

**CITY HUMAN RESOURCE
MANAGEMENT OFFICE
External Services**

1. Application for Money, Property and Accountability Clearance (MPA)

Employees' clearances for all accountabilities as requested for the following:

- A. Resignation/Separation/Retirement
- B. Vacation leave for more than 30 days
- C. Transfer of employment to another Agency
- D. Vacation Leave Out of the Country

Office or Division:	Human Resource Management Office, Treasurer's Office (Business License Tax Division)	
Classification:	Simple	
Type of Transaction:	G2G – Government to Employee/Official	
Who may avail:	Employees (Active/Inactive)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>Case 1: Active Employees</p> <ol style="list-style-type: none"> 1. Request Form 2. Official Receipt 	<p>HRMO (Records Division) Treasurer's Office (Business License Tax Division)</p>
	<p>Case 2: Inactive Employees</p> <ol style="list-style-type: none"> 1. One (1) Valid Government ID 2. Request Form 3. Official Receipt 	<p>SSS, GSIS, Passport, Postal, Driver's License, National ID HRMO (Records Division) Treasurer's Office (Business License Tax Division)</p>
	<p>Case 3: Representative</p> <ol style="list-style-type: none"> 1. Authorization Letter originally signed by employee 2. One (1) Valid Government ID each from representative & represented employee (original & 1 photocopy) 3. Request Form 4. Official Receipt (in case document requested is for separated employee) 	<p>Employee represented SSS, GSIS, Passport, Postal, Driver's License, National ID HRMO (Records Division) Treasurer's Office (Business License Tax Division)</p>

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements and fill up request form	1.1 Assess completeness of data & requirements 1.2 Receive request form	None	10 minutes	Admin. Aide III or Records Officer I HRMO
2. Accept order of payment	2.1 Issuance of order of payment 2.2 Preparation of requested document	None	5 minutes	Admin. Aide III or Records Officer I HRMO
3. Payment of Certification fee to Miscellaneous Counter of Treasurer's Office	3. Issuance of Official Receipt	Php 130.00 per copy *** 3 copies for MPA Clearance	10 minutes	LRCO1 or LRCO IV Treasurer's Office (BLT Division)
4.1 Submit official receipt to HRMO	4.1 Approval of documents	None	5 minutes	City Govt Dept Head (HRMO)
4.2 Acceptance of requested document	4.2 Release of requested documents	None		Records Officer I or Supervising Admin. Officer HRMO
TOTAL:		Php 390.00	30 minutes	

2. Certification of Documents Relative to Employment

All documents relative to employment (from hiring to separation from the Agency) certified by Highest HRMO to attest the validity of all documents of an employee such as:

- A. Employment & Compensation
- B. Leave Balances & Leave Without Pay
- C. Service Record
- D. Training list attended
- E. Appointment & other pertinent documents
- F. Authenticated documents
- G. Money, Property & Accountability Clearance (MPA)
- H. Payslip

Office or Division:	Human Resource Management Office, Treasurer's Office (Business License Tax Division)	
Classification:	Simple	
Type of Transaction:	G2G – Government to Employee/Official	
Who may avail:	Employees (Active/Inactive)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>Case 1: Active Employees 1. Request Form</p> <p>Case 2: Inactive Employees 1. One (1) Valid Government ID 2. Request Form 3. Official Receipt</p> <p>Case 3: Representative 1. Authorization Letter originally signed by employee 2. One (1) Valid Government ID each from representative & represented employee (original & 1 photocopy) 3. Request Form 4. Official Receipt (in case document requested is for separated employee)</p>	<p style="text-align: center;">HRMO (Records Division)</p> <p style="text-align: center;">SSS, GSIS, Passport, Postal, Driver's License, National ID HRMO (Records Division) Treasurer's Office (Business License Tax Division)</p> <p style="text-align: center;">Employee represented</p> <p style="text-align: center;">SSS, GSIS, Passport, Postal, Driver's License, National ID</p> <p style="text-align: center;">HRMO (Records Division) Treasurer's Office (Business License Tax Division)</p>

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Case 1: Active Employees/ Representative of active employees				
1. Submit request form	1.1 Receive request form 1.2 Preparation of requested document	None	10 minutes	Admin. Aide III or Records Officer I HRMO
2. Acceptance of requested document	2.1 Approval of documents 2.2 Release of requested documents	None None	5 minutes	City Govt Dept Head (HRMO) Records Officer I or Supervising Admin. Officer HRMO
TOTAL:		None	15 minutes	
Case 2: Separated Employees/ Representative of separated employees				
1. Submit complete requirements and fill up request form	1.1 Assess completeness of data & requirements 1.2 Receive request form 1.3 Preparation of requested document	None	10 minutes	Admin. Aide III or Records Officer I HRMO

