



Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

EXTERNAL SERVICES

1. HIRING OF PLANTILLA PERSONNEL

The authority shall adhere to the following legal bases on the Hiring of Plantilla Personnel:

- Section 80(a), Title Three (*Human Resources and Development*), Book I of RA No. 7160 or “*Local Government Code of 1991*” which states that, “Whenever a local executive decides to fill a vacant career position, there shall be posted notices of the vacancy in at least three (3) conspicuous public places in the local government unit concerned for a period of not less than fifteen (15) days.”
- Rule VII (*Publication and Posting of Vacant Positions*), Sec. 24 of the 2017 Omnibus Rules on Appointment and Other Human Resources Actions (ORA-OHRA) which states that, “Vacant positions in the career service, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, shall be published and posted in three (3) conspicuous places for a period of not less than fifteen (15) calendar days for local government units pursuant to Section 80(a), Title Three, Book I of RA No. 7160.”
- Rule VII (*Publication and Posting of Vacant Positions*), Sec. 29 of the 2017 Omnibus Rules on Appointment and Other Human Resources Actions (ORA-OHRA) which states that, “The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published.”
- Rule VI (*Effectivity and Submission of Appointments*), Sec. 19 of the 2017 Omnibus Rules on Appointment and Other Human Resources Actions (ORA-OHRA) which states that, “An appointment shall be submitted to the Commission within thirty (30) calendar days from the date of issuance.”

1.1 PROCESSING OF EMPLOYMENT APPLICATION FOR PLANTILLA POSITIONS

Office or Division:	Personnel Division – Recruitment, Selection and Placement (RSP) Section
Classification:	Highly Technical
Type of Transaction:	Government to Client (G2C) for external applicants; Government to Government (G2G) for internal applicants
Who may avail:	All interested applicants

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application	
1. Application Letter (Letter of Intent);	Applicant
2. Fully accomplished and NOTARIZED/SIGNED BY AN ADMINISTERING OFFICER Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) (1 Original and 1 Photocopy);	Downloadable at www.csc.gov.ph
3. Work Experience Sheet (For position requiring Relevant Experience);	Downloadable at www.csc.gov.ph
4. Performance Rating in the last 2 rating period (if	Previous/current employer





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
with previous government service) or any Performance Evaluation Tool for non-government employees and contract of Service;	
5. Authenticated copy of Eligibility (For Position requiring Appropriate Eligibility/License) (1 Original Copy or 1 Photocopy);	Civil Service Commission (CSC)/Professional Regulation Commission (PRC)/Supreme Court (SC)/Land Transportation Office (LTO)/ Supervisory Office for Security and Investigation Agencies (SOSIA)
6. Certified True Copy of Transcript of Records (TOR) (For Position requiring Completion of two years studies in college or Bachelor's degree) (1 Original Copy);	University/College Graduated
7. Certified True Copy of High School Diploma (For Position requiring High School Graduate) (1 Original Copy);	High School Graduated
8. Copy of Posting/ Publication of Position Applied for;	Downloadable at http://www.csc.gov.ph/career/index.php
9. Job Description of the position applied for;	Office/Hospital where vacancy exists
10. White Folder with Applicant's Full Name (Last Name, Given Name, Middle Initial), labeled at the right side;	Applicant
11. Initial Assessment Form for Applicant (Revised April 2023); and	Downloadable at https://quezon.gov.ph/downloads
12. Service Record	Previous/current employer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the Provincial Government of Quezon website, PHO/PHRMO bulletin board, or CSC website for the list of job vacancies.	1. Posting of vacancy. a. Receive approved request of Hospital/Office for posting of vacant position/s; b. Prepare the request for posting using	None	15 days	Human Resource Merit Promotion and Selection Board (HRMPSB) Secretariat





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>CSC Form No. 9 Revised 2018;</p> <p>c. Review the request for posting;</p> <p>d. Submit the request to Civil Service Commission Regional Office No. IV to be published in CSC job portal and posted in three (3) conspicuous places: a.) PGQ website, b.) PHRMO bulletin, c.) PHO bulletin.</p> <p><i>Note: Posting period is not less than fifteen (15) calendar days.</i></p>			
<p>2. Submit the complete application requirements via the following:</p> <p>a. Hand-in/Walk-in;</p> <p>b. Send through email: phrmo.rsp.quezon@gmail.com ;</p> <p>c. Send through mail address to:</p> <p>ROWELL A. NAPEÑAS</p>	<p>2.1 Accept the application.</p> <p>a. Check the completeness of documents submitted;</p> <p>b. Assess and review the documents submitted.</p> <p>c. Acknowledge the submitted</p>	None	15 days	HRMPSB Secretariat





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>PGDH-HRMO Provincial Capitol Compound, Lucena City</p>	<p>applications. c.1 Received through Hand-in/walk-in: Personal acknowledgment notifying the receipt of application and the results of initial assessment as reflected in the Initial Assessment Form. c.2 Received through email and through mail: Email notifying the receipt of the application and succeeding email on the results of the initial assessment as reflected in the Initial Assessment Form. <i>Note: Only qualified applicants with complete requirements and applied within the prescribed period will be included in</i></p>			





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>the Roster of Applicants.</i>			
	2.2 Prepare Roster of Applicants.	None		
	2.3 Prepare list and schedule of applicants for the conduct of examination and panel interview.	None		
3. Confirm the attendance to examination and attend the scheduled date at PHRMO	3.1 Prepare and send the Notice of Examination to applicant	None	7 days	HRMPSB Secretariat
	3.2 Conduct written Examination	None		
	3.3 Evaluate/Check the examinations	None		
	3.4 Prepare Applicant's Profile for panel interview	None		
4. Confirm the attendance of applicants for panel interview and attend the scheduled date at the Office of the Provincial Administrator	4.1 Prepare and send the notice to applicants thru email for panel interview	None	3 days	HRMPSB Secretariat
	4.2 Administer the panel interview	None	1 day	HRMPSB Members and Secretariat
	4.3 Consolidate and tabulate scores of the applicants (Comparative Assessment)	None	5 days	HRMPSB Secretariat
	4.4. Conduct deliberation. (Present and validate Comparative Assessment.)	None		HRMPSB Secretariat and Members





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.5 Finalize Comparative Assessment and prepare Minutes on Screening/ Deliberation	None	1 day	HRMPSB Secretariat
	4.6 Conduct of Background Investigation, <i>if necessary.</i>		1 day	
	4.7 Prepare and submit the BI Report and Comparative Assessment to the Appointing Authority for appropriate action.	None	1 day	
	4.8 Decide on who will be appointed among the applicants	None	7 days	
5. Acknowledge the results of Application	5.1 Prepare and send Congratulatory and Regret letters through email to respective applicants	None	2 days	HRMPSB Secretariat
	Total	None	58 days	

Note: The processing time indicated may vary depending on the number of positions to be filled up and the number of applications received.

1.2 PREPARATION AND PROCESSING OF PLANTILLA APPOINTMENT





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

Office or Division:	Personnel Division – Recruitment, Selection and Placement (RSP) Section
Classification:	Highly Technical
Type of Transaction:	Government to Client (G2C) for external applicants; Government to Government (G2G) for internal applicants
Who may avail:	All Appointees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Upon Appointment (For Original/Reappointment/Reemployment)	
1. Fully accomplished and Notarized/Signed by an Administering Officer Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) (4 Original Copies);	Appointee
2. Work Experience Sheet (For position requiring Relevant Experience) (4 Original Copies);	Appointee
3. Authenticated copy of Eligibility (For Position requiring Appropriate Eligibility) (1 Original Copy and 3 Photocopies);	Appointee
4. Certified True Copy of Transcript of Records (TOR) (For Position requiring Completion of two years studies in college or Bachelor's degree) (1 Original Copy and 4 Photocopies);	Appointee
5. Certified True Copy of High School Diploma (For Position requiring High School Graduate) (1 Original Copy and 4 Photocopies);	Appointee
6. Position Description Form (PDF) (Revised 2017) (4 Original Copies);	Office/Hospital where vacancy exists
7. Certification of Assumption to Duty (CS Form No. 4, Revised 2018) with DTR attached (4 Original Copies);	Office/Hospital where vacancy exists
8. Acknowledgement Letter (Probationary Period) (3 Original Copies);	Office/Hospital where vacancy exists
9. Individual Copy of Posting/ Publication of Position Applied For (3 Copies);	Appointee
10. Certification of No Other Qualified Applicants (CS Form No. 5) (4 Original Copies);	PHRMO
11. Sangguniang Panlalawigan Ordinance (For Newly Created Position) (1 Original Certified Photocopy and 3 Photocopies);	Office of the Sangguniang Panlalawigan
12. Statement of Assets Liabilities & Networth (SALN) (as of Assumption to Duty) (3 Original Copies);	Downloadable at www.csc.gov.ph and have it Notarized/Signed by an Administering Officer





