

# Provincial Human Resource Management Office



## 1. Applying for a Permanent Position in the Provincial Government

Opportunity for government employment shall be open to all qualified citizens and positive efforts shall be extended to attract the best qualified to enter the service. Employees shall be selected on the basis of merit and fitness to perform the duties and assume the responsibilities of the position.

<b>Office or Division:</b>	Human Resource Planning, Placement and Performance Management Division	
<b>Classification:</b>	Highly Technical Transactions	
<b>Type of Transaction:</b>	G2C transacting public, G2G government to government	
<b>Who may avail:</b>	All qualified Citizens	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Personal Data Sheet (CS Form 212 - Rev. 2017) - Notarized (1 Original) Work Experience Sheet (attachment to CS form 212) – (1 Original)		CSC Website (Downloads, Forms)
Application Letter (1 Original)		To be provided by applicant
Authenticated/Certified Photocopy of Transcript of Records and Diploma (2 Original and 1 Photocopy)		School Last Attended
Certificate of Relevant Training (if required) (1 Photocopy)		Government Agencies and/or CSC Accredited Training Institutions
CSC Authenticated Certificate of Eligibility (2 Original, 1 Photocopy)		CSC Regional or Field Office
Authenticated copy of valid PRC License –( RA 1080) (2 Original, 1 Photocopy)		Professional Regulation Commission offices
PSA Authenticated Birth Certificate (1 Original, 1 Photocopy)		Philippine Statistics Authority Offices
PSA Authenticated Medical Certificate - for Married Female (1 Original, 1 Photocopy)		Philippine Statistics Authority Offices
<b>For Prison Guard and Security Guard Positions</b> Result of Neuro-Psychiatric Examination/Evaluation (1 Original, 1 Photocopy)		DOH Accredited Health Facilities (Government or Private)
<b>For Security Guard Positions</b> Authenticated copy of valid Security License (2 Original, 1 Photocopy)		Philippine National Police – Security Agencies Guards Supervision Division (SAGSD)

<b>For Promotion and Transfer</b> Performance Rating for the last two semesters with at least VERY SATISFACTORY rating	Present agency (in case of Promotion) Previous agency (in case of Transfer and Re- employment)
<b>ADDITIONAL MANDATORY REQUIREMENTS – ORIGINAL and REEMPLOYMENT</b>	
Barangay Clearance (1 Original, 2 Photocopy)	Barangay Hall
Mayor’s Clearance (1 Original, 2 Photocopy)	Mayor’s Office
Police Clearance (1 Original, 2 Photocopy)	Philippine National Police Office
Judge Clearance (1 Original, 2 Photocopy)	Office of the Clerk of Court
Fiscal’s Clearance (1 Original, 2 Photocopy)	Provincial/City Prosecutor’s Office
NBI Clearance (1 Original, 2 Photocopy)	National Bureau of Investigation
Medical Certificate with Documentary Stamp (1 Original, 2 Photocopy) (CSC Form No. 211-Revised 2018) a) Urinalysis b) Blood Test c) X-ray d) Drug Test	DOH Accredited Health Facilities (Government or Private)
Statement of Assets, Liabilities and Net Worth (SALN) Revised 2015 (3 Original, 2 photocopy)	<a href="http://www.ombudsman.gov.ph">www.ombudsman.gov.ph</a> (Downloads, Forms)
BIR Withholding Certificates (Form 1902 / 2305) ( 1 original)	Provincial Treasurer’s Office - PGOM
<b>ADDITIONAL and MANDATORY REQUIREMENTS – TRANSFER</b>	
Approved Request for Transfer ( 1 original, 1 photocopy) Clearances for Property, Money and Accountability from previous agency ( 1 original, 1 photocopy) Service Record ( 1 original, 1 photocopy) Certification of Leave Credits ( 1 original, 1 photocopy) Certification of Last Salary Received from previous agency ( 1 original, 1 photocopy) Latest Copy of Appointment Paper ( 1 original, 1 photocopy) BIR Withholding Certificates (Form 1902 / 2305) ( 1 original, 1 photocopy)	Previous Agency

