

HUMAN RESOURCE AND MANAGEMENT OFFICE

EXTERNAL SERVICES

1. RECRUITMENT, SELECTION, AND PLACEMENT

Vacant positions in the City Government of Imus are posted in the following areas: a) HRMO bulletin board, b) Public Employment Service Office (PESO) bulletin board, c) Imus Public Market bulletin board. Vacant positions are also posted in the CSC Job Portal and City of Imus website. Application is open to all who meet the qualifications of the position to be filled. A Human Resource Merit Promotion and Selection Board (HRMPSB) screens and evaluates all qualified applicants and submits the list of candidates recommended for appointment to the Appointing Authority.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Highly Technical			
TYPE OF TRANSACTION	G2C – Government to Citizen, G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All qualified applicants			
CHECKLIST OF REQUIREMENTS FOR APPLICATION		WHERE TO SECURE		
Letter of Intent addressed to the City Mayor for Executive Positions or the City Vice Mayor for Legislative Positions (1 original copy)		Applicant		
Duly Accomplished Personal Data Sheet [CSC Form No. 212, Rev. 2017] (1 original copy)		Downloadable at CSC website (csc.gov.ph)		
Certificate of Eligibility [if necessary] (1 authenticated copy)		CSC Regional Office		
License [if necessary] (1 photocopy)		LTO, PRC, SC		
Transcript of Records (TOR) (1 authenticated/certified copy)		School/university that applicant attended to		
One (1) Valid I.D. (1 photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-Ibig		
Performance Rating, in case of promotion or transfer (1 original/certified copy)		HRMO; Home Agency prior to application		
CHECKLIST OF REQUIREMENTS FOR APPOINTMENT		WHERE TO SECURE		
Medical Certificate [CS Form No. 211, Rev. 2017] (2 original copies)		HRMO; to be filled out by Licensed Physician		
Clearance (1 original copy)		NBI		
Certificate of Live Birth (1 original copy)		PSA, City Civil Registrar's Office		
Marriage Contract/Certificate, if married (1 original copy)		PSA, City Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements for application	1.1 Receive application and conduct pre-screening based on qualifications and requirements. If qualified, inform the applicant of the written examination schedule	None	5 minutes	Aerole Micah Paredes Terry Joie Alexis Juntoria

	1.2 Prepare materials and set the written examination schedule		Schedule varies per position	Sabrina Summer Medina Marjane Alexa Santos Aerole Micah Paredes Angelica Sañez Terry Joie Alexis Juntoria
2. Take written examination and undergo initial interview	2.1 Administer written examination	None	1 hour	Angelica Sañez Terry Joie Alexis Juntoria
	2.2 Check and rate the written examinations. If passed, inform the applicant of the schedule for initial interview		2 hours	Sabrina Summer Medina Marjane Alexa Santos
	2.3 Conduct initial interview		Schedule varies per position	Aerole Micah Paredes, Sabrina Summer Medina Marjane Alexa Santos Angelica Sañez Terry Joie Alexis Juntoria
	2.4 Prepare materials and set the HRMPSB screening and evaluation schedule		10 days (50 applicants)	Aerole Micah Paredes Angelica Sañez Terry Joie Alexis Juntoria
3. Undergo HRMPSB screening and evaluation	3.1 Conduct final screening of the applicant	None	1 day	Human Resource Merit Promotion and Selection Board
	3.2 Check, prepare and finalize Comprehensive Evaluation Result based on the result of the HRMPSB screening and deliberation		7 days	Aerole Micah Paredes
	3.3 Conduct background investigation		3 days (per applicant)	Aerole Micah Paredes Terry Joie Alexis Juntoria Angelica Sañez

	3.4 Select appointee based on the Comprehensive Evaluation Report		10 days	Appointing Authority
	3.5 Inform the successful applicant selected by the Appointing Authority		5 minutes	Aerole Micah Paredes
4. Submit complete requirements for appointment	4.1 Receive complete requirements of successful applicants	None	2 weeks	Aerole Micah Paredes Angelica Sañez Terry Joie Alexis Juntoria
	4.2 Process and submit appointment and other pertinent documents to the Civil Service Commission for approval		30 days	Aerole Micah Paredes Angelica Sañez Terry Joie Alexis Juntoria
5. Claim acted appointment from the CSC	5.1 Furnish appointee with the appointment acted by the CSC		1 day	Angelica Sañez
TOTAL		None	Timeline varies per position	

Notes:

*The Comprehensive Evaluation Report is submitted to the Appointing Authority to serve as guide in choosing the candidate who can efficiently discharge the duties and responsibilities of the vacant position. The report specifies the top five ranking candidates whose overall scores are comparatively at par based on the following:

- a. performance
- b. education and training
- c. experience and outstanding accomplishments
- d. psycho-social attributes and personality traits
- e. potential

The report also includes observations and comments on the candidate's competence and other qualifications that are important in the performance of the duties and responsibilities of the vacant position to be filled.

