



# **HUMAN RESOURCE MANAGEMENT OFFICE**

## **Internal Services**



## 19. Request for Leave of Absence

This is filed by elective officials and regular employees who wish to avail of their Vacation, Sick, Forced, Privilege and other types of leave.

<b>Office or Division:</b>	Human Resource Management Office (HRMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Elective Officials and Regular Employees			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished form		HRMO		
2. Medical Certificate (if applicable)		Medical Health Officer/Personal Doctor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished form.	1.1 HR staff fills in available leave credits based on leave card.	None	1 minute	Jerelyn A. Halaba
<b><u>Maternity or Sick Leave</u></b> of Absence, attach Medical Cert.	1.2 For Signature by the HRMO	None	30 seconds	Lourdes Dawn M. Ojcastro
2. Client seeks signature of the Department Head (DH) concerned.	2.1 For signature by the DH.	None	1 minute	DH of the department where the employee is assigned.
3. Client seeks signature of the Mayor for approval.	3.1 For approval by the Mayor.	None	1 minute	Atty. Mateo C. Hachuela
4. Client returns the approved LOA at the HR office for recording and filing.	4.1 Recording of LOA.	None	30 seconds	Jerelyn T. Halaba
<b>TOTAL:</b>		<b>None</b>	<b>4 minutes</b>	



## 20. Submission of Pass Slip/Travel Order

This is submitted by the officials and employees to the HRMO for recording of their whereabouts during an official travel/transaction.

<b>Office or Division:</b>	Human Resource Management Office (HRMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Elective Officials, Regular, Job Order & Contract of Service Employees			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Pass slip OR Travel Order.		Pass Slip - HRMO Travel Order – Department concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished form or Travel Order duly signed by the Department Head and the Mayor.	1.1 HR staff receives the document.	None	1 minute	*Jerelyn A. Halaba – for Regular Employees
	1.2 Recording of Pass Slip OR Travel Order.	None	1 minute	*Erlinda C. Calimpong – for JOs and COS
<b>TOTAL:</b>		<b>None</b>	<b>2 minutes</b>	



## 21. Issuance of Service Record

This is issued to elective officials and regular employees to be used for whatever legal purpose it may serve.

<b>Office or Division:</b>	Human Resource Management Office (HRMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Elective Officials and Regular Employees			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client requests for Service Record	1.1 HR staff photocopies and stamps "Certified Photo copy".	None	1 minute	Bernadethe B. Severino
	*For original copy, HR staff prints the file	None		
	1.2 HRMO signs the Service Record/copy.	None	30 seconds	Lourdes Dawn M. Ojacaastro
	1.3 HR staff forwards to the Office of the Mayor for signature	None	2 minutes	Atty. Mateo C. Hachuela
2. Client receives the document.	2.1 Recording of document in the log book.	None	30 seconds	Juvy M. Orimaco
<b>TOTAL:</b>		<b>None</b>	<b>4 minutes</b>	



## 22. Issuance of Certificate of Employment/Certificate of No Leave of Absence without Pay (LWOP)

This is issued to elective officials and regular employees to be used for whatever legal purpose it may serve.

<b>Office or Division:</b>	Human Resource Management Office (HRMO)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All Elective Officials and Regular Employees			
<b>CHECKLIST OR REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client requests for Certificate of Employment or LWOP to HR staff.	1.1 HR staff encodes the certificate.	None	1 minute	Bernadethe B. Severino
	*For LWOP, HE staff checks Leave Card.	None		Jerelyn T. Halaba
	1.2 HRMO signs the certificate.	None	30 seconds	Lourdes Dawn M. Ojcastro
	1.3 HR staff forwards the certificate of signature by the Mayor	None	2 minutes	Juvy M. Orimaco/ Francine Ann E. Compuesto
2. Client receives the certificate.	2.1 Recording of the certificate in the log book.	None	30 seconds	Juvy M. Orimaco
<b>TOTAL:</b>		<b>None</b>	<b>4 minutes</b>	