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Check for the desired position and the corresponding qualification standards posted in the lobby of the Main Provincial Capitol Building, PGOM website, (<a href="http://www.ormindoro.gov.ph">www.ormindoro.gov.ph</a>), CSC Field Office and CSC website (<a href="http://www.csc.gov.ph-publication">www.csc.gov.ph-publication</a> of positions)</p>	<p>Publish vacant positions in the Civil Service Commission Field Office (CSC-FO), CSC Website and in three conspicuous places in the PGOM and in the agency's official website</p>	<p>No Fee</p>	<p>3 minutes</p>	<p>PGDH-PHRMO</p>
<p>2. Secure checklist of mandatory requirements at the PHRMO</p>	<p>Provide the applicant checklist of mandatory requirements</p>	<p>No Fee</p>	<p>2 minutes</p>	
<p>3. Submit Application Letter to the PGO or to the PHRMO with complete mandatory</p> <ul style="list-style-type: none"> <li>▪ Accomplished Personal Data Sheet (Form 212) Revised 2017</li> <li>▪ Certified Photocopy of the following Mandatory Requirements:</li> </ul> <p><b><u>ORIGINAL APPOINTMENT</u></b></p> <p><b>For Administrative Positions:</b></p> <ol style="list-style-type: none"> <li>a. Transcript of Records and Diploma</li> <li>b. Certificate of CSC Eligibility</li> <li>c. Certificate of Training/s, if required</li> </ol>	<p>Check the completeness Verify the authenticity of mandatory requirements Review the entries in the Personal Data Sheet (PDS) Ensure that the photocopied certificate of eligibility and Transcript of Records are certified by the issuing agency/school.</p>	<p>No Fee</p>	<p>Within one month upon publication / posting</p>	<p>Administrative Officer IV Admin Assistant II</p>

<p><b>For Medical and Highly Technical Positions:</b></p> <ul style="list-style-type: none"> <li>a. Transcript of Records and Diploma</li> <li>b. Valid PRC license</li> <li>c. Certificate of Training/s, if required</li> </ul> <p><b>For Prison Guard Positions:</b></p> <ul style="list-style-type: none"> <li>a. Transcript of Records and Diploma</li> <li>b. Certificate of CSC eligibility</li> <li>c. Result of Neuro-Psychiatric Examination</li> <li>d. Certificate of Relevant Training/s, if required</li> </ul> <p><b>For Security Guard Positions:</b></p> <ul style="list-style-type: none"> <li>a. Transcript of Records and Diploma</li> <li>b. Security Guard License</li> <li>c. Result of Neuro-Psychiatric Examination</li> </ul> <p><b><u>PROMOTION</u></b></p> <ul style="list-style-type: none"> <li>a. 2 semesters performance w/ at least VS rating</li> <li>b. Potential Assessment Rating</li> <li>c. Certificate of eligibility (valid PRC license or CSC Eligibility)</li> <li>d. Transcript of records and Diploma</li> <li>e. Certificate of relevant training/s, if required</li> </ul> <p><b><u>RE-EMPLOYMENT</u></b></p> <ul style="list-style-type: none"> <li>a. Transcript of Records and diploma</li> </ul>				
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<ul style="list-style-type: none"> <li>b. Certificate of eligibility (valid PRC license or CSC Eligibility)</li> <li>c. Certificate of relevant trainings (if required)</li> <li>d. Copy of latest appointment paper</li> <li>e. Service record</li> <li>f. 2 semesters performance (IPCR/DPCR) w/ at least Very Satisfactory ratings</li> <li>g. Clearances from property, money accountability from previous agency</li> </ul> <p><b><u>RE-APPOINTMENT</u></b></p> <ul style="list-style-type: none"> <li>a. Certificate of eligibility (valid PRC license or CSC Eligibility)</li> <li>b. 2 semesters performance with at least VS rating</li> </ul> <p><b><u>TRANSFER</u></b></p> <ul style="list-style-type: none"> <li>a. Approved request for transfer</li> <li>b. Clearances from property &amp; money accountability from previous agency</li> <li>c. Service record</li> <li>d. Latest appointment paper</li> <li>e. Certificate of leave credits</li> <li>f. Certificate of last salary received</li> <li>g. 2 semesters performance (IPCR/DPCR) with at least Very Satisfactory rating</li> </ul>				
<p>4. Wait for the result of pre-screening</p>	<p>Check the qualification standards of the position Inform the applicant on the result of pre-screening</p>	<p>No Fee</p>	<p>10 minutes</p>	<p>Administrative Officer IV Administrative Assistant II</p>

