1 Service Record forwarded to CHRMO Head for signature	None	2 days 23 hours (Incumbent)	Assistant Department Head CHRMO
	1.2 Review and sign request form	None	4 working days 23 hours (separated)	City Human Resources Management Officer CHRMO
2. Wait for the release of service record.	2. Release service record.	None	2 minutes	Staff CHRMO
	TOTAL:	None	2 working days 23 hours 4 minutes (incumbent) 4 working days 23 hours 4 minutes (separated)	



2. Certificate of Employment

Employees who plan to separate from the City Government must secure a certificate of employment from the City Human Resources and Management Office, or as part of requirements for whatever purpose that it may serve.

Office or Division:	City Human Resources and Management Office			
Classification:	Simple (incumbent) Complex (separated)			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of the City Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For incumbent employee:				
1. Request Form (1 Original Copy)		City Human Resources and Management Office (CHRMO)		
For separated employee:				
1. Appointment form (1 Photocopy)		Requesting Pary		
2. Old Service Record		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE
1. Secure and fill-out request form	1. Receive and process request form.	None	2 minutes	Staff CHRMO
	1.1 Certificate of Employment forwarded to CHRMO Head for signature	None	2 days 23 hours (Icumbent)	Assistant Department Head CHRMO
	1.2 Review and sign request form	None		City Human Resources Management Officer CHRMO
2. Wait for the release of service record.	2. Release service record.	None	2 minutes	Staff CHRMO
	TOTAL:	None	2 Days 23 Hours 4 Minutes	



3. Application for Leave Processing

Leave of Absence is generally defined as a right granted to officials and employees not to report to work with or without pay as may be provided by law.

Office or Division:	City Human Resources and Management Office	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Employees of the City Government	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Supporting papers of the Applicant as applicable:		
a) Vacation Leave		
i. Within the Philippines - n/a		Requesting Party
ii. Abroad - Travel Authority, Clearance from money and work accountability		SPJLAEH, RHU, GALIC
iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original)		SPJLAEH, RHU, GALIC
b) Sick Leave		
i. Medical Certificate signed by the City Health Officer (1 Original)		Requesting Party
ii. In case medical consultation was not availed - an affidavit should be executed by the applicant (1 Original)		
c) Maternity Leave		Government or Private Physician
i. Proof of pregnancy (ultrasound, doctor's certificate on the expected date of delivery) (1 Original)		Requesting Party
ii. Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a) if needed (1 Original)		SPJLAEH, RHU, GALIC
iii. Leave exceeding 3 days		



shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original)	PSA, Government or Private Physician
d) Paternity Leave	
i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy)	Requesting Party
e) Special Privilege Leave	
i. Within the Philippines - n/a	SPJLAEH, RHU, GALIC
ii. Abroad - Travel Authority, Clearance from money and work accountability	
iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original)	Requesting Party
f) Solo Parent Leave	
i. Copy of updated Solo Parent Identification Card (1 Photocopy)	Barangay Court
g) VAWC Leave	
i. Barangay Protection Order (1 Photocopy)	Barangay, Court
ii. Temporary/Permanent Protection Order (1 Photocopy)	
iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy)	SPJLAEH, RHU, GALIC
iv. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original)	Requesting Party Police Station Government or Private Physician



