

MUNICIPALITY OF SUBIC

CITIZENS CHARTER



**OFFICE OF THE HUMAN RESOURCE AND
MANAGEMENT**

MUNICIPALITY OF SUBIC

CITIZENS 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
CSC form No. 1 Revised 1984 (Application For Leave Form) (2 Copies)	HR Office
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
1. Ask for blank application for leave Fill up application form and have it approved by the supervisor for the recommending approval of the leave	1. Provide blank application for leave	None	1 Minute	HR Personnel

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2. Submit application form to the HRMO Office for the certification of Leave Balances	2. Compute leave credits, record and sign the leave application 2.1 Verifies and certifies the availability of Leave Credits	None	10 Minutes	HR Personnel Supervising Administrative Officer
3. Bring Application for Leave to the Office of the Mayor for approval	3. Sign for approval of leave	None	5 Minutes	Municipal Mayor Mayor's Office
4. Submit approved application to the HRMO	4. Receive approved application form	None	1 Minute	HR Personnel
	TOTAL:		17 Minutes	

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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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Request	Employee

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign client logbook.	1. Provide blank application for leave.	None	1 Minute	<i>HR Personnel</i>

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2. Request for needed certifications (Service Record, Certificate of Employment, Leave Credits, No pending Administrative Case, not due for retirement within the next two years).	2. Receive request and prepares needed certifications. 2.1. Sign and release certification to HR personnel for dry seal.	None	12 Minutes (upon the availability of the signatory)	HR Personnel Supervising Administrative Officer
3. Receive duly signed certifications.	3. Issue documents to the client/requesting personnel	None	2 Minutes	HR Personnel
	TOTAL:		15 Minutes	

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
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1. Submit requirements to the HR Office	1. Checks and evaluates the completeness of	None	37 Minutes	HR Personnel	
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	<p>data and supporting documents</p> <p>1.2. Process and prepare contracts</p> <p>1.3. Review and sign the certification by the HRMO</p> <p>1.4. Issues the contracts to client for the certification of the availability of funds of the Budget Officer, Certification of the Accountant and approval of the Appointing authority</p> <p>1.5. Receives and copy furnished the contracts to finance Department (BO, Accounting & Treasury)</p> <p>1.6. Issue documents to the client/requesting</p>		(upon the availability of the signatory)	
	TOTAL:		37 Minutes	Supervising Administrative Officer

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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
1. Inquire for requirements for application for separation.	1. Advice applicant as to the requirements and prepare acceptance for separation.	None	5 Minutes	HR Personnel

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2. Submit Retirement letter to the Municipal Mayor	2. Accept and approve application for separation.	None	5 minutes (upon the availability of the signatory)	<i>Municipal Mayor</i>
3. Submit Complete requirements for preparation	3. Accept, check and evaluate the completeness of data and supporting documents 3.1. Prepare machine copy of Leave Credit, SALN, NOSA, application for Terminal Leave Pay	None	1 Hour and 15 Minutes	<i>HR Personnel</i> <i>Supervising Administrative Officer</i>
	3.2. Verify and review balance of leave credit and sign application for terminal leave 3.3. Once requirement are complete: Forward all requirements with Transmittal letter to the Municipal Accounting Office	None	30 minutes	<i>HR Personnel</i>
	TOTAL:		1 Hour and 25 Minutes	

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**OFFICE OF THE HUMAN RESOURCE AND
MANAGEMENT**
External Services

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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.

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

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.	Provided by the Client
Photocopy of Transcript of Records and Diploma authenticated by authorized personnel.	School/University where the client has graduated from
Photocopy of Certificate of Eligibility, PRC License, I.D., Report of PRC Rating	CSC Field Office and PRC Field Office
Photocopy of Trainings and Seminars attended if necessary	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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Ask for any vacant position.	1. Refer to the LGU Bulletin for vacant position/Offices of the Civil Service Commission.	None	3 Minutes	HR Personnel
2. Submit application letter and requirements to the HRMO, specifying the position desired where the vacancy is available.	2. Receive the application and forward the same to the Municipal Mayor/Vice Mayor. 2.1. Conduct prescreen, prepare list of	None	15 Minutes	HR Personnel Supervising Administrative Officer

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	qualified applicants			
3. Receive notice of screening for Personnel Selection Board	3. Scheduling of the date of PSB deliberation upon the request of the Municipal Mayor	None	5 Minutes	<i>Supervising Administrative Officer</i>
4. Undergo Human Resource Merit Promotion and Selection Board	<p>4. Sit with the HRMPSB during screening of the applicant, act as secretariat during screening</p> <p>4.1 Prepare the result of the deliberation or comparative assessment and minutes of the meeting</p> <p>4.2 Submit the comparative assessment to the appointing authority</p> <p>4.3. Select applicant to be appointed</p> <p>4.4. Notify the applicant selected by the Appointing Authority</p>	<p>None</p> <p>None</p>	1 Hour and 10 Minutes	<p><i>HRMPSB Members</i></p> <p><i>Supervising Administrative Officer</i></p> <p><i>Department Head concerned</i></p> <p><i>HR personnel</i></p> <p><i>Appointing authority</i></p>

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If applicant is appointed:				
1. Submit additional requirements	1. Receive and review documents submitted 1.1 Prepare and process appointment papers 1.2 Sign appointment papers 1.3 Forward appointment to the Civil Service Commission Iba Field Office	None	3 Hours and 30 Minutes (if all signatories are available) 1 Month from the date of issuance	<i>HR Personnel</i> <i>Supervising Administrative Officer</i> <i>HRMPSB Members</i> <i>Appointing Authority</i>
2. Attend Orientation/briefing	2. Conduct orientation/briefing	None	1 Hour	<i>Supervising Administrative Officer</i>
3. Register at the biometric machine	3. Assist the appointee in registering at the biometric machine	None	5 minutes	<i>HR Personnel</i>
	TOTAL:		30 Days 6 Hours and 18 Minutes	