**Applications for vacant positions under Ospital ng Imus (ONI) must be submitted and processed at the ONI- HR office.

JOB ORDER EMPLOYMENT

Government agencies may hire job-order employees under the provisions of the CSC-COA-DBM Joint Circular No. 1, s. 2017. The hiring of job-order employees in the City must be with the approval of the City Mayor.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All qualified applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Accomplished Personal Data Sheet [CSC Form No. 212, Rev. 2017] (1 original copy)		Downloadable at CSC website (csc.gov.ph)		
Certificate of Live Birth or Marriage Certificate (1 photocopy)		PSA		
Clearance (1 original copy)		NBI, Police Station		
Community Tax Certificate (Cedula) for employment (1 photocopy)		City Treasury Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Receive and assess the application 1.2 Endorse to the HRMO the list of accepted applicants and their respective designation and payroll	None	1 month	Office of the Mayor
2. Sign Contract of Service	2.1 Prepare and facilitate signing of Contract of Service	None	15 days	Marjane Alexa Santos Aimelete Maliksi
TOTAL		None	1 month 15 days	

Note: Due to mass hiring/renewal of job order employees, timeline is also extended.

ON-THE-JOB TRAINING

Applications for On-the-Job Training are referred to different departments/units that are most related to the Degree Program of the student applicant.

STAGE 1. APPLICATION

OFFICE OR DIVISION	Human Resource Management Office				
CLASSIFICATION	Complex				
TYPE OF TRANSACTION	G2C – Government to Citizen				
WHO MAY AVAIL THE SERVICE	All college level students and graduate degree program students / Graduating Senior High School Students				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Resume/Curriculum Vitae (1 original copy) with two (2) pcs of 2x2 picture			Applicant		
Letter of Intent addressed to Mayor			Applicant		
Endorsement Letter (1 original copy)			School/university where applicant is currently enrolled		
Medical certification			Clinic/Hospital		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit complete requirements.	1.1 Receive and assess the documents. Encode the application to database.	None	10 minutes	Evelyn B. Royo	
	1.2 Endorse the application to the City Mayor's Office for approval.		1 day	Evelyn B. Royo	
	1.3 Review the application and . Inform HRMO of the acceptance of the student		1 day	Office of the City Mayor	
	1.4 Endorse MOA to legal department for review		1 day	Evelyn B. Royo	
	1.5 Transmit approved MOA to the City Mayor's Office for signature		1 day	Evelyn B. Royo	
	1.6 Prepare Endorsement Letter to selected department		10 minutes	Evelyn B. Royo	

	1.7 Sign the endorsement letter		5 minutes	Kathryn Ann Pantig
	1.8 Review the application and . Inform HRMO of the acceptance of the student			Respective Department/ Unit Head
	1.9 Inform the applicant of the result of application			Evelyn B. Royo
2. Report for duty	Orient the student intern and endorse to the respective department/unit		30 minutes	Evelyn B. Royo
TOTAL		None	7 days, 25 minutes	

Note:

Stage 1 ends upon first day of duty. The duration of the On the Job Training is no longer included in the processing time. During this period, HRMO monitors the student trainee and coordinates with school coordinator.

STAGE 2. COMPLETION OF ON THE JOB TRAINING

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All students that underwent On the Job Training under the City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Daily Time Record (1 original copy)		Accomplished by student intern, signed by respective department/unit head		
Evaluation Form (1 original copy)		School prescribed form, to be rated by immediate supervisor during internship		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements:	1.1 Receive and assess the documents. 1.2 Prepare Certificate of Completion	None	15 minutes	Evelyn B. Royo
	1.3 Sign the Certificate of Completion		3 days	Hon. Alex A. Advincula City Mayor

2. Receive Certificate of Completion with attached DTR and Evaluation Report	2.1 Issue Certificate of Completion		1 minute	Evelyn B. Royo
TOTAL		None	3 days, 16 minutes	

Note : Signing timeline may vary due to the volume of documents for signature.