<p>h) Rehabilitation Leave</p> <ul style="list-style-type: none"> i. Letter Request (1 Original) ii. Police Report, if any (1 Photocopy) iii. Medical Certificate on the nature of injuries, course of treatment involved and the need to undergo rest, recuperation and rehabilitation (1 Original) iv. Written concurrence of a government physician to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation (1 Original) v. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) <p>i) Special Leave Benefits for Women</p> <ul style="list-style-type: none"> i. Medical Certificate reflecting the gynecological disorder which shall be addressed or was addressed by the surgery, Histopathological Report, Operative Technique used for the surgery, Duration of the surgery including the per-operative period and period of recuperation (1 Original) <p>j) Adoption Leave</p> <ul style="list-style-type: none"> i. Authenticated copy of the Pre-Adoptive Placement Authority (1 Original Authenticated Copy) <p>k) Quarantine Requirements</p> <ul style="list-style-type: none"> i. Certificate issued by 	<p>Government Physician</p> <p>SPJLAEH, RHU, GALIC</p> <p>Government or Private Physician</p> <p>DSWD</p> <p>Government or Private Physician</p> <p>BHERT</p>
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<p>government/ private physician that applicant has submitted himself/ herself for monitoring/ investigation (1 Original)</p> <p>ii. Completion of Quarantine Certificate issued by the local quarantine/ health official (1 Original)</p> <p>iii. Medical Certificate that applicant is cleared to report back to work signed by the City Health Officer (1 Original)</p> <p>iv. Medical Records showing that applicant was treated with Covid-19 signed by the attending physician (1 Original)</p> <p>v. Copy of RT-PCR Test Result (1 Photocopy)</p> <p>vi. Copy of Vaccination Card (1 Photocopy)</p> <p>vii. Copy of Barangay Contact Tracing form for identified close contacts with a suspect, probable and/or confirmed cases of Covid-19 (1 Photocopy)</p>	<p>SPJLAEH, RHU, GALIC</p> <p>Attending Physician</p> <p>RITM</p> <p>Requesting Party BHERT</p>
<p>3. Supporting papers of the Applicant as applicable:</p> <p>a) Vacation Leave</p> <p>i. Within the Philippines - n/a</p> <p>ii. Abroad - Travel Authority, Clearance from money and work accountability</p> <p>iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original)</p> <p>b) Sick Leave</p> <p>i. Medical Certificate signed by the City Health Officer (1 Original)</p>	<p>Requesting Party</p> <p>SPJLAEH, RHU, GALIC</p> <p>SPJLAEH, RHU, GALIC</p> <p>Requesting Party</p>



<ul style="list-style-type: none"> ii. In case medical consultation was not availed - an affidavit should be executed by the applicant (1 Original) 	Government or Private Physician
c) Maternity Leave	
<ul style="list-style-type: none"> i. Proof of pregnancy (ultrasound, doctor's certificate on the expected date of delivery) (1 Original) 	Requesting Party
<ul style="list-style-type: none"> ii. Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a) if needed (1 Original) 	SPJLAEH, RHU, GALIC
<ul style="list-style-type: none"> iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) 	PSA, Government or Private Physician
d) Paternity Leave	
<ul style="list-style-type: none"> i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy) 	Requesting Party
e) Special Privilege Leave	
<ul style="list-style-type: none"> i. Within the Philippines - n/a 	SPJLAEH, RHU, GALIC
<ul style="list-style-type: none"> ii. Abroad - Travel Authority, Clearance from money and work accountability 	Requesting Party
<ul style="list-style-type: none"> iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) 	Barangay Court Barangay, Court
f) Solo Parent Leave	
<ul style="list-style-type: none"> i. Copy of updated Solo Parent Identification Card (1 Photocopy) 	
g) VAWC Leave	
<ul style="list-style-type: none"> i. Barangay Protection Order (1 Photocopy) 	SPJLAEH, RHU, GALIC
<ul style="list-style-type: none"> ii. Temporary/Permanent 	



<p>Protection Order (1 Photocopy)</p> <p>iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy)</p> <p>iv. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original)</p> <p>h) Rehabilitation Leave</p> <p>i. Letter Request (1 Original)</p> <p>ii. Police Report, if any (1 Photocopy)</p> <p>iii. Medical Certificate on the nature of injuries, course of treatment involved and the need to undergo rest, recuperation and rehabilitation (1 Original)</p> <p>iv. Written concurrence of a government physician to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation (1 Original)</p> <p>v. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original)</p> <p>i) Special Leave Benefits for Women</p> <p>i. Medical Certificate reflecting the gynecological disorder</p>	<p>Requesting Party Police Station Government or Private Physician</p> <p>Government Physician</p> <p>SPJLAEH, RHU, GALIC</p> <p>Government or Private Physician</p> <p>DSWD</p> <p>Government or Private Physician</p>
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which shall be addressed or was addressed by the surgery, Histopathological Report, Operative Technique used for the surgery, Duration of the surgery including the per-operative period and period of recuperation (1 Original)	BHERT
j) Adoption Leave	
i. Authenticated copy of the Pre-Adoptive Placement Authority (1 Original Authenticated Copy)	SPJLAEH, RHU, GALIC
k) Quarantine Requirements	Attending Physician
i. Certificate issued by government/ private physician that applicant has submitted himself/ herself for monitoring/ investigation (1 Original)	RITM
ii. Completion of Quarantine Certificate issued by the local quarantine/ health official (1 Original)	Requesting Party
iii. Medical Certificate that applicant is cleared to report back to work signed by the City Health Officer (1 Original)	BHERT
iv. Medical Records showing that applicant was treated with Covid-19 signed by the attending physician (1 Original)	
v. Copy of RT-PCR Test Result (1 Photocopy)	
vi. Copy of Vaccination Card (1 Photocopy)	
vii. Copy of Barangay Contact Tracing form for identified close contacts with a suspect, probable and/or confirmed cases of Covid-19 (1 Photocopy)	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of filled-out Application for Leave form with necessary attachments, as applicable	1. Receive application form	None	3 minutes	<i>Staff</i> CHRMO
	1.1 Process application	None	5 minutes	<i>Staff</i> CHRMO
	1.2 Forward application form to CHRMO Head for signature	None	2 minutes	<i>Staff</i> CHRMO
	1.3 Sign application form	None	5 minutes	<i>City Human Resources Management Officer</i> CHRMO
	1.4 Release application for Leave	None	5 minutes	<i>Staff</i> CHRMO
2. Same documents will be forwarded to the Department Head for recommendation	2. Approval/ Disapproval of Application for Leave from Department Head	None	-	<i>Department Head</i> Department Concerned
3. Same documents will be submitted to HR for recording	3. Receive Application for Leave with recommendation	None	5 minutes	<i>Staff</i> CHRMO
	3.1 Post on Leave Card	None	5 minutes	
	3.2 Record on system	None	5 minutes	
	3.3 Receive application form	None		<i>Staff</i> Office of the Mayor
	3.4 Sign Application for Leave form	None		<i>City Mayor</i>



