

Internal Services

MUNICIPALITY OF SUBIC OUTZENS CHARTER



1. PROCESSING OF APPLICATION FOR LEAVE AND ABSENCES

Permanent, Temporary, casuals, contractual and elective officials and employees are entitled to vacation leave, sick leave and other privilege leave.

Plantilla positions and elective officials earned 1.25 days each for vacation and sick leave every month. Actual leave deducted from these leave credits.

Application for vacation and special leave must be filed 5 days before the leave. For sick leave, application must be filed upon the return to work.

Office or Division:	Human Resource and Management Office	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	LGU Subic Employees	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Civil Service Form No. 6 Revised 2020 (Application For Leave Form) (2 Copies)	HR Office/Provided by the client
Medical certificate for sick leave exceeding 5 days.	Municipal Health Office (Health Center)
Clearance from money and property accountability if its lasts 30 days	Accounting Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Ask for blank application for leave Fill up application form and have it approved by the supervisor for the recommending approval of the leave	Provide blank application for leave	None	1 Minute	Admin Aide III / HRMA / HRMO I
Submit application form to	Compute leave credits,	None	10 Minutes	Administrative Aide

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the HRMO Office for the certification of Leave Balances	record and sign the leave application			
	2.1 Verifies and certifies the availability of Leave Credits			MGDH I (HRMO)
Receive approved application form		None	1 Minute	Administrative Aide
7.04	TOTAL:		12 Minutes	

2. ISSUANCE OF SERVICE RECORD, CERTIFICATE OF EMPLOYMENT, LEAVE CREDITS, NO PENDING ADMINISTRATIVE CASE AND NOT DUE FOR RETIREMENT WITHIN THE NEXT TWO YEARS.

Local Government Unit Employees and former employees may request the HRMO for copies of service records, certificate of employment and other certification and personnel records. These are usually required for Salary Loans and other forms of loans, step increment, promotion, retirement and terminal Leave purposes.

Office or Division:	Human Resource and Management Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	LGU Subic Employees (Current and Former/Retired)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Request	Provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for needed certifications (Service Record, Certificate of Employment, Leave	1.1. Receive request and prepares needed certifications.	None	12 Minutes (upon the availability of the signatory)	Admin Aide III / HRMA / HRMO I



Credits, No pending Administrative Case, not due for retirement within the next two years).	1.2. Sign and release certification to HR personnel for dry seal.			MGDH I (HRMO)
Receive duly signed certifications.	2. Issue documents to the client/requesting personnel	None	2 Minutes	Admin Aide III / HRMA / HRMO I
Sign Client Logbook for Certifications		None	1 minute	Admin Aide III / HRMA / HRMO I
	TOTAL:		15 Minutes	

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3. RENEWAL OF APPOINTMENT OF CASUAL, CONTRACTUALS AND JOB ORDER

Casuals, Contractual, Job Order and Contract of Service are renewed every six months upon the approval of the Appointing Authority.

Office or Division:	Human Resource and Management Office	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	LGU Subic Employees	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Updated Personal Data Sheet/Resume (2 Copies)	HR Office or CSC Website
Government Issued ID (3 Photocopies)	Different Government Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit requirements to the HR Office	Checks and evaluates the completeness of data and supporting documents Process and prepare contracts	None	40 Minutes (upon the availability of the signatory)	Admin Aide III / HRMA / HRMO I
	1.3. Review and sign the certification by the HRMO 1.4. Issues the contracts to client for the certification of the availability			MGDH I (HRMO)





TOTAL:	40 Minutes	
client/requesting		
the		
documents to		
1.6. Issue		
& Treasury)	1	
(BO,Accounting		
Department		
finance		
contracts to		
furnished the	1	
and copy	1	
1.5. Receives		
authority		
the Appointing authority	1	
and approval of	1	
the Accountant	1	
Certification of	1	
Budget Officer,	1	
of funds of the		

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4. APPLICATION FOR SEPARATION FROM THE SERVICE

Employees who opt to leave the Local Government unit are required to file an Application for Resignation/Separation/Retirement.