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
13. Medical Certificate (CSC Form 211, revised 2018) with test result attached: Blood Test, Urinalysis, Chest X-ray and Drug Test (1 Original Copy and 2 Photocopies);	Downloadable at www.csc.gov.ph and have it signed by a government physician
14. Valid NBI Clearance (1 Original Copy and 2 Photocopies);	National Bureau of Investigation (NBI)
15. PSA-issued Birth Certificate (1 Original and 3 Photocopies);	Philippine Statistics Authority (PSA)
16. PSA-issued Marriage Certificate (<i>if applicable</i>) (1 Original and 3 Photocopies); and	Philippine Statistics Authority (PSA)
17. White Folder (Legal size) (3 pieces)	Appointee
Upon Appointment (For Promotion/Transfer)	
1. Fully accomplished and Notarized/Signed by an Administering Officer Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) (4 Original Copies);	Appointee
2. Work Experience Sheet (For position requiring Relevant Experience) (4 Original Copies);	Appointee
3. Authenticated copy of Eligibility (For Position requiring Appropriate Eligibility/License) (1 Original Copy and 3 Photocopies);	Appointee
4. Certified True Copy of Transcript of Records (TOR) (<i>if applicable</i>) (1 Original Copy and 4 Photocopies);	Appointee
5. Certified True Copy of High School Diploma (<i>if applicable</i>) (1 Original Copy and 4 Photocopies);	Appointee
6. Position Description Form (PDF) (CS Form Revised 2017) (4 Original Copies);	Office/Hospital where vacancy exists
7. Certification of Assumption to Duty (CS Form No. 4, Revised 2018) with DTR attached (4 Original Copies);	Office/Hospital where vacancy exists
8. Individual Copy of Posting/Publication of Position Applied For (3 Copies);	Appointee
9. Sangguniang Panlalawigan Ordinance (For Newly Created Position) (1 Original Certified Photocopy and 3 Photocopies);	Office of the Sangguniang Panlalawigan
10. Sangguniang Panlalawigan Concurrence (for PGDH position) (1 Original Certified Photocopy and 3 Photocopies);	Office of the Sangguniang Panlalawigan
11. Medical Certificate (CSC Form 211, revised	Downloadable at www.csc.gov.ph and have





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2018) with Drug Test result attached (1 Original Copy and 2 Photocopies);	it signed by a government physician
12. PSA-issued Marriage Certificate (<i>if applicable</i>) (1 Original and 3 Photocopies);	Philippine Statistics Authority (PSA)
13. Performance Rating in the last 2 rating period from previous Government Office (for promotion) (1 Original Certified True Copy and 2 Photocopies);	Previous/current employer
14. Clearance from money, property, and legal accountabilities (<i>if applicable</i>) (1 Original Copy and 2 Photocopies);	Previous/current employer
15. Certificate of Leave Balances (<i>if applicable</i>) (1 Original Copy and 2 Photocopies);	Previous/current employer
16. Government Service Record (<i>if applicable</i>) (1 Original Copy and 2 Photocopies); and	Previous/current employer
17. Statement of Assets, Liabilities & Networth (SALN) (as of Assumption to Duty) (<i>if applicable</i>) (3 Original Copies).	Downloadable at www.csc.gov.ph and need to be Notarized/Signed by an Administering Officer
18. White Folder (Legal size) (3 pieces)	Appointee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Confirm the attendance for the Oath Taking Ceremony and attend the scheduled date at the Office of the Provincial Governor	1.1 Prepare Appointment Paper and other pertinent documents for signature of the Appointing Authority	None	2 days	HRMPSB Secretariat
	1.2 Notify appointee on the schedule of Oath Taking Ceremony and releasing of appointment paper and list of requirements.	None	1 day	
	1.3 Administer the Oath Taking Ceremony	None	1 day	HRMPSB Members and Secretariat; Appointing





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Authority
2. Newly-appointed employee assume office/hospital and submit the requirements to PHRMO <i>Note: Appointee should assume to office/hospital within thirty (30) calendar days from the issuance of appointment.</i>	2.1 Receive and check the requirements and submit the appointment and other pertinent documents to CSC Field Office	None	29 days	HRMPSB Secretariat
	TOTAL:	None	33 days	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

INTERNAL SERVICES

1. PREPARATION AND PROCESSING OF CASUAL APPOINTMENT

The preparation, *including its requirements* and processing of casual appointment shall adhere to the following legal bases:

- Section 77, Title III (*Human Resource and Development*) of RA 7160 which states that, “xxx...Provided, that the local chief executive may employ emergency or casual employees or laborers paid on a daily wage or piecework basis and hired through job orders for local projects authorized by the Sanggunian concerned, without need of approval or attestation by the Civil Service Commission: Provided, further that the period of employment of emergency or casual laborers as provided in this Section shall not exceed six (6) months”;
- Rule II, Section 4 (*Common Requirements*) of the 2017 Omnibus Rules on Appointment and Other Human Resources Actions (ORA-OHRA) which states that, “The common requirements for casual appointments shall be submitted by regulated agencies to the Civil Service Commission Field Office (CSC FO)”;
- Rule III (*Procedures in the Preparation of Appointments*), Section 8, “The procedures shall be strictly observed in the preparation of casual appointments”.

Office or Division:	Personnel Division – Recruitment, Selection and Placement (RSP) Section and Administrative Section
Classification:	Highly Technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	All personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Request Form (Annex A, B and C) (3 Copies)	Memorandum Order No. DHT – 321, series of 2022 or the Guidelines in Hiring, Creation and Abolition of Hospital Plantilla Positions Memorandum Order No. DHT – 322, series of 2022 or the Guidelines in Hiring, Creation and Abolition of Plantilla Positions in Offices of the Provincial Government
2. Fully accomplished and Notarized/Signed by an Administering Officer Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) (4 Original Copies);	Downloadable at www.csc.gov.ph
3. Work Experience Sheet (WES) (<i>For position requiring Relevant Experience</i>) (4 Original Copies);	Downloadable at www.csc.gov.ph





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Authenticated copy of Eligibility (<i>For Position requiring License</i>) (1 Original Copy and 2 Photocopies);	Professional Regulation Commission (PRC)/Supreme Court (SC)/Land Transportation Office (LTO)/ Supervisory Office for Security and Investigation Agencies (SOSIA)
5. Certified True Copy of Transcript of Records (TOR) (<i>For Position requiring Completion of two years studies in college or Bachelor's degree</i>) (1 Original Copy and 2 Photocopies);	University/College Graduated
6. Certified True Copy of High School Diploma (<i>For Position requiring High School Graduate</i>) (1 Original Copy and 2 Photocopies);	High School Graduated
7. Certification of Assumption to Duty (CS Form No. 4, Revised 2018) with DTR attached (4 Original Copies);	Office/Hospital where vacancy exists
8. Medical Certificate (CSC Form 211, revised 2018) with test result attached: Blood Test, Urinalysis, Chest X-ray and Drug Test (2 Original Copies of Medical Certificate);	Downloadable at www.csc.gov.ph and need to have it signed by a government physician
9. Valid NBI Clearance (1 Original Copy and 2 Photocopies);	National Bureau of Investigation (NBI)
10. PSA-issued Birth Certificate (1 Original and 3 Photocopies);	Philippine Statistics Authority (PSA)
11. PSA-issued Marriage Certificate (<i>if applicable</i>) (1 Original and 3 Photocopies).	Philippine Statistics Authority (PSA)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the approved request with complete attachments .	1.1 Receive approved request, check, review and prepare the Plantilla with complete requirements (CSC Form No. 34-C Revised 2017 or CSC Form No. 34-F Revised 2018)	None	2 days	RSP Section and Administrative Section
	1.2 Monitor movement	None	5 days	RSP Section