2. Accept order of payment	2.1 Issuance of order of payment 2.2 Preparation of requested document	None	5 minutes	Admin. Aide III or Records Officer I HRMO
3. Payment of Certification fee to Miscellaneous Counter of Treasurer's Office	3. Issuance of Official Receipt	Php 130.00 per copy	10 minutes	LRCO1 or LRCO IV Treasurer's Office (BLT Division)
4.1 Submit official receipt to HRMO	4.1 Approval of documents	None	5 minutes	City Govt Dept Head (HRMO)
4.2 Acceptance of requested document	4.2 Release of requested documents	None		Records Officer I or Supervising Admin. Officer HRMO
TOTAL:		Php 130.00 per copy	30 minutes	

3. Job Application Processing (Permanent Position)

All qualified individuals are welcomed to apply for any vacant position available in the agency.

Office or Division:	Human Resource Management Office	
Classification:	Highly Complex	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	ALL	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Original Appointment/ Re-appointment/Transfer 1. Letter of Intent 2. Birth Certificate PSA Copy (original & 1 photocopy) 3. Birth Certificate of Dependents PSA or LCR copy (original or certified true copy) 4. Authenticated Eligibility (2 original copies) 5. Medical Examination (CBC, Urinalysis, XRAY) 6. Drug Test 7. Psychological Test 8. NBI Clearance 9. 3 pcs passport size picture 2 pcs 2x2 size picture 10. PDS 3 pcs 11. SALN 4 pcs, notarized 12-14. Pag-IBIG ID, TIN ID, & PhilHealth ID (original & 1 photocopy) 15. Scholastic Record (diploma/TOR, original and 1 photocopy)	Personal PSA PSA or LCR Issuing Agency Any Registered Hospital DOH accredited drug testing centers Any registered psychological testing centers NBI Personal Personal Personal Personal, Notary Public Personal School graduated	
Promotion 1. Letter of Intent 2. Authenticated Eligibility (2 copies, original, if applicable) 3. Psychological Test 4. 3 pcs passport size picture	Personal Issuing Agency Any registered psychological testing centers Personal	

2 pcs 2x2 size picture 5. PDS 3 pcs 6. Scholastic Record (diploma/TOR, original and 1 photocopy) 7. MPA Clearance (if transfer to new Department)		Personal Personal School graduated Human Resource Management Office		
CLIENTS STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check for any available position thru CSC/Agency website & bulletin boards	1. Publish available vacant positions to CSC Website/CGO-Cavite Website/HR Bulletin Board	None	15 days publication period per CSC MC 14 s. 2018	Supervising Admin. Officer HRMO
2. Apply for position	2.1 Accept Application Letter 2.2 Conduct Initial Assessment 2.3 Issue letter for qualifying or non-qualifying position 2.4 Issue letter for date of examination & submission of requirements	None	1 hour	Supervising Admin. Officer HRMO
3. Take written examination	3. Conduct examination	None	2 hours	Supervising Admin. Officer HRMO
4. Take initial interview	4. Conduct initial interview	None	1 hour	City Govt Dept Head (HRMO)
5.1 Accept letter for schedule of HRMPSB	5.1 Issue letter for schedule of HRMPSB	None	10 minutes	Supervising Admin. Officer HRMO

deliberation (if qualified) 5.2 Accept thank you letter if not qualified for the position	deliberation (if qualified) 5.2 Issue thank you letter (if non-qualified)			
6. Attend HRMPSB Final Assessment	6. Conduct deliberation & final assessment	None	1 hour	Human Resource Merit Promotion & Selection Board
7. Receive final result of assessment	7.1 Issue letter for qualified applicants with requirements	None	10 minutes	Supervising Admin. Officer HRMO
	7.2 Issue 1 st endorsement to Local Chief Executive		15 minutes	Human Resource Merit Promotion & Selection Board
	7.3 Issue final endorsement		10 minutes	Local Chief Executive
8. Submission of requirements	8. Acceptance of requirements	None	1-7 days	Supervising Admin. Officer HRMO
9. Oath Taking	9. Conduct of Oath Taking	None	1 day	Denver Reyes Chua City Mayor
TOTAL:		None	Maximum of 60 days	

