

**CITY HUMAN RESOURCE
MANAGEMENT OFFICE (HRMO)**
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
Case1: Active Employees 1. Payment Request Form 2. Official Receipt Case2: Inactive Employees 1. One (1) Valid Government ID 2. Payment Request Form 3. Official Receipt Case3: Representative 1. Authorization Letter originally signed by employee living in the Philippines or Special Power of Attorney with Red Ribbon for employees living abroad 2. One (1) Valid Government ID each from representative & represented employee (original & 1 photocopy) 3. Payment Request Form 4. Official Receipt (in case document requested is for separated employee)	<div> HRMO (Records Division) Treasurer's Office (Business License Tax Division) </div> <div> SSS, GSIS, Passport, Postal, Driver's License, National ID HRMO (Records Division) Treasurer's Office (Business License Tax Division) </div> <div> Employee represented </div> <div> SSS, GSIS, Passport, Postal, Driver's License, National ID </div> <div> HRMO (Records Division) Treasurer's Office (Business License Tax Division) </div>

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 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 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
Case1: Active Employees Request Form Case2: Inactive Employees 1. One (1) Valid Government ID 2. Request Form 3. Official Receipt Case3: 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)	 HRMO (Records Division) SSS, GSIS, Passport, Postal, Driver's License, National ID HRMO (Records Division) Treasurer's Office (Business License Tax Division) Employee represented SSS, GSIS, Passport, Postal, Driver's License, National ID HRMO (Records Division) Treasurer's Office (Business License Tax Division)

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 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 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. 4.2 Acceptance of requested document.	4.1 Approval of documents. 4.2 Release of requested documents.	None None	5 minutes	City Govt Dept Head (HRMO) Records Officer 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:	Complex
Type of Transaction:	G2C – Government to Citizens
Who may avail:	ALL

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Original Appointment/ Re-appointment/Transfer</p> <ol style="list-style-type: none"> 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. 3pcs passport size picture 2pcs 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 one (1) photocopy) <p>Promotion</p> <ol style="list-style-type: none"> 1. Letter of Intent 2. Authenticated Eligibility (2 copies, original, if applicable) 3. Psychological Test 4. 3pcs passport size picture 2pcs 2x2 size picture 5. PDS 3 pcs 6. Scholastic Record (diploma/TOR, original and one (1) photocopy) 7. MPA Clearance (if transfer to new Department) 	<p>Personal PSA</p> <p>PSA or LCR</p> <p>Issuing Agency</p> <p>Any Registered Hospital DOH accredited drug testing centers Any registered psychological testing centers</p> <p>NBI</p> <p>Personal Personal Personal</p> <p>Personal, Notary Public Personal</p> <p>School graduated</p> <p>Personal Issuing Agency</p> <p>Any registered psychological testing centers</p> <p>Personal Personal Personal Personal</p> <p>HRMO</p>

CLIENTS STEPS	AGENCY ACTION	FEES 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 the 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 deliberation (if qualified). 5.2 Accept thank you	5.1 Issue letter for schedule of HRMPSB deliberation (If qualified).	None	10 minutes	Supervising Admin. Officer HRMO

letter if not qualified for the position.	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 of qualifying with list of requirements or non-qualifying the position.	None	10 minutes	Supervising Admin. Officer HRMO
	7.2 Issue 1 st endorsement to Local Chief Executive.		15 minutes	Human Resource Merit Promotion &
	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 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		HRMO SSS, GSIS, Passport, Postal, Driver's License, National ID Treasurer's Office (Business and License Tax Division) HRMO 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 accomplish form & validity of identification cards. 1.2 Issuance of order of payment form.	None	5 minutes	Admin. Aide III or Records Officer HRMO
2. Payment of miscellaneous fee.	2. Acceptance of payment and	PHP 130.00	15 minutes	LRCO1 Treasurer's Office

	issuance or official receipt.			
3. Submission of official receipt.	3.1 Acceptance and validation of official receipt. 3.2 Verification of all documents & approval of release	None	5 minutes 30 minutes	Admin. Aide III or Records Officer HRMO Supervising Admin Office City Govt Dept Head (HRMO)
4. Acceptance of 201 file.	4. Release of 201 file.	None	5 minutes	Records Officer HRMO
TOTAL:		PHP 130.00	1 hour	