2. LEAVE APPROVAL

City Government employees are entitled to an equivalent of 30 leave credits annually, together with other mandated leave benefits, which can be classified as follows:

Commonly Availled Types of Leave

1. Vacation Leave
2. Sick Leave
3. Forced Leave
4. Maternity Leave
5. Paternity Leave
6. Solo Parent Leave
7. Special Privilege Leave

Other Types of Leave:

1. Magna Carta for Women (R.A. 9710)
2. Anti-Violence Against Women and Children (VAW-C) Leave
3. Rehabilitation Leave

OFFICE OR DIVISION	Human Resource Management Office		
CLASSIFICATION	Simple		
TYPE OF TRANSACTION	G2G – Government to Government		
WHO MAY AVAIL THE SERVICE	All officials; permanent, temporary and casual employees of the City Government of Imus		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Accomplished Application for Leave [CSC Form No. 6, Rev. 1984] (3 original copies)		Human Resource Management Office	
Additional Requirements per Type of Leave			
Vacation Leave Abroad Clearance Form (3 original copies) Affidavit of No Pending Case (3 original copies)		Human Resource Management Office Human Resource Management Office	
Sick Leave (more than 5 days) Medical Certificate (1 original copy)		Licensed Physician	
Sick Leave (more than 30 days) Medical Certificate (1 original copy) Clearance Form (3 original copies)		Licensed Physician Human Resource Management Office	
Maternity Leave CSC Prescribed Medical Certificate Form (2 original copies) Clearance Form (3 original copies)		HRMO; to be filled out by Licensed Physician Human Resource Management Office	

Paternity Leave Birth Certificate of Child (1 photocopy) CSC Prescribed Medical Certificate Form (2 original copies)		City Civil Registrar's Office HRMO to be filled out by Licensed Physician		
Solo Parent Leave Solo Parent I.D. (1 photocopy)		City Social Welfare Development Office		
Magna Carta for Women (R.A. 9710) Medical Certificate (1 original copy)		Licensed Physician		
Anti-Violence Against Women and Children (VAW-C) Leave Barangay Protection Order or Temporary/Permanent Protection Order (if protection order is not yet issued, secure Certification from Brgy. Captain or Clerk of Court (1 original/ certified copy) OR Police Report (1 original copy) Medical Certificate		Barangay or Court where the case is filed Philippine National Police Station Licensed Physician		
Rehabilitation Leave Police Report (1 original copy) Certificate of Attendance during which the accident happened (1 original copy) Certification of the Department Head that the injuries were incurred while in the performance of duties (1 original copy)		Philippine National Police Station Human Resource Management Office Department/Unit where employee is reporting to		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished Application for Leave Form and corresponding attachments	1.1 Receive and assess the application	None	2 minutes	Emma Camino Aimelete Maliksi
	1.2 Certify available leave credits		10 minutes	

	1.3 Approval of the application		1 day	Kathryn Ann Pantig Hertito V. Monzon City Administrator
	1.4 Update employee's Leave Card		5 minutes	Emma Camino
2. Receive approved Leave Form	2.1 Issue approved Leave Form	None	1 minute	Emma Camino
TOTAL		None	1 day, 18 minutes	

Notes:

*Application for Vacation Leave, Forced Leave, and Solo Parent Leave must be submitted at least five (5) days before the intended leave date.

**Application for Sick Leave must be submitted within one (1) day upon return to duty.

***Additional information for the other types of leave may be inquired through Ms. Emma Camino and Ms. Annie de Leon.

3. STUDY LEAVE GRANT

Officials and employees of government agencies may apply for Study Leave with pay pursuant to Section 68 of Civil Service Commission Memorandum Circular No. 14 series of 1999, as amended.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All permanent employees of the City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original copy)		Employee applicant		
Department/Unit Head letter recommendation and approval to avail of Study Leave (2 original copies)		Department/Unit where employee is reporting to		
School Certification and/or enrolment form, copy of Board/Bar examination application and/or official receipt as proof to the purpose of Study Leave (2 photocopies)		School/university where employee is enrolled		
HRMO Certification indicating employee has rendered at least two (2) years of service with at least very satisfactory performance for the last two rating periods immediately preceding the application (2 original copies)		Human Resource Management Office		
Human Resource Development Council (HRDC) Certification approving the number of leave applied with pay and indicating the conditions/provisions included on the approval of said leave.		Human Resource Development Council (HRDC) Secretariat (HRMO-L & D Section)		
Certificate of no pending administrative and/or criminal charges (3 original copies)		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	1.1 Receive and process the application.	None	2 minutes	Evelyn B. Royo
	1.2 Review application. If approved, issue HRDC Certification that employee is qualified to avail of Study Leave		5 days	Human Resource Development Council
	1.3 Facilitate the signing of Memorandum		1 day	Evelyn B. Royo