*** Processing of application based on CSC MC 14 s. 2018

4. Release of 201 File

All inactive employees or their immediate families are given the right to pull out their own 201 file as long as they have been cleared from the agency.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Employee/Official			
Who may avail:	Employees (Inactive)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Personal Claim (Previous Employee) 1. Request Form 2. Two (2) Valid Government IDs (original & 1 photocopy) 3. Official Receipt 2. Representative 1. Request Form 2. Notarized Special Power of attorney 3. Two (2) Valid Government IDs each from representative & represented inactive employee (original & 1 photocopy) 4. Official Receipt		Human Resource Management Office SSS, GSIS, Passport, Postal, Driver's License, National ID Treasurer's Office (Business and License Tax Division) Human Resource Management Office Public Attorney's office SSS, GSIS, Passport, Postal, Driver's License, National ID Treasurer's Office (Business and License Tax Division)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Request Form & submission of identification cards	1.1 Assess accomplished form & validity of identification cards 1.2 Issuance of order of payment form	None	5 minutes	Admin. Aide III or Records Officer I HRMO

2. Payment of miscellaneous fee	2. Acceptance of payment and issuance of official receipt	Php 130.00	15 minutes	LRCO1 Treasurer's Office
3. Submission of official receipt	3.1 Acceptance and validation of official receipt	None	5 minutes	Admin. Aide III or Records Officer I HRMO
	3.2 Verification of all documents & approval of release		30 minutes	Supervising Admin. Office, City Govt Dept Head (HRMO)
4. Acceptance of 201 File	4. Release of 201 file	None	5 minutes	Records Officer I HRMO
TOTAL:		Php 130.00	1 hour	

**HUMAN RESOURCE
MANAGEMENT OFFICE**
Internal Services

1. Leave Application

All active employees are allowed to file their leave of absence, whether with or without pay, for whatever valid reason.

- A. Accident Leave
- B. Forced Leave/Vacation Leave/SLP
- C. Magna Carta for Women
- D. Maternity Leave
- E. Monetization
- F. Paternity Leave
- G. Sick Leave
- H. Solo Parent Leave
- I. Terminal Leave
- J. Violence Against Women
- K. COVID Leave

Office or Division:	Human Resource Management Office	
Classification:	Simple	
Type of Transaction:	G2G - Government to Employee/Official	
Who may avail:	Employees (Active)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>Approved Leave Application Slip</p> <p>A. Accident Leave</p> <ol style="list-style-type: none"> 1. Incident Report (if within office) 2. Police Report (if outside office) 3. Barangay Incident Report (if outside office) 4. Certification from Department Head 5. Medical Certificate <p>B. Travel Abroad</p> <ol style="list-style-type: none"> 1. Approved request letter by LCE or VM 2. Copy of Itinerary 3. Property, Money & Accountability Form * CCSRF (if for more than 3 months travel, and if on official business) 	<p>Department Concerned where employee is currently assigned</p> <p style="text-align: center;">Within the department/PACD PNP Barangay</p> <p>Department Head where employee was assigned City Medical Officer</p> <p>City Mayor's Office/Vice Mayor's Office</p> <p style="text-align: center;">Personal Human Resource Management Office Personal</p>

* Notarized Self-Affidavit of No Pending Administrative & Criminal Case

* Endorsement Letter to SILG (if for more than 3 months travel, and if on official business)

C. Magna Carta for Women

- 1. Medical Certificate
- 2. Medical Abstract
- 3. Certification of fit to work

D. Maternity Leave

- 1. Certified true copy Birth Certificate
- 2. Medical Abstract

E. Monetization

- 1. Approved Request Letter

F. Paternity Leave

- 1. Certified true copy Birth Certificate
- 2. Certified true copy Marriage Certificate (if not declared married)

G. Sick Leave

- 1. Medical Certificate in excess of 5 days
- 2. Certificate of fit to work

H. Solo Parent Leave

- 1. Approved request letter
- 2. Medical certificate (if applicable)

I. Terminal Leave

- 1. Certification of Leave Credits
- 2. Duly Accomplished Property, Money & Accountability Clearance
- 3. RTC Clearance
- 4. Fiscal Clearance
- 5. Certificate of No Pending Case
- 6. Service Record
- 7. Ombudsman Clearance