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	of documents from authorized signatories			
2. Receive the Plantilla of Casual Appointment to acknowledge by the appointee and assume to office/hospital. <i>Note: Appointee should assume to office/ hospital within thirty (30) calendar days from the issuance appointment</i>	2.1 Forward the signed Plantilla of Casual Appointment to concerned office/hospital	None	2 days	
	2.2 Prepare and transmit copy (hard and e-copy) of the appointment and other attachment to CSC Field Office	None	4 days	
3. Receive the copy of Plantilla of Casual Appointment and furnished the appointee.	3.1 Provide copy of Plantilla of Casual Appointment received by CSC to respective Office/Hospital	None	2 days	
	Total	None	15 days	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

2. PREPARATION AND PROCESSING OF JOB ORDER

The preparation, *including its requirements* and processing of job order shall adhere to the following legal bases:

- Section 77, Title III (*Human Resource and Development*) of RA 7160 which states that, “xxx...Provided, that the local chief executive may employ emergency or casual employees or laborers paid on a daily wage or piecework basis and hired through job orders for local projects authorized by the Sanggunian concerned, without need of approval or attestation by the Civil Service Commission: Provided, further that the period of employment of emergency or casual laborers as provided in this Section shall not exceed six (6) months”; and
- CSC Memorandum Circular No. 17, series of 2002 or the “*Policy Guidelines for Contract of Services*” endorsing the CSC Resolution No. 02-0790 Re: Policy Guidelines for Contract of Services dated June 5, 2002.

Office or Division:	Personnel Division – Recruitment, Selection and Placement (RSP) Section and Administrative Section	
Classification:	Complex	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	All Offices/Hospitals	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Approved Request Form (Annex A, B and C) (3 Copies)	Memorandum Order No. DHT – 321, series of 2022 or the Guidelines in Hiring, Creation and Abolition of Hospital Plantilla Positions Memorandum Order No. DHT – 322, series of 2022 or the Guidelines in Hiring, Creation and Abolition of Plantilla Positions in Offices of the Provincial Government
	2. Fully accomplished and Notarized/Signed by an Administering Officer Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) (2 Original Copies); and	Downloadable at www.csc.gov.ph
	3. Authenticated copy of Eligibility (<i>For Position requiring License</i>) (1 Original Copy and 1 Photocopy).	Professional Regulation Commission (PRC)/Supreme Court (SC)/Land Transportation Office (LTO)/ Supervisory Office for Security and Investigation Agencies (SOSIA)





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward the approved request with complete attachments.	1.1 Receive approved request, check, review and prepare the Job Order with complete requirements (JO Form No. 01, JO Form No. 02)	None	1 day	RSP Section/ Administrative Section
	1.2 Forward and monitor movement of Job Order from authorized signatories	None	4 days	RSP Section
2. Receive the Job Order for acknowledgement of appointees and assumption to office/hospital.	2.1 Forward the signed Plantilla/Job Order to concerned office/hospital	None	2 days	
Total		None	7 days	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

3. ISSUANCE OF CERTIFICATE OF LEAVE BALANCE

The Certification of Leave Balance is being issued for different purposes such as loan application, terminal leave processing and among others. Further, the legal bases that this process adhere to are as follows:

- Civil Service Commission Memorandum Circular No. 41, s. 1998 or the *Omnibus Rules on Leave*
- Civil Service Commission Memorandum Circular No. 05, s. 2021 or the *Amendment to Omnibus Rules on Leave*, with attached CSC Resolution No. 2100020

Office or Division:	Employee Development and Audit Division and Personnel Division – Administrative Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Accomplished Request Form ➤ Official Receipt for the requested document 		Request Form from Human Resource Management Office (HRMO) Provincial Treasurer’s Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished request form and official receipt issued by the Provincial Treasurer’s Office.	1.1 Receive Request Form with Official Receipt and other documents, record to the HR e-logbook system and give to assigned personnel/auditor.	Php25.00	5 minutes	Administrative Section
	1.2 Prepare the requested document, affix initial and forward to Administrative Section.		15 minutes	Assigned Auditor
	1.3 Receive and Forward to authorized signatory.		1 minute	Administrative Section
	1.4 Sign the document/certificate of leave balance and return to Administrative Section.		2 minutes	PGDH/PGADH/SAO
2. Receive the duly signed Certificate of Leave Balance.	2.1 Record and release the signed document/certificate of leave balance and release to the requestor.		2 minutes	Administrative Section
Total		Php25.00	25 minutes	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

4. ISSUANCE OF STATEMENT OF LEAVE BALANCE

The Statement of Leave Balance is being issued for different purposes such as terminal leave processing and among others. Further, the legal bases that this process adheres to are as follows:

- Civil Service Commission Memorandum Circular No. 41, s. 1998 or the *Omnibus Rules on Leave*
- Civil Service Commission Memorandum Circular No. 05, s. 2021 or the *Amendment to Omnibus Rules on Leave*, with attached CSC Resolution No. 2100020

Office or Division:	Employee Development and Audit Division and Personnel Division – Administrative Section		
Classification:	Simple		
Type of Transaction:	Government to Government (G2G)		
Who may avail:	All personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Request Form	Human Resource Management Office (HRMO)	Official Receipt, except for Retirees	Provincial Treasurer's Office
Authenticated Leave Cards (prior 2013)	Mother unit	Authenticated Leave Cards (September 2013 onwards)	Human Resource Management Office (HRMO)
Statement of Leave Balance prior to September 2013	Mother unit (office/hospital)		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished request form, official receipt issued by the Provincial Treasurer's Office, Statement of Leave prior to September 2013 and Authenticated Leave, <i>if applicable</i> .	1.1 Receive Request Form with Official Receipt and other documents and give to assigned personnel/auditor.	Php50.00	5 minutes	Administrative Section
	1.2 Check the Statement of Leave prior 2013 received (<i>if applicable</i>), prepare the requested document, and forward to reviewer.		2 days, <i>if complete</i>	Assigned Auditor
	1.3 Review the prepared Statement of Leave Balance. 1.3.1 If draft document is in order, affix initial and return to Auditor. <i>Proceed to 1.4.</i>		2 days	Assigned Reviewer





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3.2 If draft document is NOT in order, return to Auditor with corrections/comments/inputs. 1.3.2.1 Implement corrections/inputs and return to reviewer. <i>Repeat 1.3.</i>			
	1.4 Forward the reviewed document to the Administrative Section.		2 minutes	Assigned Auditor
	1.5 Receive and forward the reviewed document to authorized signatory.		1 minute	Administrative Section
	1.6 Sign the document/certificate of leave balance and return to Administrative Section.		2 minutes	PGDH/PGADH/SAO
2. Receive the duly signed Statement of Leave Balance.	2.1 Record and release the signed document/statement of leave balance and release to the requestor.		3 minutes	Administrative Section
	TOTAL	Php50.00	4 days and 13 minutes	

Note: To ensure correctness on the Statement of Leave Balance to be issued, careful evaluation/review of Statement of Leave Balance prior 2013 (if applicable) is being done by the Auditors hence, processing time may be extended, as necessary.





