



## 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 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 retiring employees whether optional (below 65 years old) or mandatory (65 years old)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Accomplished Application Form		GSIS Office		
Service Record with Certification of Leave of Absence without Pay (1 original, 2 photocopies)		HRMS Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to HRMS.	1. HRMS accepts application and evaluates completeness of documents submitted	None	1 day	<i>HRMO IV</i> <i>Admin Asst. II</i>

	and processes application.			<i>City Human Resource Management Officer</i>
2. Receives approved Application for Retirement and transmits application to GSIS.	2.1 HRMS / Agency Authorizes Officer signs GSIS Application for Retirement and the required documents.  2.2 HRMS releases retirement application for transmittal to retiring employee.	None	1 day	<i>City Human Resource Management Officer</i>  <i>HRMO IV</i>  <i>Admin Asst. II</i>
<b>TOTAL</b>		None	2 days	

## 2. Application for Terminal Leave

Government employees who wants to monetize their leave credits provided they meet the requirements.

<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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave		Department/Office of Applicant		
City Clearance (1 original, 2 photocopies)		City Mayor's Office - Admin		
SALN (1 original, 2 photocopies)		Applicant		
Service Record (1 original, 2 photocopies)		HRMS Office		
Affidavit of No Pending Case (1 original, 2 photocopies)		Applicant		
Ombudsman Clearance (1 original, 2 photocopies)		Office of the Ombudsman		
<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	<i>HRMA</i>  <i>HRMO III</i>
2. Employee receives copy of approved leave application.	2. HR releases employee copy of approved application.	None	1 day	<i>HRMA</i>
<b>TOTAL</b>		None	3 days	

### 3. Application for Maternity Leave, Vacation Leave, Sick Leave, etc.

Government employees can file for leaves such as:

- Vacation Leave (*Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292*)
- Mandatory/forced Leave (*Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292*)
- Sick Leave (*Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292*)
- Maternity Leave (*R.A. No. 11210 / IRR issued by CSC, DOLE and SSS*)
- Paternity Leave (*R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended*)
- Special Privilege Leave (*Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292*)
- Solo Parent Leave (*R.A. No. 8972 / CSC MC No. 8, s.2004*)
- Study Leave (*Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292*)
- Rehabilitation Privilege (*Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292*)

<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
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b><i>for Maternity/Paternity Leave</i></b>	
Application for Leave (1 original) (2 photocopies)	Department/Office of Applicant
City Clearance (1 original) (2 photocopies)	City Mayor's Office - Admin
Medical Certificate (1 original) (2 photocopies)	Applicant's Doctor / Hospital
Child's Certificate of Live Birth (2 photocopies)	Hospital / Lying-In
<b><i>for Vacation Leave</i></b>	
Application for Leave (1 original) (2 photocopies)	Department/Office of Applicant
City Clearance (only if number of leave exceed 30 days) (1 original) (1 photocopy)	City Mayor's Office - Admin
<b><i>for Sick Leave</i></b>	
Application for Leave (1 original) (2 photocopies)	Department/Office of Applicant
Medical Certificate (only if number of leave exceeds 5 days) (1 original) (1 photocopy)	Applicant's Doctor / Hospital
<b><i>for Study Leave</i></b>	
Application for Leave (1 original) (2 photocopies)	Department/Office of Applicant
Sangguniang Panlungsod Resolution (1 photocopy)	Sangguniang Panlungsod
City Clearance (1 original) (1 photocopy)	City Mayor's Office - Admin
Study Leave Contract (1 photocopy)	Applicant
<b><i>for Magna Carta Leave</i></b>	
Application for Leave (1 original) (2 photocopies)	Department/Office of Applicant
Medical Certificate (1 original) (1 photocopy)	Applicant's Doctor / Hospital
City Clearance (only if number of leave exceed 30 days) (1 original) (1 photocopy)	City Mayor's Office - Admin
<b><i>for Rehabilitation Privilege</i></b>	
Application for Leave (1 original) (2 photocopies)	Department/Office of Applicant
Medical Certificate (1 original) (1 photocopy)	Applicant's Doctor / Hospital
City Clearance (1 original) (1 photocopy)	City Mayor's Office - Admin
Incident Report (1 original) (1 photocopy)	Applicant's Respective Office

