



## HUMAN RESOURCE MANAGEMENT SERVICES

### Bacolod City

Implements competency-based human resource management programs such as Recruitment & Selection Process (RSP), Strategic Performance Management System (SPMS), Learning and Development (L&D), Rewards & Recognition (R&R), maintains HR Information System (HRIS), and other HR management & development services.

#### 1. Application for Employment

Applications for employment in the city government are open to anyone provided they meet the qualifications of the vacant position. Lists of vacant positions are posted online in the Civil Service Commission website, [www.csc.gov.ph](http://www.csc.gov.ph), HRMS Bulletin of Vacant Positions, & at the Bulletin Board at the Bacolod Government Center.

A Human Resource Merit Promotion & Selection Board (HRMPSB) evaluates and assesses all applicants and assists the appointing authority in the objective selection of candidates for appointment in accordance with the agency Revised Merit Selection Plan

<b>Office or Division:</b>	Human Resource Management Services
<b>Classification:</b>	<input type="checkbox"/> Simple <input checked="" type="checkbox"/> Complex <input type="checkbox"/> Highly Technical
<b>Type of Transaction:</b>	<input checked="" type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input type="checkbox"/> G2G – Government to Government
<b>Who may avail:</b>	All eligible applicants and employees for promotion
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	

<ul style="list-style-type: none"> <li>• Application Letter addressed to the City Mayor</li> <li>• Personal Data Sheet</li> <li>• Scholastic Records</li> <li>• Certificate of Eligibility (must be authenticated)</li> <li>• Training Certificates</li> <li>• Certificate of Employment (with details of duties and functions)</li> <li>• IPCR/Performance Rating (from current or previous employer)</li> </ul>		<ul style="list-style-type: none"> <li>• CSC Website</li> <li>• CSC or PRC depending on applicant's eligibility</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application specifying the position applied for and the office where the vacancy is together with the requirements needed based on the Qualification Standard of the position	1.1 HRMS accepts application and evaluates completeness of documents submitted	None	5 minutes	<b>Aleana Rubiato</b> <i>Admin Asst. II</i>
	1.2 HRMS evaluates relevance of application to the position applying for		10 minutes	<b>Rovic Castijon</b> <i>HR Staff</i>
	1.3 Applications will be forwarded to the department concerned for initial comparative list of applicants in the said office.		1 day	<b>Ericka Mijares</b> <i>Admin Officer IV</i>
	1.4 HRMS schedules applicants for examination once initial comparative is submitted to the HR Office		½ day	<b>Rovic Castijon</b> <i>HR Staff</i>
	1.5 HRMS sends letter to next-in-rank employees, if applicable		½ day	<b>Aleana Rubiato</b> <i>Admin Asst. II</i>
				<b>Rovic Castijon</b> <i>HR Staff</i>

<p>2. Applicants take examination</p>	<p>2.1 HRMS checks examination and rank applicants accordingly</p> <p>2.2 HRMS schedules Top 10 applicants based on their examination scores for interview</p>	<p>None</p>	<p>½ day</p> <p>½ day</p>	<p><b>Aleana Rubiato</b> <i>Admin Asst. II</i></p> <p><b>May Legada</b> <i>HRM Asst.</i></p>
<p>3. Applicants undergo interview</p>	<p>3.1 HRMS conducts interview</p> <ul style="list-style-type: none"> <li>• Panel interview is conducted to applicants applying for positions under SG-22 and above</li> <li>• One-on-one interview is conducted to applicants under SG-18 and below</li> </ul> <p>3.2 HRMS schedules deliberation with HRMPSB</p> <p>3.3 Final comparative with results of deliberation duly signed by the HRMPSB members are forwarded to the City Mayor for final selection</p> <p>3.4 After the City Mayor's final action, HRMS</p>	<p>None</p>	<p>½ day</p> <p>½ day</p> <p>1 day</p> <p>1 day</p> <p>1 day</p>	<p><b>HRMPSB</b></p> <p><b>May Legada</b> <i>HRMA</i></p> <p><b>Jan Bethel Alson</b> <i>Admin Officer IV</i></p> <p><b>Rovic Castijon</b> <i>HR Staff</i></p> <p><b>Ericka Mariz Mijares</b> <i>Admin Officer IV</i></p> <p><b>Rovic Castijon</b> <i>HR Staff</i></p> <p><b>Ericka Mariz Mijares</b> <i>Admin Officer IV</i></p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Appointee shall accomplish the requirements (Part I) needed for the City Mayor's signature	1.1 The department concerned provides all the necessary documents to the appointee and submit it to HRMS for processing.	None	2 days	<b>Ericka Mariz Mijares</b> <i>Admin Officer IV</i>  <b>Erman A. Aguirre</b> <i>City Human Resource Management Officer</i>
	1.2 HRMS will endorse the documents to the City Mayor for signature.	None		
2. Appointee shall accomplish the requirements (Part II) needed.	2.1 After the appointment is duly signed by the City Mayor and concerned departments, HRMS facilitates processing and preparation of appointment papers and verifies compliance of requirements for final review and attestation.	None	2 days	<b>Ericka Mariz Mijares</b> <i>Admin Officer IV</i>  <b>Erman A. Aguirre</b> <i>City Human Resource Management Officer</i>
	2.2 HRMS releases appointment papers to the employee concerned.	None		
<b>TOTAL</b>		None	4 days	