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

5. FILING AND PROCESSING OF LEAVE APPLICATION

Leave application filed by an employee which include Vacation leave, Mandatory/Force Leave, Sick Leave, Maternity Leave, Paternity Leave, Special Privilege Leave, Solo Parent Leave, Study Leave, VAWC Leave, Rehabilitation Leave, Special leave benefits for women, Special Emergency (Calamity) Leave, Monetization of Leave Credits, Terminal Leave and Adoption Leave and among others are governed by the following policies:

- Civil Service Commission Memorandum Circular No. 41, s. 1998 or the *Omnibus Rules on Leave*
- Civil Service Commission Memorandum Circular No. 05, s. 2021 or the *Amendment to Omnibus Rules on Leave*, with attached CSC Resolution No. 2100020

Office or Division:	Employee Development and Audit Division and Personnel Division – Administrative Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	All personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Generated and Printed Leave Form (<i>Civil Service Form No. 6, Revised 2020</i>) duly signed by the employee and with recommendation of the Immediate Supervisor/Head. 	Assigned Personnel in the office/department/hospital who has access in the Integrated Human Resource Management Information System
<ul style="list-style-type: none"> ➤ Transmittal Form 	Office/Hospital
<ul style="list-style-type: none"> ➤ Leave Application Monitoring Sheet 	Office/Hospital
<ul style="list-style-type: none"> ➤ Schedule of Mandatory Leave 	Office/Hospital
<ul style="list-style-type: none"> ➤ Leave requirements <ul style="list-style-type: none"> a. Vacation Leave 	Provincial Governor's Office (PGO)
<ul style="list-style-type: none"> ➤ Approved Travel Authority and Clearance from Money and Work Accountabilities (<i>if travel abroad, more than 30 days and terminal leave benefits</i>) 	
<ul style="list-style-type: none"> b. Sick Leave 	
<ul style="list-style-type: none"> ➤ Medical Certificate (<i>if filed in advance or exceeding 5 days</i>) 	Hospital/physician of the applicant
<ul style="list-style-type: none"> ➤ Affidavit executed by the applicant (<i>in case of medical consultation was not availed of</i>) 	Applicant





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>c. Maternity Leave</p> <ul style="list-style-type: none"> ➤ Proof of Pregnancy (<i>e.g. ultrasound, doctor's certificate on the expected date of delivery</i>) 	Hospital/physician of the applicant
<p>d. Allocation of Maternity Leave (<i>child's father – if not married, alternate caregiver or current partner sharing the same household</i>)</p> <ul style="list-style-type: none"> ➤ CS Form 6A ➤ Child's Birth Certificate ➤ If not married, proof of relationship with the mother of the child such as Barangay Certification. ➤ Other bona fide document/s that can prove filial relationship 	Downloadable at www.csc.gov.ph Philippine Statistics Authority (PSA) Barangay Certification Applicant
<p>e. Paternity Leave</p> <ul style="list-style-type: none"> ➤ Proof of child's delivery (<i>e.g. birth certificate, marriage contract and medical certificate</i>) 	Philippine Statistics Authority (PSA) and Hospital where the child was born
<p>f. Special Privilege Leave</p> <ul style="list-style-type: none"> ➤ Approved Travel Authority and Clearance from Money and Work Accountabilities (<i>if travel abroad</i>) 	Provincial Governor's Office (PGO)
<p>g. Solo Parent Leave</p> <ul style="list-style-type: none"> ➤ Updated and valid Solo Parent Identification Card 	City/Municipal Social Welfare and Development Office
<p>h. Study Leave</p> <ul style="list-style-type: none"> ➤ Contract between the agency head or authorized representative and employee concerned. ➤ Internal Requirements: <ul style="list-style-type: none"> -IPCR with at least VS performance for the last 2 rating periods -Certificate of no pending administrative and/or criminal charges -Certificate of no current foreign/local scholarship grant 	Provincial Governor's Office (PGO) Applicant Provincial Legal Office Human Resource Management Office (HRMO)





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>i. VAWC Leave Any of the following documents:</p> <ul style="list-style-type: none"> ➤ Barangay Protection Order (BPO) ➤ Temporary/Permanent Protection Order (TPO/PPO) ➤ Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office (<i>if the protection order is not yet issued by the barangay or court</i>) <p>j. Rehabilitation Leave</p> <ul style="list-style-type: none"> ➤ Letter request supported by relevant reports such as the police report, <i>if any</i>. ➤ Medical Certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation and rehabilitation, as the case may be. ➤ Written concurrence of a government physician relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation. <p>k. Special Leave Benefits for women</p> <ul style="list-style-type: none"> ➤ Medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the pre-operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same. 	<p>Concerned Barangay Municipal/City Court</p> <p>Barangay/City/Municipal Prosecution Office/ Municipal/City Trial Court</p> <p>Police</p> <p>Hospital/physician of the applicant</p> <p>Government hospital/physician</p> <p>Hospital/physician of the applicant</p>





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>l. Special Emergency (Calamity) Leave</p> <p>➤ Proof of eligibility <i>(as stipulated in the declaration to include but not limited to:</i></p> <ul style="list-style-type: none"> -Validation of place of residence and verification that the place of residence is covered in the declaration of calamity -Available records of the affected employee such as photos/pictures 	<p>Barangay</p> <p>Applicant</p>
<p>m. Terminal Leave</p> <p>➤ Proof of employee’s resignation or retirement or separation from the service, to wit:</p> <ul style="list-style-type: none"> -Letter of Intent (resignation/early retirement) -Acceptance of resignation -Approved Clearance -Statement/Certificate of Leave Balance 	<p>Applicant</p> <p>Provincial Governor’s Office (PGO) PGO HRMO-Employee Development and Audit Division</p>
<p>n. Adoption Leave</p> <p>➤ Authenticated copy of the Pre-Adoptive Placement Authority <i>(if to avail before the grant of adoption)</i></p> <p>➤ Authenticated copy of the Decree of Adoption <i>if to avail after the grant of adoption.</i></p>	<p>Department of Social Welfare and Development (DSWD)</p> <p>Department of Social Welfare and Development (DSWD)</p>





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

5.1 REGULAR LEAVE APPLICATION

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the generated and printed application for leave and the attachments, <i>as applicable</i> .	1.1 Receive and record leave applications and attachments to the e-logbook system and forward to the assigned personnel/auditor.	None	5 minutes	Administrative Section
	1.2 Check application and attachments and record in leave cards, state leave credits and forward to reviewer.	None	5 minutes	Assigned Auditor
	1.3 Review submitted application and other documentary requirements.	None	5 minutes	Assigned Reviewer (SAO)
	1.3.1 If document and attachments are in order (correctness and completeness), certify leave credits and forward to the Assigned Auditor.	None	5 minutes	Assigned Reviewer (SAO)
	1.3.2 If document and attachments are NOT in order (correctness and completeness), return to the assigned auditor with inputs/corrections/comments.	None		
	1.3.2.1 Implement corrections/inputs/comments. <i>Repeat 1.3.</i>	None	Assigned Auditor	
1.4 Forward the reviewed leave application to the Administrative Section.	None	2 minutes	Assigned Auditor	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Receive and forward the reviewed leave application to authorized signatory.	None	1 minute	Administrative Section
	1.6 Approve/Disapprove leave application. 1.6.1 If approved, sign the leave application and return to Administrative Section. 1.6.2 If disapproved, indicate cause of disapproval and sign the leave application form and return to Administrative Section.	None	2 minutes	PGDH/PGADH
	1.7 Receive and forward the signed leave application to the Assigned Personnel for scanning.	None	1 minute	Administrative Section
	1.8 Scan the approved/disapproved leave documents and its attachments and return to the Administrative Section.	None	2 minutes	Assigned Personnel
2. Receive the duly approved/ disapproved leave application.	2.1 Record and release the approved/ disapproved leave application to authorized personnel.	None	2 minutes	Administrative Section
	Total	None	25 minutes	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

5.2 LEAVE APPLICATION MORE THAN 30 DAYS, TERMINAL LEAVE AND TRAVEL ABROAD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the generated and printed application for leave and the attachments, <i>as applicable</i> .	1.1 Receive and record leave applications and attachments to the e-logbook system and forward to the assigned personnel/auditor.	None	5 minutes	Administrative Section
	1.2 Check application and attachments and record in leave cards, state leave credits and forward to reviewer.	None	5 minutes	Assigned Auditor
	1.3 Review submitted application and other documentary requirements.	None	5 minutes	Assigned Reviewer (SAO)
	1.3.1 If the document and attachments are in order (correctness and completeness), certify leave credits and forward to the Assigned Auditor. <i>Proceed to 1.4.</i>	None		
	1.3.2 If document and attachments are NOT in order (correctness and completeness), return to the assigned auditor with inputs/corrections/comments.	None		
	1.3.2.1 Implement corrections/inputs/comments. <i>Repeat 1.3.</i>	None		Assigned Auditor





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Forward the reviewed leave application to the Administrative Section.	None	2 minutes	Assigned Auditor
	1.5 Receive and forward the reviewed leave application to authorized signatory.	None	1 minute	Administrative Section
	1.6 Recommend approval/disapproval leave application. 1.6.1 If for approval, affix initial in the leave application and return to Administrative Section. 1.6.2 If for disapproval, indicate cause, affix initial on the leave application form and return to Administrative Section.	None	2 minutes	PGDH/PGADH
	1.7 Record and forward the leave application to PGO.		5 minutes	Administrative Section
	1.8 Approve/Disapprove leave application and return to HRMO.		3 days	PGO
	1.9 Receive and forward leave application to the Assigned Personnel for scanning.	None	1 minute	Administrative Section
	1.10 Scan the approved/disapproved leave documents and its attachments and return to Administrative Section.	None	2 minutes	Assigned Personnel
2. Receive the duly	2.1 Record and release	None	2 minutes	Administrative