Office or Division:	HUMAN RESOURCE AND MANAGEMENT OFFICE
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	LGU Subic Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Resignation Letter	Employee	
Clearance Forms	Treasurer, GSO, and Former Office	
Acceptance of Resignation	Mayor's Office	
If Retirement:		
Acceptance/Approval of Retirement	Mayor's Office	
Clearance Forms	Treasurer, GSO, and Former Office	
Approved application for Terminal Leave Pay	HR Office	
Applicant's to deduct all financial obligation with the LGU (in affidavit form) (4 Copies)	Accounting Office, GSO and Treasury	
Affidavit of applicant that there is no pending/criminal case against him/her (R.A. No. 3019)	HR Office	
If elected official additional Oath of Office	DILG	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire for requirements for application for separation.	Advice applicant as to the requirements and prepare acceptance for separation.	None	5 Minutes	Admin Aide III

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Submit Retirement letter to the Municipal Mayor	Accept and approve application for separation.	None	10 minutes (Upon the availability of the signatory)	MGDH I (HRMO)
Submit Complete requirements for preparation	3. Accept, check and evaluate the completeness of data and supporting documents	None	1 Hour and 15 Minutes	Admin Aide III
	3.1. Prepare machine copy of Leave Credit, SALN, NOSA, application for Terminal Leave Pay			MGDH I (HRMO)
	3.2. Verify and review balance of leave credit and sign application for terminal leave	None	30 minutes	Admin Aide III
	3.3. Once requirement are complete: Forward all requirements with Transmittal letter to the Municipal Accounting Office			
	TOTAL:		2 Hours	





5. ISSUANCE OF EMPLOYEE IDENTIFICATION CARD (I.D)

Office or Division:	HUMAN RESOURCE AND MANAGEMENT OFFICE
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	LGU Subic Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ID information form	HR Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill up information form then submit to HR Personnel	1.1. Check if there are errors in filling up the form and confirm the to employee if the information given is final.	None	2 Minutes	HR Personnel
	1.2. Employee will get his/her photo taken by the HRMA		1 Minute	HRMA
	1.3. Encode information and picture to the ID template		5 Minutes	HRMA
	1.4 Print the ID		1 Minute	HRMA
2. Sign Logbook	2. Issue ID to the requesting employee(s)	None	1 Minute	HR Personnel
	TOTAL:		2 Hours	



7. GSIS LOAN APPROVAL

Office or Division:	HUMAN RESOURCE AND MANAGEMENT OFFICE
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	LGU Subic Casual, Permanent Employees and Elective Officials

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
Pending Loan Application	Provided by the Client thru GSIS Kiosk, eGSISmo or GSIS Mobile Touch App		
One (1) certificate of net take home pay	Accounting Office		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inform HRMO that he/she applied for loan then submit certificate of net take	1.1. HRMO will access GSIS if there is a pending loan application	None	5 Minutes	MDGH I (HRMO)
home pay	1.2. If qualified*, the HRMO will approve the loan application, inform the employee then advise the employee to check his bank account within one to two days	None	5 Minutes	MDGH I (HRMO)
	TOTAL:		10 Minutes	

^{*}Loan applicant should have at least 5000 pesos and above net pay as stated in his/her certificate of net pay, otherwise the loan application will be disapproved.



8. PROCESSING OF LANDBANK LOAN APPLICATION

Office or Division:	HUMAN RESOURCE AND MANAGEMENT OFFICE	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	LGU Subic Permanent Employees and Elective Officials	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
Existing Landbank Account	Landbank Olongapo		
One (1) Landbank Profile form	HR Office		
Two (2) copies of certification of net take home pay for the last 2 months	Accounting Office		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Landbank Profile form and net take home pay	1.1. HRMA review the net take home pay if he/she is qualified for loan ¹	None	5 Minutes	HRMA
	1.2. If qualified, the HRMA will proceed in encoding the employee information in the Electronic Salary Loan Form	None	10 Minutes	HRMA
	1.3. Print the loan application then submit to the HRMO and Municipal Mayor for signature	None	2 Hours	HRMA, MGDH I (HRMO) and Municipal Mayor

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1.4. Submit the pending loan application form to the Treasurer's Office staff then he will submit it to Landbank Olongapo for approval	None	4 Hours	HRMA Treasurer's Office Personnel
1.5. Inform the employee that his/her loan application is submitted to Landbank then wait for a text or email if his/her loan application is approved or disapproved ² .		5 Minutes	HRMA
TOTAL:		10 Minutes	6

- Loan applicant should have at least 5000 pesos and above net pay as stated in his/her certificate of net pay, otherwise the loan application will be denied.
- Make sure the information stated in your Landbank Profile correct and according to the information you submitted during your application for a Landbank Account, otherwise, Landbank will disapprove your loan application.