5. Wait for the notice on the schedule of essay examination	Prepare questionnaires Notify the applicants on the schedule of essay examination	No Fee	3 days before the scheduled HRMPSB deliberation	Administrative Officer IV
6. Take Essay Examination	Conduct essay examination Submit results of essay examination to the HRMPSB	No Fee	2 days before the scheduled HRMPSB deliberation	Administrative Officer IV Administrative Assistant II
7. Report to the PHRMO on the scheduled date and time for the deliberation	Notify applicant/s, HRMPSB members and concerned offices on the schedule of deliberation.	No Fee	2 days before the scheduled HRMPSB deliberation	Administrative Officer IV Administrative Assistant II
	Facilitate and document HRMPSB deliberation  Prepare minutes of the meeting/deliberation	No Fee	As scheduled  5 days after the HRMPSB deliberation	SAO Administrative Officer IV Administrative Assistant II
	Prepare and submit summary of Comparative Assessment to the LCE  The appointing officer/authority shall select from among the top five ranking applicants deemed most qualified for appointment to the position	No Fee	5 days after the HRMPSB deliberation	Administrative Officer IV
8. Receive Notice of result of HRMPSB deliberation	Prepare notice of result of HRMPSB deliberation	No Fee	1 hour after receipt of the approved comparative assessment from the LCE	Administrative Officer IV Administrative Assistant II

	Notify the applicants on the decision of the LCE on whom to appoint/promote	No Fee	Within the day after receipt of signed notification letter	Administrative Officer IV
9. Secure checklist of additional requirements to the Office of the Provincial Accountant and to the PHRMO	Provide the appointee checklist of additional requirements	No Fee	2 minutes	Administrative Officer IV
10. Submit additional requirements  <b>PTO</b> <ul style="list-style-type: none"> <li>• BIR Withholding Certificates (Form 1902 / 2305)</li> </ul> <b>PHRMO</b> <b>1 original and 2 photocopies of the following:</b> <ul style="list-style-type: none"> <li>• Barangay Clearance</li> <li>• Mayor's Clearance</li> <li>• Police Clearance</li> <li>• Judge Clearance</li> <li>• Fiscal's Clearance</li> <li>• NBI Clearance</li> <li>• Medical Certificate with Documentary Stamp (CSC Form No. 211- Revised August 1998) <ul style="list-style-type: none"> <li>❖ Urinalysis</li> <li>❖ Blood Test</li> <li>❖ X-ray</li> <li>❖ Drug Test</li> </ul> </li> <li>• Notarized Statement of Assets, Liabilities and Net Worth (SALN)</li> <li>• PSA Birth Certificate (Single)</li> </ul>	Check the authenticity, accuracy and completeness of submitted additional requirements	No Fee	15 minutes	Administrative Officer V Administrative Officer IV

<ul style="list-style-type: none"> <li>• PSA Marriage Contract (Married Female)</li> <li>• BIR Withholding Certificates (Form 1902 / 2305)</li> </ul>				
<p>11. Affix signature in the Oath of Office and Position Description Form</p> <ul style="list-style-type: none"> <li>• Wait for the concurrence by the Sangguniang Panlalawigan (for Department Head positions)</li> </ul>	<p>Prepare appointment papers and supporting documents such as oath of office, certification of assumption to duty, certification on the availability of funds, and position description form and other certifications.</p> <ul style="list-style-type: none"> <li>• The PHRMO shall certify that the position has been published and has been deliberated by the HRMPSB</li> <li>• The LCE shall approve/sign the appointment paper</li> <li>• The LCE shall submit the appointment to the Sangguniang Panlalawigan for concurrence</li> </ul>	<p>No Fee</p>	<p>Within the day after receipt of complete additional requirements</p> <p>Within the day after receipt of complete additional requirements</p> <p>Within seven (7) calendar days upon effectivity date of appointment</p>	<p>Administrative Officer V Administrative Officer IV</p> <p>Provincial Administrator</p>
<p>12. Attend orientation and enrolment to biometric timekeeping machine</p>	<p>Prepare Notice of Biometric Enrolment and Orientation</p> <p>Forward request for orientation and enrolment to biometric</p>	<p>No Fee</p>	<p>3 days before assumption to duty</p>	<p>Administrative Assistant II</p>