	of Agreement (MOA)			
	1.4 Update employee's leave card and process the leave form		10 minutes	Emma Camino
2. Receive approved Leave Form and copy of MOA	2.1 Issue approved Leave Form and copy of MOA	None	1 minute	Emma Camino
TOTAL		None	6 days,13 minutes	

4. SERVICE RECORDS, CERTIFICATES OF EMPLOYMENT, AND OTHER HRMO CERTIFICATIONS

City Government employees may request for copies of Service Records, Certificate of Employment, and other Certifications from the Human Resource Management Office.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government, G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Not applicable		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for copy of Service Record/ Certification	1.1 Entertain request and issue Order of Payment	None	2 minutes	Jamie Ma. Coll
2. Pay the required fee at the City Treasury Office and submit to the HRMO the Official Receipt	2.1 Receive the Official Receipt. Process the request, verify records and update if necessary. 2.2 Submit the document for signature	Certification Fee - Php 50.00 Documentary Stamp Tax – Php 30.00	10 minutes	Rossana Parnala Joan Mary Crisostomo
	2.2 Sign the document		1 day	Kathryn Ann Pantig
3. Receive the requested document	3.1 Issue the requested document/s	None	1 minute	Jamie Ma. Coll
TOTAL		Php 80.00	1 day, 13 minutes	

5. TRAINING APPROVAL

Officials and employees of the City Government to attend/organize training programs must secure training approval from the Human Resource Development Council (HRDC)

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Complex			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All permanent, temporary and casual employees of the City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
External Training Programs Request Letter to the HRDC Chairman Training Invitation/Programme		HRMO; to be signed by department/unit head Training Organizer		
Capacity Development Training Request Letter to the HRDC Chairman Training Design List of participants Resume/Curriculum Vitae of Resource Person/s		Requesting department/unit Resource Person/s Requesting department/unit Resource Person/s		
Benchmarking Activities Request Letter to the HRDC Chairman Training Design List of participants Proof of communication/acceptance with the receiving Agency		Requesting department/unit Requesting department/unit Requesting department/unit Receiving Agency		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Receive and process request	None	2 minutes	Luth Espiloy Jr.
	1.2 Review the request. If approved, issue Training Approval		5 days	Human Resource Development Council
	1.3 Forward training approval to the City Administrator's Office for the issuance of travel order		5 minutes	Luth Espiloy Jr.

2. Receive Training Approval with Travel Order	2.1 Prepare Travel Order for the requested training program. Release Training Approval with Travel Order	None	1 day	City Administrator's Office
TOTAL		None	6 days, 7 minutes	

6. REQUEST/REPLACEMENT OF EMPLOYEE IDENTIFICATION CARDS

All City Government of Imus employees are issued with Identification Cards upon appointment. In case of damage or loss, employees may request for replacement of I.D. Cards at the HR Office.

OFFICE OR DIVISION	Human Resource Management Office			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government			
WHO MAY AVAIL THE SERVICE	All employees of the City Government of Imus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
In case of loss Notarized Affidavit of Loss		Notary Public		
In case of damage Old I.D. Card		Requesting employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Receive requirements. For RFID Cards, issue Order of Payment	None	2 minutes	Maribel Bamba Faith Francisco
2. For RFID Card replacements, pay corresponding fee at the City Treasury Office and submit Official Receipt at HRMO	2.1 For RFID Card replacements, receive Official Receipt Printing of I.D. Cards	RFID Card replacement fee – Php 400.00	2 days, 4 hours	Maribel Bamba Faith Francisco
3.Receive requested I.D. Card	3.1 Issue requested I.D. Card	None	1 minute	Maribel Bamba Faith Francisco
TOTAL		None	2 days, 4 hours, 3 minutes	