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
approved/ disapproved leave application.	the approved/ disapproved leave application to authorized personnel of the office/hospital.			Section
	Total	None	3 days and 30 minutes	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

6. PROCESSING OF REQUEST FOR CANCELLATION/ADJUSTMENT/CHANGE OF APPROVED LEAVE AND/OR APPROVED MANDATORY LEAVE

Leave application filed by an employee which include Vacation leave, Mandatory/Force Leave, Sick Leave, Maternity Leave, Paternity Leave, Special Privilege Leave, Solo Parent Leave, Study Leave, VAWC Leave, Rehabilitation Leave, Special leave benefits for women, Special Emergency (Calamity) Leave, Monetization of Leave Credits, Terminal Leave and Adoption Leave and among others are governed by the following policies:

- Civil Service Commission Memorandum Circular No. 41, s. 1998 or the *Omnibus Rules on Leave*
- Civil Service Commission Memorandum Circular No. 05, s. 2021 or the *Amendment to Omnibus Rules on Leave*, with attached CSC Resolution No. 2100020

6.1 PROCESSING OF APPROVED REQUEST FOR ADJUSTMENT/CHANGE OF MANDATORY LEAVE (SF1)

Office or Division:	Employee Development and Audit Division and Personnel Division – Administrative Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	All personnel
CHECKLIST OF REQUIREMENTS	
➤ Approved Request for Adjustment/Change of Date of Mandatory Leave	Office/Hospital
WHERE TO SECURE	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Approved Request for Adjustment/Change of Mandatory Leave (SF1).	1.1 Receive and record request and attachments to the e-logbook system and forward to the assigned personnel/ auditor.	None	2 minutes	Administrative Section





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Check approved SF1 submitted. 1.2.1 If mandatory leave is not yet filed, take note/record in leave card and forward to the assigned reviewer. 1.2.2 If mandatory leave is already filed, cancel/state in leave card per approved SF1 and forward to the assigned reviewer.	None	5 minutes	Assigned Auditor
	1.3 Act on the submitted approved request (SF1). If leave is not yet filed, input <i>review</i> in the system while if leave is already filed, input <i>cancel</i> in the system and add remarks as per approved request, affix initial and forward to the Assigned Auditor.	None	5 minutes	Assigned Reviewer
	1.4 Receive and safekeep the approved SF1, for reference.	None	2 minutes	Assigned Auditor
	TOTAL	None	14 minutes	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

6.2 PROCESSING OF REQUEST FOR CANCELLATION OF APPROVED MANDATORY LEAVE (SF2)

Office or Division:	Employee Development and Audit Division and Personnel Division – Administrative Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	All personnel
CHECKLIST OF REQUIREMENTS	
➤ Request for Cancellation of Approved Mandatory Leave	Office/Hospital

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Request for Cancellation of Approved Mandatory Leave (SF2).	1.1 Receive and record the Request for Cancellation of Approved Mandatory Leave (SF2) and forward to the assigned personnel/auditor.	None	2 minutes	Administrative Section
	1.2 Check request and record in leave cards, state leave credits and affix initial in the Request and forward to the Administrative Section.	None	5 minutes	Assigned Auditor
	1.3 Receive and forward to authorized signatory.	None	1 minute	Administrative Section
	1.4 Sign the Request for Cancellation of Approved Mandatory Leave (SF2) and return to Administrative Section.	None	2 minutes	PGDH/PGADH
	1.5 Receive and record the signed Request for Cancellation of Approved Mandatory Leave (SF2) and forward to the assigned personnel/auditor.	None	2 minutes	Administrative Section
	1.6 Receive, safekeep the signed SF2, for reference and inform/update the concerned personnel.	None	2 minutes	Assigned Auditor
TOTAL		None	14 minutes	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

6.3 PROCESSING OF REQUEST FOR CANCELLATION OF APPROVED LEAVE (SF3)

Office or Division:	Employee Development and Audit Division and Personnel Division – Administrative Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	All personnel
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
➤ Request for Cancellation of Leave	Office/Hospital
➤ Leave Application Monitoring Sheet, <i>as applicable</i>	Office/Hospital
➤ Certification re: erroneous encoding in the system, <i>as applicable</i>	Applicant/Leave Manager

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Request for Cancellation of Approved Leave (SF3) and attachments, <i>as applicable</i> .	1.1 Receive and record the Request for Cancellation of Approved Leave (SF3) and forward to the assigned auditor.	None	2 minutes	Administrative Section
	1.2 Check request and attachments, affix initial and forward the request to Administrative Section.	None	2 minutes	Assigned Auditor
	1.3 Receive and forward to the authorized signatory.	None	1 minute	Administrative Section
	1.4 Sign the Request for Cancellation of Approved Leave (SF3) and return to the Administrative Section.		2 minutes	PGDH/PGADH
	1.5 Receive, record the approved SF3 and forward to assigned Reviewer.	None	1 minute	Administrative Section
	1.6 Cancel as per approved request (electronic copy) and forward to the Assigned Auditor.	None	2 minutes	Assigned Reviewer
	1.7 Receive, record/cancel as per approved SF3 (leave card), safekeep the approved SF3 and attachments, <i>as applicable</i> , for	None	2 minutes	Assigned Auditor





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	reference and inform/update the concerned personnel.			
	TOTAL	None	12 minutes	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

7. PROCESSING OF SALARIES/WAGES AND BENEFITS

Office or Division:	Employee Development and Audit Division and Personnel Division – Administrative Section	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	All personnel	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Statement of Employees Attendance	Office/Hospital
	Daily Time Records (DTR)	Office/Hospital
	Applicable supporting documents, but not limited to:	Office/Hospital
	<ul style="list-style-type: none"> - Duly Approved Leave of Absence - Duly Approved Travel Order with Certificate of Appearance - Duly Approved Compensatory Time Off - Pass Slip - Certified of Attendance Logbook - other documents/and or Justification which may be deemed necessary 	
	Certifications	Office/Hospital
	<ul style="list-style-type: none"> - Clothing Allowance - Mid-Year Bonus - Year End Bonus and Cash Gift - Productivity Enhancement Incentive - Service Recognition Incentive - Tardiness/Undertime (PhilHealth) - Hazard Pay 	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

7.1 PROCESSING OF SALARY/WAGES WITH SUBMITTED DTR AND STATEMENT OF ATTENDANCE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly signed and accomplished DTR with supporting documents and Statement of Employees Attendance with Document Tracking System (DTS) affixed.	1.1 Receive documents, record to electronic logbook (in) and forward documents to assigned Auditor.	None	2 minutes	Administrative Section
	1.2 Review documents submitted by checking completeness, computation of deductions, etc.	None	3 hours/50 employees	Assigned Auditor
	1.2.1 If documents are complete, prepare certification and/or affix initial and forward to the Administrative Section. <i>Proceed to 1.3.</i>			
	1.2.2 If documents are NOT complete, return to Administrative Section.			
	1.2.2.1 Record to electronic logbook (out) and return to authorized personnel of concerned office/hospital.	None	2 minutes	Administrative Section
	1.3 Receive and forward to authorized signatory.	None	1 minute	Administrative Section
	1.4 Final review of Statement of Employees Attendance.	None	5 minutes	PGDH/PGADH/SAO
1.4.1 If found in order (completeness and correctness), sign Certification and forward to the Administrative Section. <i>Proceed to 1.5.</i>				
1.4.2 If found NOT in order (completeness and correctness), return to the				





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Administrative Section.			
	1.4.2.1 Receive and forward to the Assigned Auditor.	None		Administrative Section
	1.4.2.2 Implement the corrections/ inputs/comments and return to the Administrative Section. <i>Repeat 1.3.</i>	None		Assigned Auditor
	1.5 Receive and record to electronic logbook (out) and forward to Accounting Office and Assigned Auditor.	None	2 minutes	Administrative Section
	1.6 Receive documents (with stamp from Accounting), prepare DTR Transmittal Form and forward all documents to Records Division.	None	15 minutes	Assigned Auditor
	TOTAL	None	3 hours and 27 minutes	

Note: The processing time indicated may vary depending on the number of DTRs and Statements of Attendance need to be reviewed.