**HUMAN RESOURCE
MANAGEMENT OFFICE (HRMO)**
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
Approved Leave Application Slip A. Accident Leave Incident Report (if within office) Police Report (if outside office) Certification from Department Head Medical Certificate B. Travel Abroad Approved request letter by LCE or VM Copy of Itinerary Travel and Health Insurance Property, Money Accountability Form * CCSRF * Affidavit of no pending administrative & criminal case * Endorsement Letter to SILG C. Magna carta for Women	Department Concerned where employee is currently assigned Within the department/PACD PNP Department Head where employee was assigned City Medical Officer City Mayor's Office/Vice Mayor's Office Personal Personal HRMO Personal Personal City Mayor's Office/Vice Mayor's Office

Medical Certificate Medical Abstract Certification of fit to work D. Maternity Leave Certified true copy Birth Certificate Medical Abstract E. Monetization Approved Request Letter F. Paternity Leave Certified true copy birth certificate Certified true copy Marriage Certificate (if not declared married) G. Sick Leave Medical Certificate in excess of 5 days Certificate of fit to work H. SOLO Parent Leave Approved request letter Medical certificate (if applicable) I. Terminal Leave Certification of Leave Credits Duly Accomplished property, money & accountability clearance RTC Clearance Fiscal Clearance Certificate of no-pending case Service Record Ombudsman Clearance Certificate of Last Day in service J. Violence Against Women Barangay Report Police Certificate Medical Certificate Medico Legal K. Covid/Quarantine Health Monitoring Form	Personal Doctor Hospital Personal Doctor Local Civil Registrar Hospital Personal/City Administrator Local Civil Registrar Local Civil Registrar 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 HRMO Ombudsman HRMO Barangay where the incident happened PNP Cavite City Personal Doctor Personal Doctor Health Center
--	---

Medical Certificate RT PCR/Antigen Test (for covid positive)		Health center Doctor/Private Doctor DOH accredited testing centers		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved application form & necessary documents.	1. Review submitted application form & documentary requirement.	None	5 minutes	Admin. Aide III HRMO
2. Place affix signature to leave form.	2.1 Record transaction. 2.2 Print leave form.	None	5 minutes	Records Officer HRMO
	3. Submit leave form to department where employee is assigned.	None	5 minutes	Admin. Aide III HRMO
	4. Signature of Department Head on form submitted.	None	30 minutes	Department Head Concerned
	5.1 Department Concerned submits form to City Mayor's/Administrator's office for final approval. 5.2 Forward duly approved form to HRMO.	None	1 day	Department Concerned City Mayor's/ Administrator's Office
	6. Received approved leave form, retain one copy and two copies submitted to department where employee is assigned.	None	10 minutes	Admin. Aide III HRMO

3. Received one 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		
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 HRMO
	1.2 Check data requested.	None	5 minutes	
2. Return after two 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 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:	Complex			
Type of Transaction:	G2G - Government to Employee/Official			
Who may avail:	Employees (Active)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resignation/Separation Letter if cause is non mandatory retirement		Personal		
Property, Money & Accountability Clearance		HRMO		
Fiscal's Clearance		Prosecutor's Office		
Municipal Trial Court Clearance		Municipal Trial Court Cavite City		
Regional Trial Court Clearance		Regional Trial Court Cavite City		
No Pending Administrative Case Clearance		Mayor's Office		
Ombudsman Clearance		Ombudsman/HRMO		
GSIS Clearance		GSIS		
Cavite City's Government Employees Credit Cooperative Clearance		CCGECC Board		
Self-Affidavit of no pending Civil or Criminal Case		Personal		
CSC No-Pending Admin Case		Civil Service Commission		
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	Supervising Admin Officer CMO
2. Apply for Fiscal, RTC, MTC Clearance.	3. Advise client to secure the following:			
	Fiscal Clearance	PHP 230.00	15 minutes	Fiscal's Office
	Regional Trial Court Clearance,	PHP 50.00	15 minutes	Regional Trial Court
	Municipal Trial Court Clearance	PHP 50.00 (all payable to respective agencies)	15 minutes	Municipal Trial court
3.1 Apply for Ombudsman Clearance.	4.1 Accept application form and requirements.	None	10 minutes	Records Officer HRMO
	4.2 Submit to Ombudsman application of employee.	PHP 150.00 clearance fee	30 days including postal	Records Officer HRMO/ Ombudsman

