

HUMAN RESOURCE AND MANAGEMENT OFFICE EXTERNAL SERVICES

1. RECRUITMENT, SELECTION, AND PLACEMENT

Vacant positions in the City Government of Imus are posted in the following areas: a) HRMO bulletin board, b) Public Employment Service Office (PESO) bulletin board, c) Imus Public Market bulletin board. Vacant positions are also posted in the CSC Job Portal and City of Imus website. Application is open to all who meet the qualifications of the position to be filled. A Human Resource Merit Promotion and Selection Board (HRMPSB) screens and evaluates all qualified applicants and submits the list of candidates recommended for appointment to the Appointing Authority.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All qualified applicants			
CHECKLIST OF REQUIREMENTS FOR APPLICATION		WHERE TO SECURE		
Letter of Intent addressed to the City Mayor for Executive Positions or the City Vice Mayor for Legislative Positions (1 original copy)		Applicant		
Duly Accomplished Personal Data Sheet [CSC Form No. 212, Rev. 2017] (1 original copy)		Downloadable at CSC website (csc.gov.ph)		
Certificate of Eligibility [if necessary] (1 authenticated copy)		CSC Regional Office		
License [if necessary] (1 photocopy)		LTO, PRC, SC		
Transcript of Records (TOR) (1 authenticated/certified copy)		School/university that applicant attended to		
One (1) Valid I.D. (1 photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-Ibig		
Performance Rating, in case of promotion or transfer (1 original/certified copy)		HRMO; Home Agency prior to application		
CHECKLIST OF REQUIREMENTS FOR APPOINTMENT		WHERE TO SECURE		
Medical Certificate [CS Form No. 211, Rev. 2017] (2 original copies)		HRMO; to be filled out by Licensed Physician		
Clearance (1 original copy)		NBI		
Certificate of Live Birth (1 original copy)		PSA, City Civil Registrar's Office		
Marriage Contract/Certificate, if married (1 original copy)		PSA, City Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements for application	1.1 Receive application and conduct pre-screening based on qualifications and requirements. If qualified, inform the applicant of the written examination schedule	None	5 minutes	Aerole Micah Paredes <i>Human Resource Management Assistant I</i> Terry Joie Alexis Juntoria <i>Clerk IV</i>

	1.2 Prepare materials and set the written examination schedule		Schedule varies per position	Sabrina Summer Medina Human Resource Management Officer I Marjane Alexa Santos Administrative Officer I Aerole Micah Paredes Human Resource Management Assistant I Angelica Sañez Senior Administrative Assistant I Terry Joie Alexis Juntoria Clerk IV
2. Take written examination and undergo initial interview	2.1 Administer written examination 2.2 Check and rate the written examinations. If passed, inform the applicant of the schedule for initial interview 2.3 Conduct initial interview 2.4 Prepare materials and set the HRMPSB screening and evaluation schedule	None	1 hour 2 hours Schedule varies per position 2 weeks for 50 applicants	Angelica Sañez Terry Joie Alexis Juntoria Sabrina Summer Medina Marjane Alexa Santos Aerole Micah Paredes, Sabrina Summer Medina Marjane Alexa Santos Angelica Sañez Terry Joie Alexis Juntoria Aerole Micah Paredes Angelica Sañez Terry Joie Alexis Juntoria
3. Undergo HRMPSB screening and evaluation	3.1 Conduct final screening of the applicant	None	1 day	Human Resource Merit Promotion and Selection Board Aerole Micah Paredes

	<p>3.2 Check, prepare and finalize Comprehensive Evaluation Result based on the result of the HRMPSB screening and deliberation</p> <p>3.3 Conduct background investigation</p> <p>3.4 Select appointee based on the Comprehensive Evaluation Report</p> <p>3.5 Inform the successful applicant selected by the Appointing Authority</p>		<p>5 to 7 days</p> <p>1 to 3 days per applicant</p> <p>1 to 2 weeks</p> <p>5 minutes</p>	<p>HRMA I</p> <p>Aerole Micah Paredes Human Resource Management Assistant I Terry Joie Alexis Juntoria Clerk IV Angelica Sañez Senior Administrative Assistant I</p> <p>Appointing Authority</p> <p>Aerole Micah Paredes</p>
4. Submit complete requirements for appointment	<p>4.1 Receive complete requirements of successful applicants</p> <p>4.2 Process and submit appointment and other pertinent documents to the Civil Service Commission for approval</p>	None	<p>2 weeks</p> <p>30 days</p>	<p>Aerole Micah Paredes Angelica Sañez Terry Joie Alexis Juntoria</p> <p>Aerole Micah Paredes Angelica Sañez Terry Joie Alexis Juntoria</p>
5. Claim acted appointment from the CSC	5.1 Furnish appointee with the appointment acted by the CSC		1 day	Angelica Sañez
TOTAL		None	Timeline varies per position	