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

7.2 PROCESSING OF SALARY/WAGES WITH SUBMITTED DTR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly signed and accomplished Transmittal Form with attached DTRs.	1.1 Receive documents, record to electronic logbook (in) and forward documents to assigned Auditor.	None	2 minutes	Administrative Section
	1.2 Review documents submitted through checking completeness, re-computation of deductions, etc. 1.2.1 If documents are complete, prepare Statement of Attendance, affix initial and forward to the Administrative Section. <i>Proceed to 1.3.</i> 1.2.2 If documents are NOT complete, return to Administrative Section.	None	3 hours/50 employees	Assigned Auditor
	1.2.2.1 Record to electronic logbook (out) and return to authorized personnel of the concerned office/hospital.		2 minutes	Administrative Section
	1.3 Receive and forward to authorized signatory.	None	1 minute	
	1.4 Final review of Statement of Employees Attendance. 1.4.1 If found in order (completeness and correctness), sign Statement of Attendance and forward to the Administrative Section. <i>Proceed to 1.5.</i> 1.4.2 If found NOT in order (completeness and correctness), return to the	None	5 minutes	PGDH/PGADH/SAO





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Administrative Section.			
	1.4.2.1 Receive and return to the Assigned Auditor.	None		Administrative Section
	1.4.2.2 Implement the corrections/ inputs/comments and return to the Administrative Section. <i>Repeat 1.3.</i>			Assigned Auditor
	1.5 Receive and record to electronic logbook (out) and forward to Accounting Office and Assigned Auditor.	None	2 minutes	Administrative Section
	1.6 Receive documents (with stamp from Accounting), prepare Transmittal Form and forward all documents to Records Division.	None	15 minutes	Assigned Auditor
	TOTAL	None	3 hours and 27 minutes	

Note: The processing time indicated may vary depending on the number of DTRs need to be reviewed.





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

7.3 PROCESSING OF BENEFITS FOR ELIGIBLE EMPLOYEES (*including Midyear/Yearend Bonus, Cash Gift, Performance Enhancement Incentive, Service Recognition Incentive, Hazard Pay, Clothing Allowance, RATA, etc.*)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Certificate intended for the purpose and other documents and other supporting documents, <i>as applicable.</i>	1.1 Receive documents, record to electronic logbook (in) and forward documents to assigned Auditor.	None	2 minutes	Administrative Section
	1.2 Check all the documents submitted.	None	30 minutes/per Certification	Assigned Auditor
	1.2.1 If documents are complete, affix initial and forward to the Administrative Section. <i>Proceed to 1.3.</i>			
	1.2.2 If documents are NOT complete, return to Administrative Section.			
	1.2.2.1 Record to electronic logbook (out) and return to authorized personnel of concerned office/hospital.		2 minutes	Administrative Section
	1.3 Receive and forward to authorized signatory.	None	1 minute	Administrative Section
	1.4 Final review of Certification.	None	5 minutes	PGDH/PGADH/SAO
	1.4.1 If found in order (completeness and correctness), affix signature and forward to the Administrative Section. <i>Proceed to 1.5.</i>			
1.4.2 If found NOT in order (completeness and correctness), return to the Administrative Section.				
1.4.2.1 Receive and forward to the Assigned Auditor.			Administrative Section	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4.2.2 Implement the corrections/ inputs/comments and return to the Administrative Section. <i>Repeat 1.3.</i>			Assigned Auditor
	1.5 Receive and record to electronic logbook (out) and forward to Accounting Office and Assigned Auditor.	None	2 minutes	Administrative Section
	1.6 Receive documents (with stamp from Accounting), prepare Transmittal Form and forward all documents to Records Division.	None	15 minutes	Assigned Auditor
	TOTAL	None	57 minutes	

Note: The processing time indicated may vary due to the number of certifications and other documents need to be reviewed.





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

7.4 PROCESSING OF SALARY/WAGES OF JOB ORDER PERSONNEL

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly signed and accomplished DTRs and other supporting documents and Statement of Attendance with Document Tracking System (DTS) affixed.	1.1 Receive documents, record to electronic logbook (in) and forward documents to assigned Auditor.	None	2 minutes	Administrative Section
	1.2 Check documents submitted by checking completeness, computation of deductions, etc.	None	3 hours/50 employees	Assigned Auditor
	1.2.1 If documents are complete, affix initial and forward all documents to the assigned Reviewer. <i>Proceed to 1.3.</i>			
	1.2.2 If documents are NOT complete, return to Administrative Section.			
	1.2.2.1 Record to electronic logbook (out) and return to authorized personnel of the office/hospital.	None	2 minutes	Administrative Section
	1.3 Receive and review the Statement of Attendance, DTRs, and supporting documents.	None	3 hours/50 employees	Assigned Reviewer
1.3.1 If documents are found in order (correctness and completeness), affix initial to the Statement of Attendance and forward to Assigned Auditor. <i>Proceed to 1.4.</i>				
1.3.2 If documents are found NOT in order (correctness and completeness), return to the Assigned Auditor.				
	1.3.2.1 Implement the corrections/ inputs/comments	None		Assigned Auditor





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and forward to the Assigned Reviewer. <i>Repeat 1.3.</i>			
	1.4 Receive and forward to the Administrative Section.	None	1 minute	Assigned Auditor
	1.5 Receive and forward to the authorized signatory.	None	1 minute	Administrative Section
	1.6 Sign Certification and return to the Administrative Section.	None	2 minutes	PGDH/ PGADH/ SAO
	1.7 Receive and record to electronic logbook (out) and forward to Accounting Office and Assigned Auditor.	None	2 minutes	Administrative Section
	1.8 Receive documents (with stamp from Accounting), prepare DTR Transmittal Form and forward all documents to Records Division.	None	15 minutes	Assigned Auditor
	TOTAL	None	6 hours and 25 minutes	

Note: The processing time indicated may vary due to the DTRs and Statements of Attendance need to be reviewed.





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

8. MONETIZATION OF LEAVE CREDITS

Office or Division:	Employee Development and Audit Division and Personnel Division – Administrative Section	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	All personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none"> ➤ Written Request of the applicant official/employee ➤ Duly accomplished leave application (<i>CS Form 6, revised 2020</i>) ➤ Certification of Availability of funds ➤ Acceptable document/s necessary to justify and validate reasons of the application: <ul style="list-style-type: none"> -Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs -Barangay Certification in case of need for financial assistance brought by calamities, typhoons, fires, etc. -Justification of financial needs for the education of employee or children (<i>i.e. school registration, etc.</i>) 		<p>Applicant</p> <p>Applicant</p> <p>Provincial Budget Officer</p> <p>Hospital/Physician of the applicant</p> <p>Barangay</p> <p>School of the child/children</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application with complete supporting documents.	1.1 Receive and record complete requirements to the e-logbook system and forward to the assigned personnel/auditor.	None	5 minutes	Administrative Section
	1.2 Check application and attachments and record in leave cards, state leave credits and forward to	None	5 minutes	Assigned Auditor





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	reviewer.			
	1.3 Review submitted application for monetization and other documentary requirements.	None	5 minutes	Assigned Reviewer (SAO)
	1.3.1 If the document and attachments are in order (correctness and completeness), certify leave credits and forward to the Assigned Auditor. <i>Proceed to 1.4.</i>	None		
	1.3.2 If document and attachments are NOT in order (correctness and completeness), return to the assigned auditor with inputs/corrections/ comments.	None		
	1.3.2.1 Implement corrections/inputs/ comments. <i>Repeat 1.3.</i>	None		Assigned Auditor
	1.4 Forward the leave application for monetization and all the supporting documents to the Administrative Section.	None	2 minutes	Assigned Auditor
	1.5 Receive and forward the leave application for monetization and attachments to authorized signatory.	None	1 minute	Administrative Section
	1.6 Recommend approval/disapproval of	None	2 minutes	PGDH/PGADH





