

# City Human Resource & Management Office (CHRMO)

## External Services

### 1. Recruitment, Selection and Placement

The RSP System is based on Qualification Standards (QS).

<b>Office or Division:</b>	<b>Recruitment, Selection and Placement (RSP) Division</b>
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Client (G2C), Government to Government (G2G)
<b>Who may avail:</b>	City Employees and other applicants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Rev. 2017)</li> <li>Performance Rating in the present position for 1 year (if applicable)</li> <li>Copy of Certificate of Eligibility/Rating/License (if applicable)</li> <li>Copy of Transcript of Records</li> </ul>	CSC (downloadable via <a href="http://csc.gov.ph">csc.gov.ph</a> )  Office where he/she is assigned  Office of the CSC or PRC  School where graduated

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application via email or by approaching the Officer of the Day	1.1 Accepts the application, if complete	None	30 mins.	<i>Officer of the Day</i>
	1.2 Evaluates the application	None	2 hrs.	<i>Chief, RSP Administrative Officer V</i>
	1.3 Conducts interview	None	30 mins	<i>Chief, RSP Administrative Officer V CGDH I/CHRMO</i>
	1.4 Undergoes selection processes together with the other applicants	None	10 days	<i>Chief, RSP Administrative Officer V CGDH I/CHRMO HRMPSB</i>

2. If selected, comply with the requirements	2.1	If selected by appointing authority, appointment will be issued	None	2 days	Chief, RSP Administrative Officer V CGDH I/CHROMO Appointing Authority
	2.2	Sends letters to the applicants who are not selected	None	5 days	Chief, RSP Administrative Officer V Officer-in-Charge, CHROMO
TOTAL:			None	17 days & 3 hrs	

**Notes:**

- Applications with incomplete documents shall not be accepted.
- Applications emailed after the deadline (as stated in the publication of vacant positions in the CSC website) shall no longer be entertained.
- An applicant may send a minimum one (1) application and a maximum of three (3) applications to three (3) different positions.
- The specific position applied for must be indicated in the application/s including the item number/s. Without such specifications, applications shall be disregarded.
- The City Government of Legazpi is an equal opportunity agency. All qualified applicants will receive consideration for employment regardless of age, sex, sexual orientation and gender identity (SOGI), civil status, religion, ethnicity, political affiliation, disability and work-related injuries.

## 2. Work Immersion/ On-the-Job Trainees (WI/OJT) Deployment

The City Human Resource Management Office facilitates the deployment of Work Immersion/On-the-Job Trainees.

<b>Office or Division:</b>	<b>Learning and Development (L&amp;D) Division</b>				
<b>Classification:</b>	Highly Technical				
<b>Type of Transaction:</b>	Government to Business Entity (G2B), Government to Government (G2G)				
<b>Who may avail:</b>	Schools				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
<input type="checkbox"/> Letter request with list of students, submitted and approved by the City Mayor before the school year starts			School Concerned		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>	
1. Submits requirements	1.1 Receives requirements	None	10 mins.	<i>Officer of the Day</i>	
	1.2 Prepares and reviews Memorandum of Agreement (MOA)	None	1 day	<i>Chief, L&amp;D CGDH // CHRMO</i>	
	1.3 Processes MOA	None	15 days	<i>Chief, L&amp;D Officer-in-Charge, CHRMO SP City Mayor</i>	
	1.4 Conducts orientation	None	2 hrs.	<i>Chief, L&amp;D</i>	
	1.5 Deploys the students to concerned offices	None	1 hr.	<i>Chief, L&amp;D</i>	
<b>TOTAL:</b>		None	16 days & 3 hrs.		

## Internal Services

### 1. Preparation of Contract of Services or Appointments of Job Orders

CHRMO, upon receipt of the complete requirements, prepares, reviews and forwards the contract and appointment to concerned heads of offices for signature.

<b>Office or Division:</b>	<b>Recruitment, Selection and Placement (RSP) Division</b>			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Client (G2C), Government to Government (G2G)			
<b>Who may avail:</b>	City Employees and other applicants			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Endorsement Letter from concerned chief of office</li> <li>Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Rev. 2017)</li> <li>Recent Drug Test Result</li> </ul>			Office Concerned Client  Drug Test Clinic	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Receives requirements if complete	None	20 mins.	<i>Officer of the Day</i>
	1.2 Prepares and signs contract/ appointment	None	2 hrs.	<i>Contract of Service Worker Administrative Officer V CGDH I/CHRMO</i>
	1.3 Transmits to concerned offices for approval/ signature of concerned chiefs of offices	None	5 days	<i>Contract of Service Worker Administrative Officer V</i>
2. Sign the contract/ appointment In the case of the contract, client should cause it to be notarized.	2. Records and releases a certified true copy of contract/ appointment	None	40 mins.	<i>Officer of the Day</i>
<b>TOTAL:</b>		None	5 days & 3 hrs	

## 2. Preparation of Service Records, Certificate of Employment and Other Certifications

CHRMO updates, prepares, reviews and releases service record, certificate of employment and other certifications, upon receipt of request/instruction.