Notes:

*The Comprehensive Evaluation Report is submitted to the Appointing Authority to serve as guide in choosing the candidate who can efficiently discharge the duties and responsibilities of the vacant position. The report specifies the top five ranking candidates whose overall scores are comparatively at par based on the following:

- a. performance
- b. education and training
- c. experience and outstanding accomplishments
- d. psycho-social attributes and personality traits
- e. potential

The report also includes observations and comments on the candidate's competence and other qualifications that are important in the performance of the duties and responsibilities of the vacant position to be filled.

**Applications for vacant positions under Ospital ng Imus (ONI) must be submitted and processed at the ONI- HR office.

2. JOB ORDER EMPLOYMENT

Government agencies may hire job-order employees under the provisions of the CSC-COA-DBM Joint Circular No. 1, s. 2017. The hiring of job-order employees in the City must be with the approval of the City Mayor.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All qualified applicants			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly Accomplished Personal Data Sheet [CSC Form No. 212, Rev. 2017] (1 original copy)			Downloadable at CSC website (csc.gov.ph)	
Certificate of Live Birth or Marriage Certificate (1 photocopy)			PSA	
Clearance (1 original copy)			NBI, Police Station	
Community Tax Certificate (Cedula) for employment (1 photocopy)			City Treasury Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Receive and assess the application 1.2 Endorse to the HRMO the list of accepted applicants and their respective designation and payroll	None	1 month	Office of the Mayor
2. Sign Contract of Service	2.1 Prepare and facilitate signing of Contract of Service	None	15 days	Marjane Alexa Santos <i>Administrative Officer I</i>
TOTAL		None	1 month 15 days	

Note: Due to mass hiring/renewal of job order employees, timeline is also extended.

3. ON-THE-JOB TRAINING

Applications for On-the-Job Training are referred to different departments/units that are most related to the Degree Program of the student applicant.

STAGE 1. APPLICATION

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All college level students and graduate degree program students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume/Curriculum Vitae (1 original copy)		Applicant		
Endorsement Letter (1 original copy)		School/university where applicant is currently enrolled		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Receive and assess the documents. Encode the application to database.	None	10 minutes	Luth Espiloy, Jr. Admin Assistant II
	1.2 Endorse MOA to legal department for review		2 days	Evelyn B. Royo HRMO I
	1.3 Transmit approved MOA to the City Mayor's Office for signature		3 days	
	1.4 Prepare Endorsement Letter to selected department		1 day	Evelyn B. Royo
	1.5 Sign the endorsement letter		1 day	Kathryn Ann Pantig OIC, HRMO
	1.6 Review and assess the application. Inform HRMO of assessment		5 minutes	Respective Department/ Unit Head
	1.7 Inform the applicant of the result of application			Luth Espiloy, Jr. Admin Assistant II Evelyn B. Royo HRMO I
2. Report for duty	Orient the student intern and endorse to the respective department/unit		10 minutes	Luth Espiloy, Jr. Admin Assistant II

				Evelyn B. Royo HRMO I
TOTAL		None	7 days, 25 minutes	

Note:

Stage 1 ends upon first day of duty. The duration of the On the Job Training is no longer included in the processing time. During this period, HRMO monitors the student trainee and coordinates with school coordinator.

STAGE 2. COMPLETION OF ON THE JOB TRAINING

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All students that underwent On the Job Training under the City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Daily Time Record (1 original copy)		Accomplished by student intern, signed by respective department/unit head		
Evaluation Form (1 original copy)		School prescribed form, to be rated by immediate supervisor during internship		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Receive and assess the documents.	None	15 minutes	Evelyn B. Royo HRMO I
	1.2 Prepare Certificate of Completion		3 days	Hon. Alex A. Advincula City Mayor
	1.3 Sign the Certificate of Completion			
2. Receive Certificate of Completion with attached DTR and Evaluation Report	2.1 Issue Certificate of Completion		1 minute	Evelyn B. Royo HRMO I
TOTAL		None	3 days, 16 minutes	

HUMAN RESOURCE AND MANAGEMENT OFFICE

INTERNAL SERVICES

1. LEAVE APPROVAL

City Government employees are entitled to an equivalent of 30 leave credits annually, together with other mandated leave benefits, which can be classified as follows:

Commonly Availed Types of Leave

1. Vacation Leave
2. Sick Leave
3. Forced Leave
4. Maternity Leave
5. Paternity Leave
6. Solo Parent Leave
7. Special Privilege Leave

Other Types of Leave:

1. Magna Carta for Women (R.A. 9710)
2. Anti-Violence Against Women and Children (VAW-C) Leave
3. Rehabilitation Leave

OFFICE OR DIVISION	Human Resource Management Office	
CLASSIFICATION	Simple	
TYPE OF TRANSACTION	G2G – Government to Government	
WHO MAY AVAIL THE SERVICE	All officials; permanent, temporary and casual employees of the City Government of Imus	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Accomplished Application for Leave [CSC Form No. 6, Rev. 1984] (3 original copies)		Human Resource Management Office
Additional Requirements per Type of Leave		
Vacation Leave Abroad Clearance Form (3 original copies) Affidavit of No Pending Case (3 original copies)		Human Resource Management Office Human Resource Management Office
Sick Leave (more than 5 days) Medical Certificate (1 original copy)		Licensed Physician
Sick Leave (more than 30 days) Medical Certificate (1 original copy) Clearance Form (3 original copies)		Licensed Physician Human Resource Management Office
Maternity Leave CSC Prescribed Medical Certificate Form (2 original copies) Clearance Form (3 original copies)		HRMO; to be filled out by Licensed Physician Human Resource Management Office

Paternity Leave Birth Certificate of Child (1 photocopy) CSC Prescribed Medical Certificate Form (2 original copies)		City Civil Registrar's Office HRMO to be filled out by Licensed Physician		
Solo Parent Leave Solo Parent I.D. (1 photocopy)		City Social Welfare Development Office		
Magna Carta for Women (R.A. 9710) Medical Certificate (1 original copy)		Licensed Physician		
Anti-Violence Against Women and Children (VAW-C) Leave Barangay Protection Order or Temporary/Permanent Protection Order (if protection order is not yet issued, secure Certification from Brgy. Captain or Clerk of Court (1 original/certified copy) OR Police Report (1 original copy) Medical Certificate		Barangay or Court where the case is filed Philippine National Police Station Licensed Physician		
Rehabilitation Leave Police Report (1 original copy) Certificate of Attendance during which the accident happened (1 original copy) Certification of the Department Head that the injuries were incurred while in the performance of duties (1 original copy)		Philippine National Police Station Human Resource Management Office Department/Unit where employee is reporting to		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished Application for Leave Form and corresponding attachments	1.1 Receive and assess the application	None	2 minutes	Emma Camino Admin Assistant IV Aimelete Maliksi Bookbinder IV Joan Mary Crisostomo Administrative Officer II
	1.2 Certify available leave credits		10 minutes	Kathryn Ann Pantig HRMO II

	1.3 Approval of the application		1 day	Hertito V. Monzon City Administrator
	1.4 Update employee's Leave Card		5 minutes	Emma Camino Admin Assistant IV Aimelete Maliksi Bookbinder IV Joan Mary Crisostomo Administrative Officer II
2. Receive approved Leave Form	2.1 Issue approved Leave Form	None	1 minute	Emma Camino Admin Assistant IV Aimelete Maliksi Bookbinder IV Joan Mary Crisostomo Administrative Officer II
TOTAL		None	1 day, 18 minutes	

Notes:

*Application for Vacation Leave, Forced Leave, and Solo Parent Leave must be submitted at least five (5) days before the intended leave date.

**Application for Sick Leave must be submitted within one (1) day upon return to duty.

***Additional information for the other types of leave may be inquired through Ms. Emma Camino and Ms. Annie de Leon.

2. STUDY LEAVE GRANT

Officials and employees of government agencies may apply for Study Leave with pay pursuant to Section 68 of Civil Service Commission Memorandum Circular No. 14 series of 1999, as amended.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All permanent employees of the City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original copy)		Employee applicant		
Department/Unit Head letter recommendation and approval to avail of Study Leave (2 original copies)		Department/Unit where employee is reporting to		
School Certification and/or enrolment form, copy of Board/Bar examination application and/or official receipt as proof to the purpose of Study Leave (2 photocopies)		School/university where employee is enrolled		
HRMO Certification indicating employee has rendered at least two (2) years of service with at least very satisfactory performance for the last two rating periods immediately preceding the application (2 original copies)		Human Resource Management Office		
Human Resource Development Council (HRDC) Certification approving the number of leave applied with pay and indicating the conditions/provisions included on the approval of said leave.		Human Resource Development Council (HRDC) Secretariat (HRMO-L & D Section)		
Certificate of no pending administrative and/or criminal charges (3 original copies)		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Receive and process the application	None	2 minutes	Van Carlyne Rocha Project Development Officer III

