MIS

1. **Process for Issuance of Identification Card for Regular Employee**

Issuance of Id for regular employees are process at the MIS Office subject to the approval of the CHRMO

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| **Office or Division** | | **City Mayor's Office - MIS**  **G2E - Government to Employee Simple**  **All Regular Employees of the City Government** | | | | | |
| **Classification** | |
| **Type of Transaction** | |
| **Who may avail:** | |
| **CHECKLIST OF REQUIREMENTS** | | | | | **WHERE TO SECURE** | | |
| **Listed on masterlist for scheduled regular employee** | | | | | **HR Office** | | |
| **Must wear gray uniform or gray polo shirt with seal of San Pablo City** | | | | | **N/A** | | |
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| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **LEGAL BASIS** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **Check the names in the master list** | **Verify names and offices** | | **None** |  | | **5 minutes** | ***Information Technology Officer II***   * **City Mayor's Office** * **MIS, *Administrative Aide III* - City Mayor's Office - MIS** |

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| --- | --- | --- | --- | --- | --- |
| **Proceed to designated picture taking area** | **Capture and edit employee picture** | **None** |  | **15 minutes** | ***Information Technology Officer II***   * **City Mayor's Office** * **MIS, *Administrative Aide III* - City Mayor's Office - MIS** |
| **Wait for the release of I.D** | **Print I.D and delivered to H.R office** | **None** |  | **3 days** | ***Information Technology Officer II***  **- City Mayor's Office**  **- MIS** |
| **TOTAL** | | **0.00** |  | **3 days 20 minutes** |  |

1. **Process for Issuance of Identification Card for Job Order Employee**

Issuance of Id for Job Order employees are process at the MIS Office subject to the approval of the CHRMO

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| **Office or Division** | | **City Mayor's Office - MIS**  **G2E - Government to Employee Simple**  **All Job Order Employees of the City Government** | | | | | |
| **Classification** | |
| **Type of Transaction** | |
| **Who may avail:** | |
| **CHECKLIST OF REQUIREMENTS** | | | | | **WHERE TO SECURE** | | |
| **1) Listed on masterlist for scheduled job order employee 2) ID request Sheet with tracking number** | | | | | **HR Office** | | |
| **2) Must wear a gray polo shirt with the official seal of San Pablo City** | | | | | **NA** | | |
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| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **LEGAL BASIS** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **Present ID request sheet with tracking number** | **Verify the tracking number** | | **None** |  | | **3 minutes** | ***Information Technology Officer II***   * **City Mayor's Office** * **MIS, *Administrative Aide III* - City Mayor's Office - MIS** |

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| --- | --- | --- | --- | --- | --- |
| **Proceed to designated picture taking area** | **Capture photo and print I.D** | **None** |  | **10 minutes** | ***Information Technology Officer II***   * **City Mayor's Office** * **MIS, *Administrative Aide III* - City Mayor's Office - MIS** |
| **Wait for the release of I.D** | **Issue the I.D** | **None** |  | **2 minutes** | ***Information Technology Officer II***   * **City Mayor's Office** * **MIS, *Administrative Aide III* - City Mayor's Office - MIS** |
| **TOTAL** | | **0.00** |  | **15 minutes** |  |

1. **Process for Reprinting of Identification Card Reprinting of I.D**

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| **Office or Division** | | **City Mayor's Office - MIS**  **G2E - Government to Employee Simple**  **All Employee** | | | | | |
| **Classification** | |
| **Type of Transaction** | |
| **Who may avail:** | |
| **CHECKLIST OF REQUIREMENTS** | | | | | **WHERE TO SECURE** | | |
| **Receipt** | | | | | **HR Office** | | |
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| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **LEGAL BASIS** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **Present receipt** | **Check and verify receipts** | | **150.00** | **ORDINANCE NO. 2012-40** | | **15 minutes** | ***Information Technology Officer II***  **- City Mayor's Office**  **- MIS** |
| **TOTAL** | | | **150.00** |  | | **15 minutes** |  |

1. **MIS Request Form For MTOP Services Concerns / Problem for MTOP Services**

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| **Office or Division** | | **City Mayor's Office - MIS**  **G2E - Government to Employee Simple**  **All** | | | | | |
| **Classification** | |
| **Type of Transaction** | |
| **Who may avail:** | |
| **CHECKLIST OF REQUIREMENTS** | | | | | **WHERE TO SECURE** | | |
| **MIS request form** | | | | | **CTMO** | | |
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| **CLIENT STEPS** | **AGENCY ACTIONS** | | **FEES TO BE PAID** | **LEGAL BASIS** | | **PROCESSING TIME** | **PERSON RESPONSIBLE** |
| **Present MIS request form** | **Verify request if valid and duly signed by concerned government employee and approved by head of section/dept.** | | **None** |  | | **1 minute** | ***Information Technology Officer II***   * **City Mayor's Office** * **MIS, *Administrative Aide III* - City Mayor's Office - MIS** |

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| --- | --- | --- | --- | --- | --- |
|  | **Send request to MIS programmer and execute the requested correction for approval** | **None** |  | **1 minute** | ***Information Technology Officer II***   * **City Mayor's Office** * **MIS, *Administrative Aide III* - City Mayor's Office - MIS** |
|  | **accomplish and tag the request slip with reference number of duly performed service request** | **None** |  | **1 minute** | ***Information Technology Officer II***  **- City Mayor's Office**  **- MIS** |
| **TOTAL** | | **0.00** |  | **3 minutes** |  |