	3.5 Receive signed application for leave.	None	5 minutes	<i>Staff</i> CHRMO
4. Receive Employee's Copy of the Application for Leave	4. Release Application for Leave	None	5 minutes	<i>Staff</i> CHRMO
	TOTAL:	None	45 Minutes (excluding time for Client Step 2 and Agency Action steps 3.3 to 3.4)	

Note: Total number of minutes is summed up based on the steps and services provided only by CHRMO.

4. Travel Order

Issued when travel is intended outside San Pedro

Office or Division:	City Human Resources and Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of the City Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form properly accomplished, filled out, and duly approved by Department Head/authorized signatory (in case of the absence of the Department Head) (1 Original Copy)		City Human Resources and Management Office, 4/F		
2. Pertinent documents to support TO such as but not limited to invitation letters, mission orders, authority to conduct such activity and the like. (1 Original Copy, 1 Photocopy)		Requesting party		
For department heads:				
Request Form properly accomplished, filled out, and duly approved by the City Mayor or City Administrator and Vice-Mayor (for Sangguniang Panlungsod) (1 Original Copy)		City Human Resources and Management Office, 4/F		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Form	1. Receive request form	None	2 minutes	Staff CHRMO
	1.1 Process request form	None	8 minutes	Staff CHRMO
	1.2 Travel Order forwarded to CHRMO Head for signature	None	3 minutes	City Human Resources Management Officer CHRMO
	1.3 Review and sign for recommending Approval.	None	None	City Administrator's Office



	1.4 Receive the duly signed Travel Order from the Administrator's Office	None	1 minute	<i>Staff CHRMO</i>
	1.5 Review and Sign for approval.	None	1 minute	<i>City Mayor City Mayor's Office Or City Vice-Mayor City Vice-Mayor's Office</i>
	1.6 Receive the duly signed Travel Order from the City Mayor or City Vice-Mayor	None	1 minute	<i>Staff CHRMO</i>
2. Receive Travel Order Form	2. Release Travel Order Form	None	2 minutes	<i>CHRMO Staff</i>
	TOTAL:	None	17 Minutes	

Note: Total number of minutes is summed up based on the steps and services provided only by CHRMO.

5. Official Business

Issued when travel is within San Pedro area.

Office or Division:	City Human Resources and Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Employees of the City Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form properly accomplished, filled out, and duly approved by Department Head/authorized signatory (in case of the absence of the Department Head) (1 original)		City Human Resources and Management Office, 4/F Requesting party		
2. For all department heads - Request Form properly accomplished, filled out, and duly approved by the City Mayor or City Administrator and Vice-Mayor (for Sangguniang Panlungsod) (1 original)				
3. Pertinent documents to support OB such as but not limited to invitation letters, mission orders, authority to conduct such activity and the like. (1 photocopy/original)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Form	1. Receive request form	None	2 minutes	Staff CHRMO
	1.1 Process request form	None	8 minutes	CHRMO Staff
	1.2 Official Business slip forwarded to CHRMO Head for signature		3 minutes	City Human Resources Management Officer CHRMO
2. Receive Official Business Slip	2. Release Official Business Slip	None	2 minutes	CHRMO Staff
	TOTAL:	None	15 Minutes	