



# **Human Resource Management Office**

## **Internal**



## I. Issuance of Certificate of Employment

The Human Resource Management Office issues certificates of employment to employees seeking other employments or applying for loans, upon request. As a safety measure, requesting parties shall transact at the counter only.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	City Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requesting employee fills out the form for the type of HR services needed. This is being done outside the counter provided for	1. Receives the filled-up form and forwards the same to the concerned HR staff	None	1 minute	Receiving counter staff
2. None	2. Prepares the Employment Certificate	None	5 minutes	HR staff
3. Requesting employee claims the certificate of employment	3. Releases the employment certificate	None	1 minute	Releasing Counter Staff
<b>TOTAL</b>		None	7 minutes	

## II. Learning and Development

In order to raise the bar for public service in Silay City, the Human Resource Management Office facilitates the conduct of orientations, seminars, trainings and workshops to its city employees. This aims to equip them with the necessary and requisite knowledge, and to motivate and empower them so that they will do their jobs efficiently and effectively and aligned with the strategic goals and objectives of the city.

As a safety measure, the Human Resource Management Office schedules the participants by batches to ensure social and physical distancing. The speaker and the participants shall at all times during such activities, wear their face masks.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	City Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1. The HRMO prepares programs of work for the conduct of learning and development activities	None	30 minutes	HR staff
None	2. The HRMO identifies the target participants and submits to the Office of the City Mayor	None	30 minutes	HR staff
None	3. The Office of the City Mayor prepares the Office Order for identified employees to attend the learning and development activities	None	Depends on the City Mayor's Office	HR staff
None	4. The HRMO makes preparations for the venue, food, speakers, visual aids and other incidentals, and schedules the participants by batches to ensure physical distancing	None	4 hours	HR staff
None	5. If the speaker is from another government agencies, HRMO sends a letter to the said agency	None	20 minutes	HR staff
Attends the learning and development activity	6. Conducts the learning and development activity	None	1-2 days	HR staff
	<b>TOTAL</b>	None	2 ½ days and 80 minutes	



### III. Performance Evaluation

To determine the strengths and weaknesses in the organizational structure, there is a need to periodically conduct an evaluation of the individual employees in particular and the office in general. This ensures that coaching and mentoring are continuously done in order to motivate non-performers and encourage better office functions.

During the target setting, coaching and performance evaluation, the rater and the ratee must at all times wear their respective face masks.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	City Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Heads of offices prepares their target office performance	1. The HRMO facilitates the conduct of target setting for all heads of offices	None	30 minutes	HR staff
2. Heads of offices submits the Office Performance Commitment Review (OPCR) and the Individual Performance Commitment Review (IPCR) of their respective personnel	2. The HRMO receives the Office Performance Commitment Review (OPCR) and the Individual Performance Commitment Review (IPCR)	None	2 minutes	HR staff
3. None	3. The HRMO convenes the Performance Management Team to assess the OPCR. If the OPCR is in order, the HRMO signs it and forwards to the City Administrator / City Mayor for signature		4 hours	HRMO staff
3. None	3. The HRMO evaluates the IPCR as to	None	5 minutes per IPCR	HRMO staff



	correctness. If it is in order, the HRMO forwards it to the City Administrator / City Mayor for approval.			
4. The head of office gets their OPCR or IPCR from the HRMO for revisions	4. If the OPCR or IPCR is not in order, the HRMO returns it to the office concerned for revision	None	1 minute	HRMO staff
5. The head of office re-submits the revised OPCR or IPCR	5. The HRMO receives the revised OPCR or IPCR and submits to the City Administrator / City Mayor for approval	None	1 minute	HRMO staff
	<b>TOTAL</b>	None	4 hours and 39 minutes	

#### IV. Preparation / Carding of Applications for Leave

Applications for leave of absence are centralized in the Human Resource Management Office. The HRMO maintains leave cards or ledgers of the leaves applied by each employee. The office also prepares the leaves of absence of the employees under the City Mayor's Office.

To ensure less human contact, all transactions must be done at the counter only.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	City Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application For Leave		Office Administrative Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. For all departments:  Liaisons of offices fills out the form for the type of HR services needed and submits the	Receiving staff receives the applications for leave and forwards	None	1 minute	Counter Receiving Staff



<p>applications for leave of their personnel</p> <p>For employees under the Office of the City Mayor:</p> <p>Employee informs the HRMO of his intended dates of leave through telephone call or through the counter</p>	<p>them to the concerned HR staff</p> <p>HRMO staff prepares the leave application and gives to the counter staff for release to the employee, who shall have the form signed by his/her immediate supervisor</p>	None	2 minutes	HR staff
2. None	2. HRMO records the leave applications on the employees' individual leave cards	None	1 minute / application	HR staff
3. None	3. HRMO submits the applications for leave to the City Mayor's Office for approval	None	5 minute	HR staff
3. Office liaison receives one copy for office file	3. If approved, the HRMO retains one copy of the application for leave for file and returns to the departments concerned the approved leave	None	1 minute	HR staff
<b>TOTAL</b>		None	10 minutes	

## V. Processing of Terminal Leave Benefits

Employees who resign or retire from government service are entitled to receive their Terminal Leave Benefits, or the monetary value of their total accumulated leave credits.

As a precautionary measure and to avoid human-to-human contact, all transactions shall be done at the counter.