<b>Office or Division:</b>	<b>Records Management Division (RMD)</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	City Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<input type="checkbox"/> 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. Approach the Officer of the Day and request for Service Record, Certificate of Employment/ Certificate of Employment and Compensation, certificate of Good Moral Character and/or other certifications	1.1. Records the request in the logbook	None	10 minutes	<i>Officer of the Day</i>
	1.2. Prepares and reviews the requested document/s	None	1 day	<i>Chief, RMD CGDH I/CHRMO</i>
	1.3. Signs the document/s	None	10 minutes	<i>Chief, RMD CGDH I/CHRMO</i>
	1.4. Records and releases the requested document/s	None	10 minutes	<i>Officer of the Day</i>
<b>TOTAL:</b>		None	1 day & 30 mins.	

### 3. Preparation of Travel Orders of City Employees to Learning and Development (L&D) Interventions

Upon request/instruction, CHRMO prepares travel orders of City employees to L&D interventions.

<b>Office or Division:</b>	<b>Learning and Development (L&amp;D) Division</b>			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	City Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ol style="list-style-type: none"> <li>Letter-invitation pertaining to L&amp;D/CPD</li> <li>Letter from the chief of office recommending the attendee/s to the seminar, training or convention</li> </ol>			AO/ICAF of office/division where the employee is assigned, re-assigned or detailed	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the requirements at least 1 week before the date of seminar, training or convention	1.1 Receives and checks the requirements	None	10 minutes	<i>Officer of the Day</i>
	1.2 Assesses and evaluates employees recommended by the Division Chief	None	10 minutes	<i>Chief, L&amp;D CGDH I/CHRMO Concerned Division Chief</i>
	1.3 Prepares and reviews the travel order	None	20 minutes	<i>Chief, L&amp;D CGDH I/CHRMO</i>
2. Retrieve the travel order, for approval of the chief of office concerned and the City Mayor	2.1 Upon return, records and releases the travel order	None	2 days	<i>Officer of the Day</i>
<b>TOTAL:</b>		None	2 days & 1 hr.	

## 4. Processing Application for Leave

Submitted applications for leave are processed, with leave credits computed, reviewed and certified.

<b>Office or Division:</b>	<b>Records Management Division</b>			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	City Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<input type="checkbox"/> CSC Form No. 6/Application for Leave Form (3 copies) <ol style="list-style-type: none"> <li>1. Vacation Leave</li> <li>2. Forced Leave               <ul style="list-style-type: none"> <li>- Dates of Forced Leave are included in the schedule of forced leave submitted to the CHRMO</li> </ul> </li> <li>3. Special Leave Privileges (SLP)</li> <li>4. Sick Leave               <ul style="list-style-type: none"> <li>- Medical Certificate (if S.L. exceeds 5 days)</li> </ul> </li> <li>5. Maternity/Paternity Leave</li> <li>6. Monetization of Leave Credits               <ul style="list-style-type: none"> <li>- If monetization is more than 10 days                   <ul style="list-style-type: none"> <li>➤ Letter of Intent approved by the City Mayor, citing the reason for availment</li> <li>➤ Waiver Form/s signed by fellow plantilla employee/s</li> </ul> </li> </ul> </li> <li>7. Terminal Leave</li> <li>8. Rehabilitation Leave</li> </ol>			AO/ICAF of office/division where the employee is assigned, re-assigned or detailed	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare and submit properly filled up Application for Leave and other requirements	1.1 Receives application and other requirements (if complete)	None	15 mins.	<i>Officer of the Day</i>
	1.2 Prepares, reviews and certifies number of leave credits	None	1 hour	<i>Focal Person, Leave Administration Chief, RMD CGDH I/ CHRMO</i>
	1.3 Returns the application to be approved by the chief of office	None	15 mins.	<i>Officer of the Day</i>

2. Upon approval, return the application for leave	2.1 Receives and records the application	None	15 mins.	<i>Officer of the Day</i>
	2.2 Releases the 2 copies and retains 1 copy for filing	None	15 mins.	<i>Officer of the Day</i>
	2.3 If the monetization is allowed and requirements are complete, prepares the necessary financial documents, for processing and release of concerned offices (City Budget Office, City Accountant's Office and City Treasurer's Office)	None	5 days	<i>Focal Person, Leave Administration Chief, RMD CGDH I/CHRMO</i>
TOTAL:		None	5 days & 2 hrs.	



## 5. Processing Retirement

CHRMO facilitates the documents needed for retirement of retiring employees.

<b>Office or Division:</b>	<b>Records Management Division</b>			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	Retiring City Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Optional Retirement               <ul style="list-style-type: none"> <li>- Letter of Intent to Retire with the approval of the City Mayor</li> </ul> </li> <li>Mandatory Retirement               <ul style="list-style-type: none"> <li>- No requirements</li> </ul> </li> </ul>			Retiree or AO/ICAF of office/division where the employee is assigned, re-assigned or detailed	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. If it is Optional Retirement, submit the requirement. If it is mandatory, no action needed.	1.1 Receives requirement	None	10 minutes	<i>Officer of the Day</i>
	1.2 Updates/re-computes/ reviews number of leave credits earned from the starting date of employment	None	5 days	<i>Focal Person, Leave Administration Chief, RMD CGDH I/CHRMO</i>
	1.3. Prepares and reviews the retirement and financial documents	None	1 day	<i>Focal Person, Leave Administration Chief, RMD CGDH I/CHRMO</i>
	1.4. Transmits the retirement and financial documents, for processing, approval and release by concerned offices	None	5 days	<i>Officer of the Day Focal Person, Leave Administration Chief, RMD CGDH I/CHRMO</i>
<b>TOTAL:</b>		None	10 days & 10 mins.	