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>monetization application and supporting documents.</p> <p>1.6.1 If for approval, affix initial in the leave application for monetization with supporting documents and return to Administrative Section.</p> <p>1.6.2 If for disapproval, indicate cause, affix initial on the leave application for monetization and return all documents to Administrative Section.</p>			
	1.7 Record and forward the leave application for monetization with supporting documents to PGO.		5 minutes	Administrative Section
	1.8 Approve/Disapprove leave application for monetization and return all documents to HRMO.		3 days	PGO
	1.9 Receive and forward leave application for monetization with supporting documents to the Assigned Personnel for scanning.	None	1 minute	Administrative Section
	1.10 Scan the approved/disapproved leave application for monetization and its attachments and return to Administrative Section.	None	2 minutes	Assigned Personnel
2. Receive the duly approved/ disapproved	2.1 Record and release the approved/ disapproved	None	2 minutes	Administrative Section





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
monetization application and supporting documents.	leave application for monetization with supporting documents to authorized personnel of the office/hospital.			
	Total	None	3 days and 30 minutes	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

9. CREATION OF GSIS BUSINESS PARTNER (BP) NUMBER

Office or Division:	Records Division – Records Management Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Appointment/Casual Plantilla Personal Data Sheet (PDS) Certificate of Assumption to Duty Birth Certificate 		HRMO-RSP Division Appointee Office/Hospital Appointee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete required appointment documents to the Records Division.	1.1 Receive documents from appointee/RSP Section and prepare ARA Form A.	None	15 minutes	Assigned Personnel
	1.2 Review documents and ARA Form A to GSIS.	None	10 minutes	SAO (Records Officer IV)
	1.3 Check system on GSIS response, download update, and print ARA Form A.	None	15 minutes	SAO/AOV
2. Receive the information/update re GSIS	2.1 Notify employee upon GSIS action and provide copy of BP Number created, and copy furnish Accounting Office.	None	10 minutes	SAO (Records Officer IV) and concerned employee
	2.2 Create Service Card/Record, database, and safekeep documents in the 201 file.	None	10 minutes	Assigned Personnel
TOTAL		None	60 minutes	

*Note: The processing time indicated may vary depending on the response of the GSIS.





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

10. ISSUANCE OF DOCUMENTS

Office or Division:	Records Division – Records Management Section				
Classification:	Simple				
Type of Transaction:	Government to Government (G2G)				
Who may avail:	All personnel				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
<ul style="list-style-type: none"> Request form Official Receipt 		HRMO-Records Division Provincial Treasurer's Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit completely filled out request form and Official Receipt issued by the Provincial Treasurer's Office.	1.1 Receive and record filled out request form with Official Receipt and forward to assigned personnel.	None	5 minutes	Assigned Personnel	
	1.2 Prepare requested documents <ul style="list-style-type: none"> Certificate of Employment Certificate of Last Day of Service Certificate of Good Moral Character 	Php25.00	15 minutes	SAO (Records Officer IV)/ AO V, Assigned Personnel	
			Php25.00		15 minutes
			Php25.00		15 minutes
		1.3 Affix initial and forward to assigned personnel.	None	1 minute	SAO (Records Officer IV)/AO V
		1.4 Receive document and forward to authorized signatory	None	5 minutes	Assigned Personnel
	1.5 Sign certificate and return to Records Management Section.	None	5 minutes	PGDH, PGADH, SAO	
2. Receive the requested document/s	2.1 Record and release requested document/s.	None	2 minutes	Assigned Personnel	
TOTAL			33 minutes		

*Note: The processing time and fees indicated may vary depending on the number of documents requested.





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

11. ISSUANCE OF SERVICE RECORD

Office or Division:	Records Division – Records Management Section
Classification:	Simple
Type of Transaction	Government to Government (G2G)
Who may avail:	All personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Form Official Receipt For correction of Personal Information <ul style="list-style-type: none"> • Submit approved CSC Resolution • PSA Birth Certificate • PSA Marriage Certificate For Devolved personnel, <ul style="list-style-type: none"> • Submit original/authenticated Service Record from previous government agency 	HRMO-Records Division Civil Service Commission (CSC) Requestor Requestor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit completely filled-out Request Form with Official Receipt issued by the Provincial Treasurer's Office and other documents, <i>as applicable</i> .	1.1 Receive and record completely filled-out request form with Official Receipt and other documents, <i>as applicable</i> , and forward to assigned personnel.	Php25.00	5 minutes	Assigned Personnel
	1.2 Update service card and electronic record, print service record and affix initial, and forward to authorized signatory.	None	20 minutes	SAO (Records Officer IV)/AO V AND Assigned Personnel
	1.3 Sign document/s and forward to the assigned personnel.	None	5 minutes	PGDH/ PGADH, SAO
2. Receive the requested document/s.	2.1 Receive signed document/s, record and release the documents	None	5 minutes	Assigned Personnel
TOTAL			35 minutes	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

12. APPROVAL OF GSIS LOAN

Office or Division:	Records Division – Records Management Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request for Net Pay Form Latest Pay Slip 		HRMO – Records Division and Accounting Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for a loan in the GSIS Wireless Automated Processing System (G-WAPS) Kiosk/ GSIS Touch.	1.1 Access GSIS website/AAO Certification, download names of loan applicants, and forward to assigned personnel.	None	10 minutes	SAO (Record Officer IV)/ AO V
	1.2 Prepare Request for Net Pay Form and forward verification document to Provincial Accounting Office.	None	15 minutes	Assigned Personnel
	1.3 Obtain Request for Net Pay Form.	None	15 minutes	Assigned Personnel
	1.4 Approve/Disapprove loan applications.	None	2 minutes per application	SAO (Record Officer IV)/ AO V
	1.5 Download and print copy of approved loans.	None	5 minutes	SAO (Record Officer IV)/ AO V
2. Receive update/information re loan application	2.1 Inform the loan applicant re approval/disapproval of loan through the system.	None	5 minutes	SAO (Record Officer IV)/ AO V
TOTAL		None	52 minutes	

Note: The processing time of verification of document of loan applicants and approval/disapproval of loan applications may vary depending on the number of applicants.





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

13. PROCESSING OF LBP LOAN

Office or Division:	Records Division – Records Management Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	All personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • LBP Electronic Salary Loan • Latest 3 months original pay slip signed by the Provincial Accountant • Request Form for Certificate of No Pending Administrative/Criminal Case • Certificate of No Pending Administrative/Criminal Case issued by the Provincial Legal Office • Blank Compact Disc (CD) • Photocopy of the following: <ul style="list-style-type: none"> *Appointment as permanent employee *Company/Office ID *UMID/TIN/PRC or Driver’s License 	HRMO – Records Division Office of the Provincial Accountant HRMO – Records Division Provincial Legal Office Requestor Requestor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the LBP Electronic Salary Loan and requirements to the Records Division.	1.1 Receive LBP Electronic Salary Loan.	None	5 minutes	Assigned Personnel
	1.2 Check completeness of requirements, accomplish the Borrower-Co-maker (BC) List, print Transmittal Sheet, save BC List in the provided CD and forward Transmittal Sheet to assigned personnel.	None	20 minutes	Assigned Personnel
	1.3 Receive and record the document and forward to PGDH.	None	1 minute	Assigned Personnel
	1.4 Sign Transmittal Sheet and return to assigned personnel.	None	2 minutes	PGDH
	1.5 Forward to the Provincial Administrator for signature	None	1 day	Assigned Personnel
2. Receive the loan	2.1 Record and release	None	5 minutes	Assigned Personnel





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
application and CD	loan application and CD to requestor			
	TOTAL	None	1 day and 33 minutes	

14. REVIEWING/EVALUATION STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

In pursuit of transparency, the filing of the Statement of Assets, Liabilities and Net worth is in accordance with the Republic Act No. 6713, s. 1989 otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees” and CSC Resolution No. 1500088 (Revised SALN Form) promulgated on 23 January 2015.

