

## City Human Resources and Management Office Internal Services

### 1. Service Record Processing

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

<b>Office or Division:</b>	City Human Resources and Management Office			
<b>Classification:</b>	Simple (incumbent) Complex (separated)			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Employees of the City Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For incumbent employee:</b>				
1. Request Form (1 Original Copy)	City Human Resources and Management Office (CHRMO)			
<b>For separated employee:</b>				
1. Appointment form (1 Photocopy)	Requesting Party			
2. Old Service Record	Requesting Party			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>TOTAL:</b>	<b>None</b>	<b>2 working days 23 hours 4 minutes (incumbent)</b>  <b>4 working days 23 hours 4 minutes (separated)</b>	

## 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.

<b>Office or Division:</b>	City Human Resources and Management Office			
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<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Employees of the City Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For incumbent employee:</b>				
1. Request Form (1 Original Copy)		City Human Resources and Management Office (CHRMO)		
<b>For separated employee:</b>				
1. Appointment form (1 Photocopy)		Requesting Party		
2. Old Service Record		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 (Incumbent)	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
<b>TOTAL:</b>		<b>None</b>	<b>2 Days 23 Hours 4 Minutes</b>	

## 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.

<b>Office or Division:</b>	City Human Resources and Management Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Employees of the City Government	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
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)	Government or Private Physician	
c) Maternity Leave		
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	PSA, Government or Private Physician	

signed by the City Health Officer (1 Original)	
d) Paternity Leave	Requesting Party
i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy)	
e) Special Privilege Leave	SPJLAEH, RHU, GALIC
i. Within the Philippines - n/a	
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	Barangay Court
i. Copy of updated Solo Parent Identification Card (1 Photocopy)	
g) VAWC Leave	Barangay, Court
i. Barangay Protection Order (1 Photocopy)	
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
h) Rehabilitation Leave	
i. Letter Request (1 Original)	
ii. Police Report, if any (1 Photocopy)	
iii. Medical Certificate on the nature of injuries, course	Government Physician

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)	SPJLAEH, RHU, GALIC
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)	Government or Private Physician
i) Special Leave Benefits for Women	
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)	DSWD Government or Private Physician
j) Adoption Leave	
i. Authenticated copy of the Pre-Adoptive Placement Authority (1 Original Authenticated Copy)	BHERT
k) Quarantine Requirements	
i. Certificate issued by government/ private physician that applicant has submitted himself/ herself for monitoring/ investigation (1 Original)	SPJLAEH, RHU, GALIC
ii. Completion of Quarantine Certificate issued by the local quarantine/ health official (1 Original)	Attending Physician

<ul style="list-style-type: none"> <li>iii. Medical Certificate that applicant is cleared to report back to work signed by the City Health Officer (1 Original)</li> <li>iv. Medical Records showing that applicant was treated with Covid-19 signed by the attending physician (1 Original)</li> <li>v. Copy of RT-PCR Test Result (1 Photocopy)</li> <li>vi. Copy of Vaccination Card (1 Photocopy)</li> <li>vii. Copy of Barangay Contact Tracing form for identified close contacts with a suspect, probable and/or confirmed cases of Covid-19 (1 Photocopy)</li> </ul>	<p>RITM</p> <p>Requesting Party BHERT</p>
<p>3. Supporting papers of the Applicant as applicable:</p> <ul style="list-style-type: none"> <li>a) Vacation Leave <ul style="list-style-type: none"> <li>i. Within the Philippines - n/a</li> <li>ii. Abroad - Travel Authority, Clearance from money and work accountability</li> <li>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)</li> </ul> </li> <li>b) Sick Leave <ul style="list-style-type: none"> <li>i. Medical Certificate signed by the City Health Officer (1 Original)</li> <li>ii. In case medical consultation was not availed - an affidavit should be executed by the applicant (1 Original)</li> </ul> </li> <li>c) Maternity Leave <ul style="list-style-type: none"> <li>i. Proof of pregnancy (ultrasound, doctor's certificate on the expected date of delivery) (1 Original)</li> <li>ii. Accomplished Notice of</li> </ul> </li> </ul>	<p>Requesting Party</p> <p>SPJLAEH, RHU, GALIC</p> <p>SPJLAEH, RHU, GALIC</p> <p>Requesting Party</p> <p>Government or Private Physician</p> <p>Requesting Party</p> <p>SPJLAEH, RHU, GALIC</p>