<b>for Solo Parent Leave</b>				
Application for Leave (1 original) (2 photocopies)		Department/Office of Applicant		
Valid Solo Parent ID (2 photocopies)		City Social Services and Development Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	<i>HRMA</i>  <i>HRMO III</i>
2. Employee receives copy of approved leave application.	2. HR releases employee copy of approved application.	None	1 day	<i>HRMA</i>
<b>TOTAL</b>		None	3 days	

#### 4. Request for Certificate of Employment and Service Record

Government employees request for certificate of employment and service record to be attached in their application for terminal leave, GSIS or other personal purposes.

<b>Office or Division:</b>	<b>Human Resource Management Services</b>			
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<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 employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled-out Request Form		HRMS Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Employee fills out and submits request form.	1.1 Receive fill-out request form and verify details of requesting employee.	None	5 hours	<i>HRMA</i>  <i>SAO</i>
	1.2 Endorse to SAO for initial signature		30 minutes	
	1.3 SAO verifies and signs document		30 minutes	
	1.4 SAO endorses document to CHRMO		10 minutes	
	1.5 CHRMO signs document		4 hours	
2. Employee receives requested document.	2. HR releases requested document.	None	1 day	<i>HRMA</i>
<b>TOTAL</b>		None	2 days, 2 hours and 10 minutes	

## 5. Request for Certificate of Leave Credits

Government employees who wants to inquire/avail their leave credits certificate for personal purposes.

<b>Office or Division:</b>	<b>Human Resource Management Services</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 employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Filled-out Request Form		HRMS Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Employee fills out and submits request form.	1.1 Receive fill-out request form and verify details of requesting employee.		30 minutes	<i>HRMA</i>  <i>HRMO III</i>
	1.2 HRMA endorses document to HRMO III for signature	None	2 minutes	
	1.3 HRMO III verifies and signs document		5 minutes	
2. Employee receives requested document.	2. HR releases requested document.	None	1 day	<i>HRMA</i>
<b>TOTAL</b>		None	1 day and 37 minutes	

## 6. Submission of 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

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<b>Who may avail:</b>	All eligible applicants and employees for promotion

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter addressed to the City Mayor		Applicant		
Personal Data Sheet (1 copy)		Civil Service Commission Website: <a href="https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet">https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet</a>		
Scholastic Records (1 photocopy)		School where applicant graduated		
Authenticated Certificate of Eligibility (1 photocopy)		PRC or CSC		
Training Certificates (1 photocopy of each training)		Applicant		
Certificate of Employment with duties and functions (1 photocopy)		Previous or Current Employer		
IPCR/Performance Rating (from current or previous employer) (1 photocopy)		Previous or Current Employer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application letter 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.	<p>1. HRMS evaluates application as to qualifications in terms of: experience, education, training, and eligibility.</p> <p>a. If application is lacking in requirements, application is returned to applicant for completion of minimum requirements.</p> <p>b. If applicant meets the qualification standard for the position applied for, HRMS receives the application letter</p>	None	30 minutes	<p><i>HRMO II</i></p> <p><i>Admin Asst. II</i></p>



	together with other requirements.			
2. Applicant receives copy of application letter.	2.1. HRMS returns applicant's copy of application letter.  2.2. HRMS advises applicant of the selection process such as examination, interviews, and deliberation procedure.	None	20 minutes  20 minutes	<i>HRMO II</i>  <i>Admin Asst. II</i>
<b>TOTAL</b>		None	1 hour and 10 minutes	