Personal

City Mayor's Office/Vice Mayor's Office

Personal Doctor
Hospital
Personal Doctor

Local Civil Registrar
Hospital

Personal/City Administrator

Local Civil Registrar
Local Civil Registrar

Personal Doctor

Personal Doctor

Personal/Dept Head Concerned
Personal Doctor

Human Resource Management Office
Human Resource Management Office

Regional Trial Court
Prosecutor's Office
City Mayor's Office
Human Resource Management Office
Human Resource Management Office
/Ombudsman

<p>8. Certificate of Last Day in service 9. GSIS Clearance 10. Notarized Self-Declaration of Pendency/Non-Pendency of Case</p> <p>J. Violence Against Women 1. Barangay Report 2. Police Certificate 3. Medical Certificate 4. Medico Legal</p> <p>K. COVID/Quarantine 1. Health Monitoring Form 2. Medical Certificate 3. RT PCR/Antigen Test (for COVID positive)</p>	<p>Human Resource Management Office GSIS Personal</p> <p>Barangay where the incident happened PNP Cavite City Personal Doctor Personal Doctor</p> <p>Health Center Health Center Doctor/Private Doctor DOH accredited testing centers</p>			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit approved application form & necessary documents</p>	<p>1. Review submitted application form & documentary requirement</p>	<p>None</p>	<p>5 minutes</p>	<p>Admin. Aide III HRMO</p>
<p>2. Place affix signature to leave form</p>	<p>2.1 Record transaction 2.2 Print leave form</p>	<p>None</p>	<p>5 minutes</p>	<p>Records Officer I HRMO</p>
	<p>3. Submit leave form to department where employee is assigned</p>	<p>None</p>	<p>5 minutes</p>	<p>Admin. Aide III HRMO</p>
	<p>4. Signature of Department Head on form submitted</p>	<p>None</p>	<p>30 minutes</p>	<p>Department Head Concerned</p>
	<p>5.1 Department Concerned submits form to City</p>	<p>None</p>	<p>1 day</p>	<p>Department Concerned</p>

	Mayor's/Administrator's office for final approval 5.2 Forward duly approved form to HRMO			City Mayor's/ Administrator's Office
	6. Received approved leave form, retain 1 copy, and 2 copies submitted to department where employee is assigned	None	10 minutes	Admin. Aide III HRMO
3. Received 1 copy of approved form	7. Received duly approved leave application for release to employee concerned	None	5 minutes	Administrative Officer of Department Concerned
TOTAL:		None	2 days	

2. Release of Human Data and Statistics

Any authorized employee may request for various information about his/her employment data and statistics.

Office or Division:	HRMO (Benefits Division)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Employee/Official			
Who may avail:	Employees (Active)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form		Human Resource Management Office		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out request Form	1.1 Provide Request Form	None	5 minutes	Records Officer I HRMO

	1.2. Check data requested	None	5 minutes	
2. Return after 2 days	2. Process request and advice Client to return after 2 days for release of requested document	None	2 days	Supervising Admin. Officer HRMO
3. Accept requested document	3. Release requested document	None	10 minutes	Records Officer I HRMO
TOTAL:		None	2 days and 20 minutes	

3. Retirement/Resignation Processing

All employees are entitled for separation from agency whether as resigned or retired.

Office or Division:	Human Resource Management Office	
Classification:	Highly Complex	
Type of Transaction:	G2G - Government to Employee/Official	
Who may avail:	Employees (Active)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Resignation/Separation Letter if cause is non-mandatory retirement	Personal
	2. CSC Certification of No Pending Administrative Case	Civil Service Commission
	3. Property, Money & Accountability Clearance	Human Resource Management Office
	4. Fiscal's Clearance	Prosecutor's Office
	5. Municipal Trial Court Clearance	Municipal Trial Court Cavite City
	6. Regional Trial Court Clearance	Regional Trial Court Cavite City
	7. No Pending Administrative Case Clearance	Mayor's Office
	8. Ombudsman Clearance	Human Resource Management Office/Ombudsman
	9. Notarized Self-Declaration of Pendency/Non-Pendency of Case	Personal
	10. GSIS Clearance	GSIS