<p>Allocation of Maternity Leave Credits (CS Form No. 6a) if needed (1 Original)</p> <ul style="list-style-type: none"> <li>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)</li> <li>d) Paternity Leave <ul style="list-style-type: none"> <li>i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy)</li> </ul> </li> <li>e) Special Privilege Leave <ul style="list-style-type: none"> <li>i. Within the Philippines - n/a</li> <li>ii. Abroad - Travel Authority, Clearance from money and work accountability</li> <li>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)</li> </ul> </li> <li>f) Solo Parent Leave <ul style="list-style-type: none"> <li>i. Copy of updated Solo Parent Identification Card (1 Photocopy)</li> </ul> </li> <li>g) VAWC Leave <ul style="list-style-type: none"> <li>i. Barangay Protection Order (1 Photocopy)</li> <li>ii. Temporary/Permanent Protection Order (1 Photocopy)</li> <li>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)</li> <li>iv. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work</li> </ul> </li> </ul>	<p>PSA, Government or Private Physician</p> <p>Requesting Party</p> <p>SPJLAEH, RHU, GALIC</p> <p>Requesting Party</p> <p>Barangay Court</p> <p>Barangay, Court</p> <p>SPJLAEH, RHU, GALIC</p> <p>Requesting Party Police Station Government or Private Physician</p> <p>Government Physician</p>
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signed by the City Health Officer (1 Original)	
h) Rehabilitation Leave	
i. Letter Request (1 Original)	SPJLAEH, RHU, GALIC
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)	Government or Private Physician
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)	DSWD
i) Special Leave Benefits for Women	Government or Private Physician
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 pre-operative period and period of recuperation (1 Original)	BHERT SPJLAEH, RHU, GALIC Attending Physician
j) Adoption Leave	
i. Authenticated copy of the Pre-Adoptive Placement Authority (1 Original Authenticated Copy)	RITM Requesting Party BHERT
k) Quarantine Requirements	
i. Certificate issued by government/ private	

physician that applicant has submitted himself/ herself for monitoring/ investigation (1 Original)				
ii. Completion of Quarantine Certificate issued by the local quarantine/ health official (1 Original)				
iii. Medical Certificate that applicant is cleared to report back to work signed by the City Health Officer (1 Original)				
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 1.1 Process application 1.2 Forward application form to CHRMO Head for signature 1.3 Sign application form 1.4 Release application for	None None None None None	3 minutes 5 minutes 2 minutes 5 minutes 5 minutes	Staff CHRMO Staff CHRMO Staff CHRMO City Human Resources Management Officer CHRMO Staff

	Leave			CHRMO
2. Same documents will be forwarded to the Department Head for recommendation	2. Approval/ Disapproval of Application for Leave from Department Head	None	-	Department Head  Department Concerned
3. Same documents will be submitted to HR for recording	3. Receive Application for Leave with recommendation	None	5 minutes	Staff CHRMO
	3.1 Post on Leave Card	None	5 minutes	
	3.2 Record on system	None	5 minutes	
	3.3 Receive application form	None		Staff Office of the Mayor
	3.4 Sign Application for Leave form	None		City Mayor
	3.5 Receive signed application for leave.	None	5 minutes	Staff CHRMO
4. Receive Employee's Copy of the Application for Leave	4. Release Application for Leave	None	5 minutes	Staff CHRMO
	<b>TOTAL:</b>	<b>None</b>	<b>45 Minutes (excluding time for Client Step 2 and Agency Action steps 3.3 to 3.4)</b>	

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

<b>Office or Division:</b>	City Human Resources and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Employees of the City Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>For department heads:</b>				
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	Staff CHRMO

	1.5 Review and Sign for approval.	None	1 minute	City Mayor City Mayor's Office Or City Vice-Mayor City Vice-Mayor's Office
	1.6 Receive the duly signed Travel Order from the City Mayor or City Vice-Mayor	None	1 minute	Staff CHROMO
2. Receive Travel Order Form	2. Release Travel Order Form	None	2 minutes	CHROMO Staff
	<b>TOTAL:</b>	<b>None</b>	<b>17 Minutes (excluding Action 1.3)</b>	

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

## 5. Official Business

Issued when travel is within San Pedro area.

<b>Office or Division:</b>	City Human Resources and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Employees of the City Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request Form	1. Receive request form	None	2 minutes	Staff CHROMO
	1.1 Process request form	None	8 minutes	CHROMO Staff
	1.2 Official Business slip forwarded to CHROMO Head for signature		3 minutes	City Human Resources Management Officer CHROMO
2. Receive Official Business Slip	2. Release Official Business Slip	None	2 minutes	CHROMO Staff
	<b>TOTAL:</b>	<b>None</b>	<b>15 Minutes</b>	