	timekeeping to Training and Welfare division			
13. Attend Oath taking ceremony	<p>Coordinate with the LCE the schedule of Oath Taking of new hire</p> <p>Notify the new hire on the schedule of Oath taking</p> <p>Facilitate the conduct Oath taking ceremony</p>	No Fee	3 days before assumption to duty	<p>Administrative Officer V</p> <p>Administrative Officer IV</p>
14. Receive approved appointment paper and supporting documents	<p>Furnish the appointee the approved appointment paper and supporting documents</p> <ul style="list-style-type: none"> <li>• Ensure that the appointee signs in the acknowledgement portion of the appointment</li> </ul> <p>Submit appointment paper/s, supporting documents and Report of Appointment Issued (RAI) to CSC-FO</p>	No Fee	<p>1<sup>st</sup> week of the succeeding month</p> <p>As scheduled</p>	Administrative Officer IV
15. Receive validated appointment paper	Issue CSC Validated appointment papers to the appointee	No Fee	As scheduled	Administrative Officer IV
	<b>TOTAL</b>	No Fee	35 days, 1 hour, 17 minutes	

## 2. SECURING SERVICE RECORDS AND CERTIFICATIONS

Employees who request for the copies of service records, certificates of employment and other certifications will be provided by the staff of PHRMO – Personnel Information and Welfare Division.

<b>Office or Division:</b>	Personnel Information and Welfare Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2G			
<b>Who may avail:</b>	All PGOM employees holding permanent positions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Slip (1 original copy)		Provincial Human Resource Management Office, 2 <sup>nd</sup> Floor, Main Building, Provincial Capitol Complex		
Official Receipt (1 original copy)		Provincial Treasurer's Office, Provincial Capitol Complex		
No Pending Case approved slip for No Pending Case Certification ( 1 original copy)		Provincial Legal Office, Provincial Capitol Complex		
Valid Identification Card		To be provided by client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Secure and fill-out Request Slip	Ask for valid I.D. of the concerned person for identification	No fee	2 minutes	Administrative Aide I
Wait while the attending officer prepares the document	Prepare the requested documents	No fee	5 minutes	Administrative Officer V Administrative Assistant II Administrative Aide IV
Proceed to the PTO and pay the corresponding fees	Instruct the client to proceed to PTO and pay the corresponding fees	₱50.00	10 minutes	Cashier IV, Provincial Treasurer's Office
Submit document with Official Receipt to the attending officer	Forward the document to the Department Head for approval	No fee	3 minutes	Administrative Officer V Administrative Assistant II Administrative Aide IV
Wait for the approved document	None	No fee	10 minutes	Administrative Aide I
	<b>TOTAL</b>	<b>₱50.00</b>	<b>30 minutes</b>	

### 3. CLAIM OF TERMINAL LEAVE BENEFITS

This covers the availment process of terminal leave benefits and checklist of the documentary requirements for all retiring employees which will guarantee that they will have a smooth and trouble-free transaction and will enjoy their benefits through their accumulated leave credits.

<b>Office or Division:</b>	Personnel Information and Welfare Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to client	
<b>Who may avail:</b>	All PGOM employees who are separated from the government service	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	Checklist of documentary Requirements (1 original)	Provincial Human Resource Management Office, Provincial Capitol Complex
	Application for Terminal Leave Benefits (1 original)	To be provided by the client
	Clearances from Money and Property Accountabilities (1 original)	Provincial General Services Office, Provincial Capitol Complex
	Service Record (1 original) Latest NOSA (1 photocopy) Copy of Appointment (1 photocopy) Certification of No pending Case (1 original)	Provincial Human Resource Management Office, Provincial Capitol Complex
	Fiscal's Clearance (1 original)	Office of the Prosecutor, Provincial Capitol Complex
	Statement of Assets & Liabilities (1 original)	To be provided by client
	Applicant's Authorization (in Affidavit form) to deduct from the claim all financial obligations to the government (1 original)	Provincial Human Resource Management Office, Provincial Capitol Complex
	Affidavit of No Pending Criminal Investigation or Prosecution form (1 original)	Provincial Human Resource Management Office, Provincial Capitol Complex
	GSIS Clearance (1 original)	GSIS Office, Barangay Sto. Niño, Calapan City

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Documentary Checklist	Provide documentary requirement checklist	No fee	2 minutes	Administrative Aide I
Submit complete documentary requirements to PHRMO	Check the submitted requirements if complete	No fee	5 minutes	Administrative Officer V Administrative Assistant II Administrative Aide IV
Sign the Application for Leave	Forward the reviewed Application for Leave for Approval of the PHRMO	No fee	5 minutes	Administrative Officer V Administrative Assistant II Administrative Aide IV
Wait for the release of terminal leave claim from the Provincial Treasurer's Office	-	No fee	20 days	Cashier IV, Provincial Treasurer's Office
	<b>TOTAL</b>	No fee	20 days and 12 minutes	

#### 4. MONETIZATION OF LEAVE CREDITS

This covers the availment process for monetization of leave credits and the checklist of the documentary requirements for all qualified PGOM employees. The service is availed by qualified employees to assist in the medical and financial needs.