		PHP 50.00 online transaction fee via MAYA Transmittal Fee PHP 150.00 Via LBC		
3.2 Acceptance of Ombudsman clearance.	4.3 Release of Ombudsman Clearance.	None	10 minutes	Records Officer HRMO
4.1 Apply for CCGECC Clearance.	5.1 Submit request letter for CCGECC Clearance.		10 minutes	Records Officer HRMO
	5.2 Prepare & Forward Clearance or Billing Form.		4 hours	CCGECC President
4.2 Receive Clearance or Billing from CCGECC.	5.3 Accept Clearance or billing Form.		5 minutes	Records Officer HRMO
5.1 Application for CSC No-Pending Administrative Case.	6.1 Accept application form and requirements.			Records Officer HRMO
	6.2 Endorse to CSC application form.		30 days acceptance to release	Records Officer HRMO
	6.3 Receive, process and			CSC Imus Field Office

5.2 Receive of CSC No-pending Admin Clearance.	release request. 6.4 Release of Clearance.			Records Officer HRMO
6.1 Application for Money, Property & Accountability Clearance.	7.1 Acceptance of application form. 7.2 Issuance of order of payment form.	None	10 minutes	Records Officer HRMO
6.2 Payment of Miscellaneous fee to Miscellaneous Counter of Treasurer's Office.	7.3 Issuance of Official Receipt.	PHP 390.00	15 minutes	LRCO1 Treasurer's Office
6.3 Submission of Official receipt.	7.4 Verification of official receipt.	None	5 minutes	Records Officer HRMO
6.4 Routing of PMA Clearance to all signatories.	7.5 Printing and Release of PMA Clearance.	None	1 day	Records Officer HRMO
6.5 Submit approved MPA Clearance.	7.6 Acceptance of approved MPA Clearance.	None	10 minutes	Records Officer HRMO
7.1 Application of GSIS Clearance.	8.1 Provide GSIS form application,	None	14 days after last day in service	Records Officer HRMO

	certificate of leave without pay & certificate of last day in service.			Financial Analyst II Accounting Office
7.2 Accomplish GSIS form application.	8.2 Process of application.		GSIS clearance processing depending on GSIS citizen charter	GSIS
7.3 Submission of GSIS Clearance (personal or thru liaison officer).	8.3 Acceptance of GSIS Clearance.			
7.4 Submission Of GSIS Clearance.	8.4 Preparation of terminal Leave application.			
TOTAL:		PHP 1,070.00	1 month, 2 hours and 48 minutes	

*** 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
<p>Letter of intent (if resignation/early retirement)</p> <p>Resignation Acceptance</p> <p>Exit Survey Form</p> <p>GSIS Clearance</p> <p>MPA Clearance</p> <p>No pending Administrative Case Certification</p> <p>Fiscal's Clearance</p> <p>Municipal Trial Court Clearance</p> <p>Regional Trial Court Clearance</p> <p>Ombudsman Clearance</p> <p>GSIS Clearance</p> <p>SALN as of last day in service</p> <p>Authorization letter to deduct dues</p> <p>Closed Payroll ATM account</p> <p>Certification of Leave Credits</p> <p>Service Record</p> <p>Certificate of last day in service</p> <p>Terminal Leave Application</p>	<p>Personal</p> <p>City Mayor</p> <p>Human Resource Management Office</p> <p>GSIS</p> <p>Human Resource Management Office</p> <p>City Mayor</p> <p>City Prosecution Office</p> <p>Municipal Trial Court</p> <p>Regional Trial Court</p> <p>Human Resource Management Office</p> <p>Office/Ombudsman</p> <p>GSIS</p> <p>Personal/Public Attorney's Office/Department Head</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> <p>Human Resource Management Office</p>

