

HUMAN RESOURCE MANAGEMENT UNIT

EXTERNAL SERVICES



1. RECRUITMENT AND SELECTION

Vacant positions in the City Government of Imus are posted in the following areas: a) Mayor's Office bulletin board, b) Vice Mayor's Office/Sangguniang Panlungsod bulletin board, c) Public Employment Service Office (PESO) bulletin board, d) Imus Public Market bulletin board, e) Imus Extension Office bulletin board, f) HRMU bulletin board, G) CSC Imus Field Office bulletin board. Vacant positions are also posted in the City of Imus website and in the Imus HR Hub Facebook account. Application is open to all who meet the qualifications of the position to be filled. A Personnel Selection Board (PSB) 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 Unit	
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		WHERE TO SECURE
For Application		
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)		HRMU; Home Agency prior to application
For Appointment		
Medical Certificate [CS Form No. 211, Rev. 2017] (2 original copies)		HRMU; 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	Danica Santiaguél HRMO I
	1.2 Prepare materials and set the written examination schedule	None	Schedule varies per position	
2. Take written examination and undergo interview	1.1 Administer written examination and conduct initial interview of the applicant	None	2 hours	Sabrina Summer Medina HRMO I
	1.2 Check and rate the written examinations. If passed, inform the applicant of the PSB screening and evaluation schedule		2 hours	Angelica Sañez HR Assistant
	1.3 Prepare materials and set the PSB screening and evaluation schedule		Schedule varies per position	Danica Santiaguél HRMO I
3. Undergo PSB screening and evaluation	3.1 Conduct final screening of the applicant	None	30 minutes	Personnel Selection Board Danica Santiaguél HRMO I
	3.2 Conduct background investigation and prepare Comprehensive Evaluation Result based on the result of the PSB screening and deliberation		1 day	Aerole Micah Ramos HR Assistant

	3.3 Select appointee based on the Comprehensive Evaluation Report		1 week	Appointing Authority
	3.2. Inform the applicant selected by the Appointing Authority		5 minutes	Danica Santiaguel HRMO I
4. Submit complete requirements for appointment	4. Receive complete requirements, process and submit the documents to the Civil Service Commission for approval	None	1 day	Annie de Leon HRMO IV Danica Santiaguel HRMO I
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 the Ospital ng Imus (ONI) must be submitted and processed at the ONI- HR office.



2. 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 Unit				
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		None	1 month	Office of the Mayor through Mr. Edgardo Saquilayan, Jr.
	1.2 Endorse to the HRMU the list of accepted applicants and their respective designations and payroll		None		
2. Sign Contract of Service	2. Prepare and facilitate signing of Contract of Service		None	1 month	Merlita Bautista HRMO I Rossana Parnala Administrative Officer I Faith Francisco Administrative Aide IV
TOTAL			None	2 months	

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

3. ON-THE-JOB TRAINING (APPLICATION)

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

OFFICE OR DIVISION	Human Resource Management Unit				
CLASSIFICATION	Complex				
TYPE OF TRANSACTION	G2C – Government to Citizen				
WHO MAY AVAIL THE SERVICE	All college level students and graduate degree program students				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Resume/Curriculum Vitae (1 original copy)			Applicant		
Endorsement Letter (1 original copy)			School/university where applicant is currently enrolled		
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. Prepare Endorsement Letter to selected department	None	10 minutes	Kathryn Ann Pantig HRMO II	
	1.2 Sign the endorsement letter	None	1 day	Nahney Alce HRMO V Annie de Leon HRMO IV	
	1.3 Review and assess the application. Inform HRMU of assessment	None	5 days	Respective Department/Unit Head	
	1.4 Inform the applicant of the result of application	None	5 minutes	Kathryn Ann Pantig HRMO II	
2. Report for duty	2. Orient the student intern and endorse to the respective department/unit		10 minutes	Kathryn Ann Pantig HRMO II	
TOTAL		None	6 days, 25 minutes		

4. COMPLETION OF ON THE JOB TRAINING

OFFICE OR DIVISION	Human Resource Management Unit			
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. Prepare Certificate of Completion	None	15 minutes	Kathryn Ann Pantig HRMO II
	1.2 Sign the Certificate of Completion	None	1 day	Nahney Alce HRMO V Annie de Leon HRMO IV
2. Receive Certificate of Completion with attached DTR and Evaluation Report	2. Issue Certificate of Completion	None	1 minute	Kathryn Ann Pantig HRMO II
TOTAL		None	1 day, 16 minutes	



HUMAN RESOURCE MANAGEMENT UNIT

INTERNAL SERVICES



1. 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 Availed 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 Unit	
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 Unit
Additional Requirements per Type of Leave:		
For Vacation Leave Abroad		
Clearance Form (3 original copies)		Human Resource Management Unit
Affidavit of No Pending Case (3 original copies)		Human Resource Management Unit
For Sick Leave (more than 5 days)		
Medical Certificate (1 original copy)		Licensed Physician
Sick Leave (more than 30 days)		
Medical Certificate (1 original copy)		Licensed Physician
Clearance Form (3 original copies)		Human Resource Management Unit