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit resignation letter	1.1 Receive resignation letter	None	5 minutes	Administrative Officer III/ Clerk III HRMO
	1.2. Endorse resignation letter to City Mayor's Office	None	5 minutes	Supervising Admin. Officer HRMO
	2.1. Acceptance of Resignation Letter	None	5 minutes	Supervising Admin. Officer CMO
	2.2. Approval of Acceptance of Resignation	None	5 minutes	City Mayor
	2.3. Return to HRMO accepted resignation letter	None	5 minutes	Community Affairs Officer IV CMO
2. Apply for Fiscal, RTC, MTC Clearance	3. Advice client to secure the following: Fiscal Clearance Regional Trial Court Clearance Municipal Trial Court Clearance	Php 230.00 Php 50.00 Php 50.00 (all payable to respective agencies)	15 minutes	Fiscal's Office Regional Trial Court Municipal Trial court

<p>3.1 Apply for Ombudsman Clearance</p>	<p>4.1 Accept application form and requirements</p> <p>4.2. Submit to Ombudsman application of employee</p>	<p>None</p> <p>Php 200.00 (inclusive of 1 original copy, and 2 certified true copies of clearance)</p> <p>Php 200.00 LBC</p>	<p>5 minutes</p> <p>20 days including postal</p>	<p>Records Officer I HRMO</p> <p>Records Officer I HRMO/ Ombudsman</p>
<p>3.2 Acceptance of Ombudsman clearance</p>	<p>4.3 Release of Ombudsman Clearance</p>	<p>None</p>	<p>10 minutes</p>	<p>Records Officer I HRMO</p>
<p>4.1 Application/Fill up form for CSC No Pending Administrative Case</p> <p>4.2 Submission of filled up form</p> <p>4.3 Acceptance of CSC No Pending Admin. Case</p>	<p>5.1 Provide application form</p> <p>5.2 Submission of application form to CSC</p> <p>5.3 Release of certificate upon receiving from CSC</p>	<p>Php 100.00</p>	<p>1 month</p>	<p>Records Officer I HRMO</p> <p>CSC Imus Field Office</p> <p>Records Officer I HRMO</p>

5. Application for Money, Property & Accountability Clearance	6.1 Acceptance of application form 6.2. Issuance of order of payment form	None		Records Officer I HRMO
6.1 Payment of Miscellaneous fee to Miscellaneous Counter of Treasurer's Office	7.1 Issuance of official receipt	Php 390.00	15 minutes	LRCO1 Treasurer's Office
6.2 Submission of Official receipt	7.2 Verification of official receipt 7.3 Preparation of requested document 7.4 Release of Clearance	None	10 minutes	Records Officer I HRMO
7.1 Accomplishment of Money, Property & Accountability Clearance 7.2 Submit accomplished MPA Clearance	8.1 Waiting for submission of MPA Clearance 8.2 Acceptance of MPA Clearance	None	1 day	Employee concerned to different Dept Heads concerned
8.1 Application of GSIS Clearance	9.1 Provide GSIS form	None	14 days after last day in service	Financial Analyst II Accounting Office

8.2 Submission of GSIS Clearance	9.2 Acceptance of GSIS Clearance 9.3 Preparation of terminal Leave application	None	GSIS clearance processing depending on GSIS citizen charter 5 minutes	Records Officer I HRMO
TOTAL:		Php 1,220	Maximum of 2 months	

*** GSIS Processing as per RA 8291

4. Terminal Pay Voucher Processing

All retired/resigned and separated employees are entitled to receive his/her terminal pay, free of tax, upon completion of all requirements and depending on their total available leave balance as of their last day in service.

Office or Division:	Human Resource Management Office
Classification:	Complex
Type of Transaction:	G2G - Government to Employee/Official
Who may avail:	Employees (Active)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of intent (if resignation/early retirement)	Personal
2. Resignation Acceptance	City Mayor
3. Exit Survey Form	Human Resource Management Office
4. Ombudsman Clearance	Human Resource Management Office/Ombudsman
5. GSIS Clearance	GSIS
6. MPA Clearance	Human Resource Management Office
7. No Pending Administrative Case Certification	City Mayor
8. Fiscal's Clearance	City Prosecution Office