### 3. Application for Retirement

Government employees can file for optional or compulsory retirement or separation benefits based on the GSIS Retirement Law (RA 8291, RA 660, PD 1146, RA 1616, RA 7699) provided they meet the requirements of the said law.

<b>Office or Division:</b>	<b>Rewards and Recognition</b>
<b>Classification:</b>	<input checked="" type="checkbox"/> Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical
<b>Type of Transaction:</b>	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government
<b>Who may avail:</b>	All eligible employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> <li>• Duly accomplished application form</li> <li>• Copy of Service Record</li> <li>• Certificate of Leave of Absence Without Pay</li> <li>• Declaration of Pendency/Non-pendency of Case Form (to be submitted before e-crediting)</li> </ul>		<ul style="list-style-type: none"> <li>• GSIS Office</li> <li>• HRMS Office</li> </ul>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Application Form for Retirement from GSIS and submit to HRMS with required documents.	1. HRMS accepts application and evaluates completeness of documents submitted and processes application.	None	1 day	<b>Jo Anna A. Buyco</b> <i>HRMO IV</i>  <b>Aleana Marie L. Rubiato</b> <i>Admin Asst. II</i>  <b>Erman A. Aguirre</b> <i>City Human Resource Management Officer</i>
2. Request the following required documents from HRMS: <ul style="list-style-type: none"> <li>• Service Record</li> <li>• Certificate of Leave of Absence Without Pay</li> </ul>	2.1 HRMS / Agency Authorizes Officer signs GSIS Application for Retirement and the required documents.  2.2 HRMS releases retirement application for transmittal to GSIS.	None	1 day	<b>Erman A. Aguirre</b> <i>City Human Resource Management Officer</i>  <b>Jo Anna A. Buyco</b> <i>HRMO IV</i>  <b>Aleana Marie L. Rubiato</b> <i>Admin Asst. II</i>
<b>TOTAL</b>		None	1 days	

#### 4. Application for Leave (Terminal Leave, Vacation Leave, Sick Leave, etc.)

Government employees can file for leave benefits, depending on nature of absence.

<b>Office or Division:</b>	<b>Rewards and Recognition</b>			
<b>Classification:</b>	✓ Simple <input type="checkbox"/> Complex <input type="checkbox"/> Highly Technical			
<b>Type of Transaction:</b>	<input type="checkbox"/> G2C – Government to Citizen <input type="checkbox"/> G2B – Government to Business Entity <input checked="" type="checkbox"/> G2G – Government to Government			
<b>Who may avail:</b>	All eligible employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Application for leave</li> <li>• City Clearance (for Terminal Leave, Maternity Leave, and Vacation Leave exceeding 30 days only)</li> <li>• SALN (for Terminal Leave only)</li> <li>• Service Record (for Terminal Leave only)</li> </ul>		<ul style="list-style-type: none"> <li>• HRMS Office or Department/Office AO</li> <li>• CMO – Admin</li> <li>• c/o Employee</li> <li>• HRMS Office</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Employee submits complete requirements.	1.1 HR receives and checks submitted requirements 1.2 HR computes the total leave benefits of the employee 1.3 HR controls, monitors, and updates the record of the employee 1.4 HR approves the leave application	None	2 days	<b>Angela Daguno</b> <i>HRMA</i>  <b>Jose Ma. Daniel Evidente</b> <i>HRMO III</i>
2. Employee receives copy of approved leave application.	2. HR releases employee copy of approved application.	None	1 day	<b>Angela Daguno</b> <i>HRMA</i>
<b>TOTAL</b>		None	3 days	