For Maternity Leave				
CSC Prescribed Medical Certificate Form (2 original copies)		HRMU; to be filled out by Licensed Physician		
Clearance Form (3 original copies)		Human Resource Management Unit		
For Paternity Leave				
Birth Certificate of Child (1 photocopy)		City Civil Registrar's Office		
CSC Prescribed Medical Certificate Form (2 original copies)		HRMU to be filled out by Licensed Physician		
For Solo Parent Leave				
Solo Parent I.D. (1 photocopy)		City Social Welfare Development Office		
For Magna Carta for Women (R.A. 9710)				
Medical Certificate (1 original copy)		Licensed Physician		
For 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 Barangay 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		
For Rehabilitation Leave				
Police Report (1 original copy)		Philippine National Police Station		
Certificate of Attendance during which the accident happened (1 original copy)		Human Resource Management Unit		
Certification of the Department Head that the injuries were incurred while in the performance of duties (1 original copy)		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 Administrative Aide IV
	1.2 Update employee's Leave Card and process the application	None	10 minutes	Nahney Alce City Administrator

	1.3 Approval of the application		1 day	
2. Receive approved Leave Form	2. Issue approved Leave Form	None	1 minute	Emma Camino Administrative Aide IV
TOTAL		None	1 day, 13 minutes	

NOTE: 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.



2. 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 Unit				
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 (1 original copy)			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 (1 photocopy)			School/university where employee is enrolled		
HRMU 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 (1 original copy)			Human Resource Management Unit		
Certificate of no pending administrative and/or criminal charges (1 original copy)			Human Resource Management Unit		
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	Kathryn Ann Pantig HRMO II
	1.2 Review application. If approved, issue HRDC Certification that employee is qualified to avail of Study Leave		None	5 days	Human Resource Development Council
	1.3 Facilitate the signing of Memorandum of Agreement (MOA)		None	1 day	Kathryn Ann Pantig HRMO II

	1.4 Update employee's leave card and process the leave form	None	10 minutes	Emma Camino Administrative Aide IV
2. Receive approved Leave Form and copy of MOA	2. Issue approved Leave Form and copy of MOA	None	1 minute	Kathryn Ann Pantig HRMO II Emma Camino Administrative Aide IV
TOTAL		None	6 days, 13 minutes	



3. SERVICE RECORDS, CERTIFICATES OF EMPLOYMENT, AND OTHER HRMU CERTIFICATIONS

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

OFFICE OR DIVISION	Human Resource Management Unit			
CLASSIFICATION	Simple			
TYPE OF TRANSACTION	G2G – Government to Government, G2C – Government to Citizen			
WHO MAY AVAIL THE SERVICE	All current and previous officials and employees of the City Government of Imus, relatives of deceased employees of the City Government of Imus			
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. Entertain request and issue Order of Payment	None	2 minutes	Rossana Parnala Administrative Officer I Angelica Sañez HR Assistant
2. Pay the required fee at the City Treasury Office and submit to the HRMU the Official Receipt	2.1 Receive the Official Receipt. Process the request, verify records and update if necessary. Submit the document for signature	Certification Fee - Php 50.00	10 minutes	Rossana Parnala Administrative Officer I Angelica Sañez HR Assistant
	2.2 Sign the document	None	1 day	Nahney Alce HRMO V Annie de Leon HRMO IV
3. Receive the requested document	3. Issue the requested document/s	None	1 minute	Rossana Parnala Administrative Officer I Angelica Sañez HR Assistant
TOTAL		Php 50.00	1 day, 13 minutes	

4. 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 Unit				
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		
For External Training Program					
Request Form			HRMU; to be signed by department/unit head		
Training Invitation/Programme			Training Organizer		
For Team Building Activities					
Request Letter			Requesting department/unit		
Training Design			Resource Person/s		
List of participants			Requesting department/unit		
Resume/Curriculum Vitae of Resource Person/s			Resource Person/s		
For Benchmarking Activities					
Request Letter			Requesting department/unit		
Training Design			Requesting department/unit		
List of participants			Requesting department/unit		
Proof of communication/acceptance with the receiving Agency			Receiving Agency		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit compete requirements		1.1 Receive and process request	None	2 minutes	Kathryn Ann Pantig HRMO II Angelica Sañez HR Assistant

	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	Kathryn Ann Pantig HRMO II Angelica Sañez HR Assistant
2. Receive Training Approval with Travel Order	2. 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	



5. 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 HRMU Office.

OFFICE OR DIVISION	Human Resource Management Unit			
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	
Notarized Affidavit of Loss (in case of loss)			Notary Public	
Old I.D. Card (in case of damage)			Requesting employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1. Receive requirements. For RFID Cards, issue Order of Payment	None	2 minutes	Maribel Bamba Administrative Assistant IV Faith Francisco Administrative Aide IV
2. For RFID Card replacements, pay corresponding fee at the City Treasury Office and submit Official Receipt at HRMU	1.1 For RFID Card replacements, receive Official Receipt	RFID Card replacement fee – Php 400.00	2 days, 4 hours	Maribel Bamba Administrative Assistant IV Faith Francisco Administrative Aide IV
	1.2 Printing of I.D. Cards	None		
3. Receive requested I.D. Card	3. Issue requested I.D. Card	None	1 minute	Maribel Bamba Administrative Assistant IV Faith Francisco Administrative Aide IV
TOTAL		None	2 days, 4 hours, 3 minutes	