<p>9. Municipal Trial Court Clearance</p> <p>10. Regional Trial Court Clearance</p> <p>11. CSC Certification of No Pending Administrative Case</p> <p>12. Notarized Self-Declaration of Pendency/Non-Pendency of Case</p> <p>13. CCGECC Clearance</p> <p>14. Notarized SALN as of last day in service</p> <p>15. Notarized Affidavit of Undertaking for Authority to deduct</p> <p>16. Closed Payroll ATM account</p> <p>17. Certification of Leave Credits</p> <p>18. Service Record</p> <p>19. Certificate of last day in service</p> <p>20. Terminal Leave Application</p>	<p>Municipal Trial Court</p> <p>Regional Trial Court</p> <p>CSC</p> <p>Personal</p> <p>CCGECC</p> <p>Personal/Public Attorney's</p> <p>Human Resource Management Office/Legal</p> <p>Human Resource Management Office</p> <p>Human Resource Management Office</p> <p>Human Resource Management Office</p> <p>Human Resource Management Office</p> <p>Human Resource Management Office</p>
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CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	1. Prepare Voucher for terminal pay and attached necessary supporting documents	None	30 minutes	Records Officer I HRMO
	2. Check and verify completeness of documents	None	10 minutes	City Govt Dept Head (HRMO)
2. Wait for further advice of the release of payment	3. Submit voucher with all requirements to department where employee was last assigned during his/her employment	None	10 minutes	Records Officer I (HRMO)
	4.1 Record terminal pay to salary card of employee	None	1 day	Department Concerned
	4.2 Approval of voucher for payment			Department Head Concerned

	4.3 Forward Voucher to Accounting for processing of payment			Department Concerned
	5. Process Voucher	None	5 days	Accounting/ Budget/ City Mayor/ Treasurer Office
3. Acceptance of terminal pay	6. Release of payment	None	10 minutes	Cashier IV Treasurer's Office
TOTAL:		None	6 days and 1 hour	

5. Landbank Salary Loan Processing

Loans from Land Bank of the Philippines are available to all permanent, elective and co-terminus employees.

Office or Division:	Human Resource Management Office	
Classification:	Complex	
Type of Transaction:	G2G - Government to Employee/Official	
Who may avail:	Employees (Active)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
A. Permanent (with 3yrs of govt service & net pay of Php 7,000.00) 1. Loan Details Application Form 2. Fiscal's Clearance 3. Municipal Trial Court Clearance 4. Regional Trial Court Clearance 5. Photocopy of two (2) Valid Government ID's with signatures 6. Certificate of Employment with Compensation and No Pending Criminal & Admin. Case 7. Accomplished authority to deduct form	Personal City Prosecution Office Municipal Trial Court Regional Trial Court Personal Human Resource Management Office Personal	

8. Photocopy of last 3 months' payslip	Personal
9. Landbank I-access account	Personal
B. Elective (net pay of Php 7,000.00)	
1. Loan Details Application Form	Personal
2. Fiscal's Clearance	City Prosecution Office
3. Municipal Trial Court Clearance	Municipal Trial Court
4. Regional Trial Court Clearance	Regional Trial Court
5. Photocopy of two (2) Valid Government ID's with signatures	Personal
6. Certificate of Employment with Compensation and No Pending Criminal & Admin. Case	Human Resource Management Office
7. Accomplished authority to deduct form	Personal
8. Photocopy of last 3 months' payslip	Personal
9. Photocopy of Oath of Office	Personal
10. Landbank I-access account	Personal
C. Coterminous (net pay of Php 7,000.00)	
1. Loan Details Application Form	Personal
2. Details Application Form Comaker	Personal
3. Fiscal's Clearance	City Prosecution Office
4. Municipal Trial Court Clearance	Municipal Trial Court
5. Regional Trial Court Clearance	Regional Trial Court
6. Photocopy of two (2) Valid Government ID's with signatures	Personal
7. Certificate of Employment with Compensation and No Pending Criminal & Admin. Case	Human Resource Management Office
8. Accomplished authority to deduct form	Personal
9. Photocopy of last 3 months' payslip	Personal
10. Photocopy of Oath of Office	Personal
11. Landbank I-access account	Personal

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	1. Prepare Certificate of Employment/No Pending Admin. and Criminal Case attached necessary supporting documents	None	10 minutes	Clerk I HRMO
	2. Approval of Certificate	None	5 minutes	City Govt Dept Head (HRMO)
2. Wait for further advice for the release of payment	3. Encode to Landbank system Details of Loan	None	15 minutes	Clerk I
	4.1 Printing of Transmittal 4.2 Approval of Transmittal 4.3 Forward Approved Transmittal to Landbank	None	30 minutes	Clerk I City Govt Dept Head (HRMO) City Treasurer City Mayor Cashier IV (City Treasurer Office)
	5. Process Application	None	1-2 days	Landbank
3. Acceptance of loan thru crediting to Landbank payroll Account	6. Release of payment	None	1-2 days	Landbank
TOTAL:		None	Maximum of 5 days	