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit GSIS Clearance.	1. Prepare Voucher for terminal pay and attached necessary supporting documents.	None	30 minutes	Records Officer HRMO
	2. Check and verify completeness of documents.	None	10 minutes	City Govt Dept Head (HRMO)
2. Wait for further advice	3. Submit voucher with all requirements to department where	None	10 minutes	Records Officer (HRMO)

of the release of payment.	employee was last assigned during his/her employment.			
	4.1 Record terminal pay to salary card of employee. 4.2 Approval of voucher for payment. 4.3 Forward Voucher to Accounting for processing of payment.	None	1 day	Department Concerned Department Head Concerned Department Concerned
	5. Process and approval of Voucher.	None	5 days	Accounting/ Budget/ City Mayor/ Treasurer Office
3. Acceptance of terminal pay.	6. Release of payment.	None	15 minutes	Cashier IV Treasurer's Office
TOTAL:		None	6 days and 1 hour	

5. 13th month/14th Month/Cash Gift Voucher Processing/Tax Refund (Separated Employees)

All retired/resigned and separated employees are entitled to receive his/her 13th month, 14th month and cash gift, free of tax, upon completion of all requirements and depending on their length of 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		
Updated Salary Card reflecting last salary		Accounting		
Updated Service Record		Human Resource Management Office		
No pending Administrative Case Certification		Personal		
Cooperative Clearance		Cooperative		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements.	1. Prepare Voucher for last pay benefits and attached necessary supporting documents.	None	30 minutes	Clerk I HRMO
	2. Check and verify completeness of documents.	None	10 minutes	City Govt Dept Head (HRMO)
2. Wait for further advice for 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 (HRMO)
	4.1 Prepare OBR. 4.2 Approval of voucher for payment. 4.3 Forward Voucher to Accounting for	None	1 day	Department Concerned Department Head Concerned Department Concerned

	processing of payment.			
	5. Process Voucher.	None	5 days	Accounting/ Budget/ City Mayor/ Treasurer Office
3. Acceptance of last pay benefits.	6. Release of payment	None	15 minutes	Cashier IV Treasurer's Office
TOTAL:		None	7 days and 5 minutes	

6. 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:	Simple			
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) Loan Details Application Form Fiscal's Clearance Municipal Trial Court Clearance Regional Trial Court Clearance Photocopy of 2 Valid Government ID's with signatures Certificate of employment with compensation and no pending criminal & Admin Case Accomplished authority to deduct form Photocopy of last 3 months' payslip Landbank I-access account		Personal City Prosecution Office Municipal Trial Court Regional Trial Court Personal Human Resource Management Office Personal Personal Personal		

<p>B. Elective (net pay of PHP 7,000.00)</p> <p>Loan Details Application Form Fiscal's Clearance Municipal Trial Court Clearance Regional Trial Court Clearance Photocopy of 2 Valid Government ID's with signatures Certificate of employment with compensation and no pending criminal & Admin Case Accomplished authority to deduct form Photocopy of last 3 months' payslip Photocopy of Oath of Office Landbank I-access account</p> <p>C. Cotermious (net pay of PHP 7,000.00)</p> <p>Loan Details Application Form Details Application Form Comaker Fiscal's Clearance Municipal Trial Court Clearance Regional Trial Court Clearance Photocopy of 2 Valid Government ID's with signatures Certificate of employment with compensation and no pending criminal & Admin Case Accomplished authority to deduct form Photocopy of last 3 months' payslip Photocopy of Oath of Office Landbank I-access account</p>		<p>Personal City Prosecution Office Municipal Trial Court Regional Trial Court Personal</p> <p>Human Resource Management Office</p> <p>Personal</p> <p>Personal Personal Personal</p> <p>Personal Personal City Prosecution Office Municipal Trial Court Regional Trial Court Personal</p> <p>Human Resource Management Office</p> <p>Personal</p> <p>Personal Personal Personal</p>		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements.	1. Prepare Certificate of employment/No pending Admin &	None	10 minutes	Clerk I HRMO

	criminal Case attached necessary supporting documents.			
	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	20 minutes	Clerk I City Govt Dept Head (HRMO) City Treasurer City Mayor Cashier IV (City Treasurer Office)
	5. Process Application.	None	1 day	Landbank
3. Acceptance of loan thru crediting to Landbank payroll Account.	6. Release of payment.	None	15 minutes	Landbank
TOTAL:		None	2 days and 5 minutes	