<b>Office or Division:</b>		Human Resource Management Office		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2G		
<b>Who may avail:</b>		City Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of resignation/retirement		To be provided by the resigning/retiring employee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits Retirement / Resignation Letter to the counter staff	1. Receive the Retirement / Resignation Letter	None	1 minute	Counter receiving staff
2. Forwards the letter to the concerned HR staff	2. Receives the letter and endorses it to the Office of the City Mayor for Acceptance	None	2 minutes	HR staff
3. Gets Clearance Form and SALN Form	3. Furnishes employee with Clearance Form and SALN Forms through the counter staff and advises him/her to secure court clearances	None	1 minute	HR staff
4. Have Clearance signed by various departments / offices	4. None	None	Dependent on the employee	Employee
5. Submit to HRMO complete requirements: <ul style="list-style-type: none"> <li>• City Clearance with Undertaking to deduct accountabilities, if any.</li> <li>• Court Clearances</li> <li>• Notarized SALN</li> </ul>	5. Receive the requirements	None	1 minute	HR staff
6. None	6. Preparation of Terminal Leave Application, Service Record and Statement of Leave Credits / Leave Cards	None	1-2 days	HR Staff
7. None	7. Endorses to the City Mayor's Office the Terminal Leave	None	1 minute	HR Staff



	Application with complete requirements attached for the Mayor's approval			
8. None	8. Prepares voucher of the approved terminal leave	None	15 minutes	HR Staff
9. None	9. Processing of voucher	None	2-3 days	City Budget Office City Accounting Office Internal Control Unit City Treasurer's Office City Mayor's Office
10. Receive Check for Terminal Leave Benefit	10. Releasing of Check	None	2 minutes	City Treasurer's Office
	<b>TOTAL</b>	None	5 days and 21 minutes	

## VI. Rewards and Recognition

Well motivated employees perform better. Reinforcing the right behavior encourages efficiency. This service gives recognition and awards employees who exhibits honesty and exemplary performance, as well as those who bring pride to the City of Silay.

As a safety measure, all nominations shall be submitted at the counter or through email and the Rewards and Recognition Committee shall convene with social and physical distancing and whenever practicable, make their deliberations online via video conference. Site interview shall, whenever possible, be done through online. If this is not possible, interview shall be done with social distancing and both parties shall wear their respective face masks.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	City Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. None	1. Accepts nominations from clients and/or heads of offices through the	None	1 minute	Counter staff / HR staff





	counter or through email			
2. None	2. Forwards the nomination to the Rewards and Recognition Committee		2 minutes	HR staff
3. None	3. The Rewards and Recognition Committee conducts evaluation and site interview if needed	None	Dependent on the Committee	R&R committee members
4. None	4. The Rewards and recognition Committee submits its recommendation to the City Mayor	None	1 minute	R&R secretariat
5. None	5. The City Mayor determines the monetary reward, if any.	None	Dependent on the City Mayor	City Mayor
6. None	6. The HRMO prepares the certificate of recognition	None	10 minutes	HR staff
7. Attends the awarding	7. The City Mayor awards the certificate and the monetary reward in his office. Safety measures such as use and face mask and social distancing shall be strictly implemented.	None	N/A	City Mayor
	<b>TOTAL</b>	None	14 minutes	



# **Human Resource Management Office**

## **External**



## VII. Recruitment, Selection and Promotion

Opportunity for employment in the City Government of Silay is open to qualified citizens and positive efforts shall be exerted to attract the best qualified to enter the service. Employees shall be selected according to the principle of merit and fitness. There shall be equal employment opportunity for men and women at all levels of position in the agency, provided they meet the minimum requirements of the position. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity or political affiliation.

As a safety measure, applicants may apply online. Walk in applicants shall submit their applications through the counter only. Written tests/questionnaires for applicants shall be answered at the lobby with tables and chairs provided.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C; G2G			
<b>Who may avail:</b>	City employees, jobseekers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Letter (1 copy, original)		To be provided by the applicant		
Comprehensive Resume or Bio-data (1 copy, original)		To be provided by the applicant		
Authenticated Proof of Eligibility, if applicable (1 copy, original)		Agency issuing the eligibility		
Proof of Education (1 copy, photocopy)		School or University attended by the applicant		
Proof of Work Experience, if applicable (1 copy, photocopy)		Companies or agencies where the applicant has worked		
Work Experience Sheet for employees seeking promotion (3 copies, original)		Human Resource Management Office / Civil Service Commission website		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Refer to the HRMD Bulletin for vacant positions – agency bulletin boards, Civil Service Commission, Silay City Website	2. The HRMO posts the list of vacant positions on the bulletin boards, Civil Service Commission and the agency website	None	15 days	HR staff
2. Submit application letter and requirements to the counter staff, specifying the positions applied for and the office where the vacancy is available	2. The counter staff accepts the application and forwards it to the HR staff concerned for encoding	None	5 minutes	Counter receiving staff / HR staff
3. Submit to preliminary	3. The HRMO	None	15 minutes	HR staff



Interview, testing and evaluation of present documents for verification	conducts preliminary interview of applicants whenever necessary through video conferencing and/or with social distancing and use of face mask			
4. Applicants wait for the agency call	4. The HRMO prepares the selection line-up for posting; schedules the date of the Personnel Selection Board meeting upon request of the city mayor, and notifies the applicant selected by the appointing authority through text message or email	None	1 hour	HR staff
5. Selected applicant gets the list of pre-employment requirements from the counter staff	5. Counter staff provides the applicant with the list of pre-employment requirements	None	2 minutes	Counter staff
6. Submit the complete requirements to the counter staff	3. Counter staff forwards the requirements to concerned HRMO staff who shall prepare the appointment papers to be signed by the applicant and the appointing authority	None	30 minutes	HR staff
	<b>TOTAL</b>	None	15 days hour and 52 minutes	