	1.2 Review application. If approved, issue HRDC Certification that employee is qualified to avail of Study Leave		5 days	Human Resource Development Council
	1.3 Facilitate the signing of Memorandum of Agreement (MOA)		1 day	Van Carlyne Rocha
	1.4 Update employee's leave card and process the leave form		10 minutes	Emma Camino Admin Assistant IV
2. Receive approved Leave Form and copy of MOA	2.1 Issue approved Leave Form and copy of MOA	None	1 minute	Van Carlyne Rocha <i>Supervising Admin Officer</i> Emma Camino <i>Admin Assistant IV</i>
TOTAL		None	6 days,13 minutes	

3. SERVICE RECORDS, CERTIFICATES OF EMPLOYMENT, AND OTHER HRMO CERTIFICATIONS

City Government employees may request for copies of Service Records, Certificate of Employment, and other Certifications from the Human Resource Management Office.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government, G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All current and previous officials and employees of the City Government of Imus, relatives of deceased employees of the City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Not applicable		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for copy of Service Record/ Certification	1.1 Entertain request and issue Order of Payment	None	2 minutes	Jamie Mc.Coll Data Encoder
2. Pay the required fee at the City Treasury Office and submit to the HRMO the Official Receipt	2.1 Receive the Official Receipt. Process the request, verify records and update if necessary. 2.2 Submit the document for signature	Certification Fee - Php 50.00 Documentary Stamp Tax – Php 30.00	10 minutes	Rossana Parnala <i>HRMO I</i> Joan Mary Crisostomo Administrative Assistant I
	2.3 Sign the document		1 day	Kathryn Ann Pantig HRMO II
3. Receive the requested document	3.1 Issue the requested document/s	None	1 minute	Jamie Mc.Coll Data Encoder
TOTAL		Php 80.00	1 day, 13 minutes	

4. TRAINING APPROVAL

Officials and employees of the City Government to attend/organize training programs must secure training approval from the Human Resource Development Council (HRDC)

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All permanent, temporary and casual employees of the City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
External Training Programs Request Letter to the HRDC Chairman Training Invitation/Programme		HRMO; to be signed by department/unit head Training Organizer		
Team Building Activities Request Letter to the HRDC Chairman Training Design List of participants Resume/Curriculum Vitae of Resource Person/s		Requesting department/unit Resource Person/s Requesting department/unit Resource Person/s		
Benchmarking Activities Request Letter to the HRDC Chairman Training Design List of participants Proof of communication/acceptance with the receiving Agency		Requesting department/unit Requesting department/unit Requesting department/unit Receiving Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Receive and process request	None	2 minutes	Van Carlyne Rocha Project Development Officer III
	1.2 Review the request. If approved, issue Training Approval		5 days	Human Resource Development Council
	1.3 Forward training approval to the City Administrator's Office for the issuance of		5 minutes	Van Carlyne Rocha Project Development Officer III

	travel order			
2. Receive Training Approval with Travel Order	2.1 Prepare Travel Order for the requested training program. Release Training Approval with Travel Order	None	1 day	City Administrator's Office
TOTAL		None	6 days, 7 minutes	

5. REQUEST/REPLACEMENT OF EMPLOYEE IDENTIFICATION CARDS

All City Government of Imus employees are issued with Identification Cards upon appointment. In case of damage or loss, employees may request for replacement of I.D. Cards at the HR Office.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All employees of the City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
In case of loss Notarized Affidavit of Loss		Notary Public		
In case of damage Old I.D. Card		Requesting employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Receive requirements. For RFID Cards, issue Order of Payment	None	2 minutes	Maribel Bamba Admin Assistant IV Faith Francisco Admin Assistant IV
2. For RFID Card replacements, pay corresponding fee at the City Treasury Office and submit Official Receipt at HRMO	2.1 For RFID Card replacements, receive Official Receipt Printing of I.D. Cards	RFID Card replacement fee – Php 400.00	2 days, 4 hours	Maribel Bamba Faith Francisco
3. Receive requested I.D. Card	3.1 Issue requested I.D. Card	None	1 minute	Maribel Bamba Faith Francisco
TOTAL		None	2 days, 4 hours, 3 minutes	