

1. SERVICE NAME : **APPLYING FOR A JOB IN THE LGU**
 Service Information : Provide an avenue where people could explore various employment options and actually seek job placement they prefer.

OFFICE	: OFFICE FOR HUMAN RESOURCE MANAGEMENT
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Citizen
WHO MAY AVAIL	: Any individual seeking for a job

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Application Letter/Resume	
2. Credentials - Authenticated Transcript of Record - Authenticated Examination Records - Authenticated Professional License	School, CSC, PRC
3. NBI Clearance	NBI Office (Tagudin, I. Sur, Vigan City)
4. Medical Examination Results Blood Test, Urinalysis, Chest X-ray, Drug Test, Psychological Test, Neuro-Psychiatric Examination	Accredited Hospitals
5. Clearance from previous employment	Previous Employer
6. Certificate of Employment/Service Record	Previous Employer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Application Letter (Credentials)	Conduct preliminary interview and check credentials	none	5 minutes	Doris G. Manzano
2. Applicant will wait for notification	If qualified applicant is subject to screening by HRMPSB and undergo examination as the case maybe	none	1 day	Doris G. Manzano HRMPSB
3. Submit Medical Results, NBI Clearance, Cert. of Eligibility, PRC License, and other requirements	Evaluate, review submitted documents	none	5 minutes	Doris G. Manzano Rodel M. Llanes Ana Marie Gacilos
4. Wait for Notification	Process Appointment Papers	none	1-2 days	Doris G. Manzano, Ana Marie Gacilos
5. Undergo Orientation	Conduct Orientation	none	30 minutes	Doris G. Manzano Rodel M. Llanes
6. Take Oath and Introduction	Accompany the employee for Oath taking with the City Mayor	none	10 minutes	Doris G. Manzano
	Introduce to the Head of Office Concerned and during the Monday Flag Ceremony	none	10 minutes	Doris G. Manzano Rodel M. Llanes

2. SERVICE NAME : **APPLYING FOR ON-THE-JOB TRAINING (OJT)/IMMERSION**

Service Information : Provide a venue where students undergo OJT as part of their school curriculum with proper monitoring and coaching and gain the proper skills and attitudes that will prepare them for future employment.

OFFICE	: OFFICE FOR HUMAN RESOURCE MANAGEMENT
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Citizen
WHO MAY AVAIL	: Graduating Students

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Endorsement/Letter by the school head	Respective school
2. Memorandum of Agreement/Undertakings between LGU and school	Respective school
3. Parents/Guardian Waiver	Parents/Guardian

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Letter Request of School Head	Validate the request and endorse the same for approval of the City Mayor	none	10 minutes	Doris G. Manzano
Undergo Orientation	Conduct Orientation	none	30 minutes	Doris G. Manzano Rodel M. Llanes
Start OJT	Introduction and Deployment to offices	none	30 minutes	Doris G. Manzano Ana Marie Gacilos Oshin Diasen Ana Charina Belen

3. SERVICE NAME : **SECURE SERVICE RECORD, CERTIFICATIONS AND OTHER PERSONNEL RECORDS**

Service Information : The OHRM as the caretaker of personnel records are responsible to process the needed documents of concerned employees upon request.

OFFICE	: OFFICE FOR HUMAN RESOURCE MANAGEMENT
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Government
WHO MAY AVAIL	: City Officials and Employees

CHECKLIST REQUIREMENTS	WHERE TO SECURE

NONE	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register in the logbook and specify the purpose	Encode/Update the needed document	none	5 minutes	Rodel M. Llanes Ana Marie Gacilos Oshin Diasen Ana Charina Belen
Pay corresponding fee at the Treasury Office if the request is Certification of Net Take Home Pay	Accept payment and issue Official Receipt	P 85.00	2 minutes	Marissa P. Gabor Elvira G. Valdez
Present Official Receipt	Print the needed document	none	2 minutes	Rodel M. Llanes Ana Marie Gacilos
Receive the document	Review, sign and release the document	none	2 minutes	Doris G. Manzano

4. SERVICE NAME : **APPLYING MONETIZATION OF LEAVE CREDITS**
Service Information : Payment in advance of accrued leaves under prescribed limits and subject to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave

OFFICE	: OFFICE FOR HUMAN RESOURCE MANAGEMENT
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Government
WHO MAY AVAIL	: City Officials and Employees

CHECKLIST REQUIREMENTS	WHERE TO SECURE
1. Letter request address to the City Mayor or the City Vice Mayor as the case maybe 2. Receipts, Medical Bills, mortgage or any proof to support the purpose of monetization 3. Leave Form (F-6)	OHRM

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook	Update the leave credits if qualified to avail monetization	none	5 minutes	Rodel M. Llanes Ana Marie Gacilos Oshin Diasen

				Ana Charina Belen
2. If qualified, accomplish the application for leave (F-6)	Process application of monetization	none	5 minutes	Rodel M. Llanes Ana Marie Gacilos Oshin Diasen Ana Charina Belen
3. Receive and re-route the voucher to concerned offices	Review and sign the documents	none	2 minutes	Doris G. Manzano

5. SERVICE NAME : **CERTIFICATION OF LOAN APPLICATIONS WITH THE GSI**

Service Information : As the Agency Authorized Officer, shall perform tasks on the validation of information essential to the determination of the qualifications of loan applicants through the facility of the GEOS.

OFFICE	: OFFICE FOR HUMAN RESOURCE MANAGEMENT
CLASSIFICATION	: SIMPLE
TYPE OF TRANSACTION	: Government to Government
WHO MAY AVAIL	: City Officials and Employees

CHECKLIST REQUIREMENTS	WHERE TO SECURE
Certificate of Net Take Home Pay/Payslip	OHRM or Accounting Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Show Certificate of Net Take Home Pay/Pay Slips	Verify Net Take Home Pay with the payroll system	none	3 minutes	Rodel M. Llanes Ana Marie Gacilos
2. Apply thru the KIOSK if net take home pay is sufficient as required by the General Appropriations Act (GAA)	Assist the employee, if not familiar/capable to operate the KIOSK	none	5 minutes	Rodel M. Llanes Security Guard on duty
3. Report to the OHRM	Let the client register in the logbook	none	2 minutes	Ana Charina Belen Oshin Diasen
4. Wait for the Confirmation/Certification of loan	Certify/Confirm loan	none	3 minutes	Doris G. Manzano