Office or Division:	Records Division – Records Management Section
Classification:	Highly Technical*
Type of Transaction:	Government to Government (G2G)
Who may avail:	All personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Statement of Assets, Liabilities and Networth (SALN)	Downloadable at https://csc.gov.ph/downloads/category/224-statement-of-assets-liabilities-and-net-worth-saln-form

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished SALN forms individually from offices/hospitals.	1.1 Receive accomplished SALN forms.	None	1 minute	AO V
	1.2 Review SALN (as to content and form).	None	3 weeks	AO V
	1.2.1 If with findings, return SALN to concerned office/hospital and re-submit.			
	1.2.2 If none, sort SALN for intended recipients and release individual and office copy to authorized personnel.			
	1.3 Reproduce transmittal and certification and forward to Provincial	None	30 minutes	AO V/Admin Aide IV





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Internal Audit Service Office (PIASO) for preparation of report and summary list of filers and non-filers.			
	1.4 Receive documents from PIASO, schedule submission and prepare travel order.	None	30 minutes	AO V
	1.5 Submit SALN and summary list of filers and non-filers to Ombudsman and safekeep the SALN files for 10 years.	None	1 day	Admin Aide IV/ AO V
	TOTAL	None	3 weeks, 1 day, 1 hour and 1 minute	

**Note: The processing time of the SALN exceeded the 20 days processing time of highly technical transactions due to the need to carefully evaluate the SALN of ALL government workers, whether regular or under temporary status pursuant to RA 6713 and other CSC-issued Resolutions.*





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

15. PROCESSING OF SALARY ADJUSTMENT

Office or Division:	Records Division – Records Management Section	
Classification:	Simple	
Type of Transaction:	Government to Government (G2G)	
Who may avail:	All personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Master list of employees and service details Personnel Schedule		HRMO – Records Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Check, records and prepare Notice of Step Increment (NOSI) of concerned personnel and forward to reviewer.	None	5 minutes	Assigned Personnel
	2. Receive and review NOSI. 2.1 If found in order (correct), forward to the assigned personnel. <i>Proceed to 3.</i> 2.2 If found NOT in order (correct), return to assigned personnel.	None	8 minutes	AO V
	2.2.1 Implement the corrections and return to AO V.			Assigned Personnel
	3. Record and forward to PGDH.	None	2 minutes	Assigned Personnel
	4. Sign the document and return to assigned personnel.	None	2 minutes	PGDH/PGADH
	5. Release the signed NOSI to assigned personnel for routing to Provincial	None	2 minutes	Assigned Personnel





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Budget Office and Provincial Governor's Office.			
Receive the notices from the Records Division.	6. Receive signed NOSI and prepare transmittal and forward notices to Accounting Office, and Offices/Hospitals.	None	10 minutes	Assigned Personnel
	7. Update service card, record database and safekeep document in the 201 file.	None	10 minutes	SAO, AO V, Admin Aide IV, Assigned Personnel
	TOTAL	None	39 minutes	

Note: This is an office-initiated transaction.





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

16. PROCESSING OF CHANGES (PERSONAL DATA, SALARY, ETC.)

Office or Division:	Records Division – Records Management Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ Original and/or Certified True Copy (CTC) of the following documents (<i>as basis of processing the request</i>): <ul style="list-style-type: none"> • Birth Certificate • Marriage Certificate • NOSA/NOSI • Appointment/Plantilla • Certificate of Assumption • Official Receipt from CSC Field Office • Resolution from CSC Regional Office ➤ Change of Information Form 		Requestor		
		HRMO – Records Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Completely fill out the form and submit applicable documents.	1.1 Receive and review the request for change with supporting documents and forward to the assigned personnel.	None	10 minutes	Assigned Personnel
	1.2 Prepare/encode data to GSIS Form C, E, and F.	None	15 minutes	Assigned Personnel/SAO
	1.3 Update service card/record, database, and safekeep documents in the 201 file.	None	10 minutes	Assigned Personnel
2. Receive information/update on the GSIS action.	2.1 Notify employee upon GSIS action.	None	5 minutes	SAO (Records Officer IV)/ Admin Officer V
TOTAL		None	40 minutes	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

17. PROCESSING OF SEPARATION

Office or Division:	Records Division – Records Management Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Resignation letter with Acceptance Approval of Transfer Office Clearance Certificate of LWOP 		Requestor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents which include Resignation with Acceptance, Approval of Transfer (<i>if applicable</i>), office clearance and Certificate of LWOP.	1.1 Receive and record documents.	None	5 minutes	Assigned Personnel
	1.2 Follow procedure on the following:	None		Assigned Personnel
	1.2.1 Issuance of Documents; and 1.2.2 Issuance of Service Record.		33 minutes 35 minutes	
	TOTAL	None	1 hour and 13 minutes	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

18. PROCESSING OF GSIS SEPARATION

Office or Division:	Records Division – Records Management Section
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	All personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> • Service Record • Certificate of Leave Without Pay (LWOP) • Certificate of No Pending Administrative Case • GSIS Form 	HRMO – Records Division HRMO – Employee Development and Audit Division Provincial Legal Office Downloadable at gsis.gov.ph/downloads/forms

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the completely filled out GSIS Form, and requirements.	1.1 Receive and record documents and forward to reviewer.	None	5 minutes	Assigned Personnel
	1.2 Review the submitted documents.	None	5 minutes	SAO/AOV
	1.2.1 If found in order (completeness), affix initial to GSIS form and forward to the assigned personnel. <i>Proceed to 1.3.</i>			
	1.2.2 If found NOT in order (completeness), return to assigned personnel.			
	1.2.2.1 Receive and return to the requestor.	None	Assigned Personnel	
	1.3 Receive the document and forward to authorized signatory	None	1 minute	Assigned Personnel
1.4 Sign the GSIS Form and return to authorized personnel.	None	2 minutes	PGDH/SAO/AO V	
2. Receive the	2.1 Receive, record and	None	5 minutes	Assigned Personnel





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
signed GSIS forms.	release GSIS forms to Requestor.			
TOTAL		None	18 minutes	

19. CERTIFICATION OF DOCUMENTS

Office or Division:	Records Division – Records Management Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Original and photocopies of document/s, IDs, etc. Obligation Request and Disbursement Voucher* Official Receipt** 		Requestor Provincial Accounting Office Provincial Treasurer’s Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the original document of the document to be certified and provide the photocopy/ies of the document/s/IDs and other documents, <i>as applicable</i> .	1.1 Receive the photocopy/ies of documents and forward to the assigned personnel.		2 minutes	SAO/ Admin Officer/Assistant
	1.2 Receive, stamp and sign documents to be certified and return to the Admin Officer/Admin Assistant.		5 minutes	SAO/ AO V
2. Receive the duly Certified True Copy of the document/s/IDs, etc.	2.1 Record and return certified documents to requestor.		1 minute	Admin Officer/Assistant
TOTAL			8 minutes	

**If the documents will be used in the processing of first salary, Obligation Request and Disbursement Voucher are the requirements need to be submitted/presented upon transaction. No payment shall be required.*

***For those requestors who requested certified documents due to personal reasons (other than processing of first salary), each certified document has fee amounting to Php25.00.*





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

20. HRUS EMPLOYEE ENROLLMENT

Office or Division:	Records Division – Systems Management Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Newly-issued ID number Request Form Personnel Data Sheet (PDS) 		PICTO HRMO – Records Division Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished Request Form and ID number.	1.1 Receive, record and validate request form and encode details of the new employee in the Human Resource Unified System (HRUS).	None	6 minutes	Computer Programmer
2. Receive password to HRUS.	2.1 Create and provide password for access in the HRUS.	None	5 minutes	
TOTAL		None	11 minutes	

21. HRUS PDS PRINTING

Office or Division:	Records Division - Systems Management Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	All personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request form 		HRMO – Records Division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished Request Form.	1.1 Receive, record and validate request form.	None	2 minutes	Computer Programmer
	1.2 Print employee PDS	None	8 minutes	
2. Receive the printed PDS	2.1 Record and release the printed PDS	None	2 minutes	





Republic of the Philippines
Province of Quezon

HUMAN RESOURCE MANAGEMENT OFFICE

	TOTAL	None	12 minutes	
--	--------------	-------------	-------------------	--

22. HRUS UNLOCK/PDS UPDATE/CHANGE OF TEMPORARY PASSWORD ON THE EMPLOYEE ACCOUNT

Office or Division:	Records Division - Records Management System
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	All personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> Request form Supporting documents for update (<i>if applicable</i>) 	HRMO – Records Division Requestor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished Request Form.	1.1 Receive, record and validate request form.	None	2 minutes	Computer Programmer
	1.2 Unlock employee account/ verify the update made/ change/assign temporary password	None	3 minutes	
2. Receive information/update re unlocking/ updating/ changing of temporary password.	2.1 Provide information/ update to the requestor/employee.	None	2 minutes	
	TOTAL	None	7 minutes	