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OFFICE OF THE HUMAN RESOURCE AND MANAGEMENT External Services



1. RECRUITMENT AND PROMOTION

Application for work at the Local Government Unit is open to anyone particularly bonafide resident of Subic and provided that the application meets the qualification required for the vacant position.

List of vacant positions are posted in three (3) conspicuous places in the LGU Bulletin and published at the CSC Bulletin for Vacant Position, Iba Field Office, Zambales.

A Human Resource Merit Promotion and Selection Board was created to evaluate and screen applicants for permanent position and promotions. The Human Resource Merit Promotion and Selection Board (HRMPSB) is composed of:

The HRMPSB for the 1st and 2nd level positions Chairperson:

- The Local Chief Executive, or his/her authorized representative;
- Vice Mayor or his/her authorized representative, if the vacant position is in his/her Office or in the Office of the Sanggunian;

Members:

- The Head of the organizational unit where vacancy exists, or his/her designated alternate;
- The Human Resource Management Officer (HRMO) or the Career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate; and
- Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level.
- The Local Chief Executive shall issue an Executive Order identifying the principal members of the HRMPSB and their designated alternates. The CSC Ro and CSC FO should be furnished a copy of the Executive Order.

For HRMPSB for Executive/Managerial positions

Chairperson:

- The Local Chief Executive, or his/her authorized representative;
- Vice Mayor or his/her authorized representative, if the vacant position is in his/her Office or in the Office of the Sanggunian;

Members:

 Two (2) Department Heads, one of which is preferably the HRM Department Head or equivalent or their designated alternates.





Office or Division:	Human Resource and Management Office	
Classification:	Complex	- 3
Type of Transaction:	G2C - Government to Citizen, G2G – Government to Government	
Who may avail:	All	7.77

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application letter addressed to the Municipal Mayor specifying the position applied for and the office where the vacancy is. (1 copy)	Provided by the Client
Photocopy of Transcript of Records and Diploma authenticated by authorized personnel. (1 copy)	School/University where the client has graduated from
Photocopy of Certificate of Eligibility, PRC License, I.D., Report of PRC Rating (1 copy)	CSC Field Office and PRC Field Office
Photocopy of Trainings and Seminars attended if necessary (1 copy)	Provided by the Client
Updated Personnel Data Sheet/ Resume (2 copies)	HR Office or CSC Website
NBI Clearance	NBI Field Offices
Medical Certificate	Municipal Health Office (Health Center)
SALN Form (3 Copies)	HR Office or CSC Website

CLIENT STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Ask for any vacant position.	Refer to the LGU Bulletin for vacant position/Offices of the Civil Service Commission.	None	3 Minutes	Admin Aide III / HRMA / HRMO I
2. Submit application letter and requirements to the HRMO, specifying the position desired where the vacancy is available.	Receive the application and forward the same to the Municipal Mayor/Vice Mayor.	None	15 Minutes	Admin Aide III / HRMA / HRMO I



			ar management	Ties .
	2.1. Conduct prescreens, prepare list of qualified applicants			MGDH I (HRMO)
Receive notice of screening for Personnel Selection Board	Scheduling of the date of PSB deliberation upon the request of the Municipal Mayor	None	5 Minutes	MGDH I (HRMO)
Undergo Human Resource Merit Promotion and Selection Board	4. Sit with the HRMPSB during screening of the applicant, act as secretariat during screening	None		HRMPSB Members MGDH I (HRMO) Department Head concerned
	4.1 Prepare the result of the deliberation or comparative assessment and minutes of the meeting	None	2 hours	HRMO I
	4.2 Submit the comparative assessment to the appointing authority			MGDH I (HRMO
	4.3. Select applicant to be appointed			Appointing Authority
	4.4. Notify the applicant selected by the Appointing Authority			MGDH I (HRMO)
If applicant is appoin		Ţ.	£	
Submit additional requirements	Receive and review documents submitted	None	3 Hours and 30 Minutes (if all signatories are	HRMO I
	1.1 Prepare and process		available)	THANKS I



	appointment papers 1.2 Sign appointment			Appointing Authority HRMPSB Members
	papers 1.3 Forward appointment to the Civil Service Commission Iba Field Office		1 Month from the date of issuance	Admin Aide III / HRMA / HRMO (
Attend Orientation/briefing	Conduct orientation/briefing	None	1 Hour	HRMA / HRMO I
Register at the biometric machine	Assist the appointee in registering at the biometric machine	None	5 minutes	Admin Aide III / HRMA / HRMO I
	TOTAL:		30 Days 6 Hours and 18 Minutes	