<b>Office or Division:</b>	Personnel Information and Welfare Division	
<b>Classification:</b>	Complex Transactions	
<b>Type of Transaction:</b>	G2G	
<b>Who may avail:</b>	All PGOM employees holding permanent positions	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
Medical Certificate with Documentary Stamp	Hospital or clinic where the client was confined / treated	
Approved letter request	To be provided by client	
Application for Leave - Monetization of Leave Credits	Provincial Human Resource Management Office, Provincial Capitol Complex	
Statement account from the bank	Bank institution	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Documentary Checklist	Provide documentary requirement checklist	No fee	2 minutes	Administrative Aide I
Submit complete documentary requirements to PHRMO	Check the submitted requirements if complete	No fee	5 minutes	Administrative Officer V
Wait for the approved Application for Leave	Sign the Application for Leave after submission of complete documentary requirements to PHRMO	No fee	5 minutes	Administrative Officer V
Wait for the release of Monetization of leave credits claim from the PTO	Forward the documents to PTO to process	No fee	14 days	Cashier IV, Provincial Treasurer's Office
	<b>TOTAL</b>	<b>No fee</b>	<b>14 days and 12 minutes</b>	

## 5. PERSONNEL ASSISTANCE PROGRAM (PAP) MEMBERSHIP

PAP is made to lessen the financial and emotional burdens of PGOM employees in terms of medical and hospitalization need.

<b>Office or Division:</b>	Personnel Information and Welfare Division	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	G2G – Government to government transactions	
<b>Who may avail:</b>	All PGOM Employees holding permanent positions.	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	Membership Form	Provincial Human Resource Management Office, 2 <sup>nd</sup> Floor Main Building, Provincial Capitol Complex
	Official Receipt	Provincial Treasurers Office, Provincial Capitol Complex

Marriage Contract Birth Certificate (dependents) Birth Certificate of Member (if designated beneficiaries are parents)		Philippine Statistics Authority, Camilmil Calapan City		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Accomplish Membership Form	Check the correctness and completeness of data	No fee	2 minutes	Administrative Aide I
Proceed to PTO for the payment of corresponding fees	Pay the corresponding fees	No fee	2 minutes	PTO Staff
Submit Form with Official Receipt for Membership Fee along with the requirements to the PHRMO	Prepare Memorandum of Agreement (MOA)	No fee	1 hour	Administrative Assistant II
Secure Memorandum of Agreement	Forward the MOA to the client for the signature of concerned employee	No fee	5 minutes	Administrative Aide IV
Wait for the MOA to be signed	Forward MOA to GO for signature	No fee	2 minutes	Administrative Aide I
Secure signed MOA from the PHRMO for notarization	Forward the signed MOA for notarization	No fee	5 minutes	Administrative Aide IV
Secure a copy of notarized MOA	Provide the client a personal copy of the MOA	No fee	2 minutes	Administrative Aide IV
	<b>TOTAL</b>	<b>P150.00</b>	<b>1 hour and 18 minutes</b>	

## 6. PERSONNEL ASSISTANCE PROGRAM (PAP) AVAILMENT

Once an employee becomes a member, he/she and his/her designated beneficiaries can avail the program but not exceeding twenty-five thousand pesos (₱25,000.00) annually.

<b>Office or Division:</b>	Personnel Information and Welfare Division	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	G2G, G2C	
<b>Who may avail:</b>	All PGOM employees holding permanent positions and designated beneficiaries of the qualified member.	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	Hospitalization or Death Benefit Form	Provincial Human Resource Management Office, Provincial Capitol Complex
	<p><b>If the member is availing PAP for own hospitalization:</b></p> <p>Hospitalization Benefit Form</p> <p>Medical Certificate</p> <p>Billing Statement from the hospital</p> <p>Official Receipt from the hospital</p> <p>Official Receipt of medicines</p> <p>Doctor's prescription</p> <p><b>Additional requirements if the member is availing PAP for his/her beneficiary:</b></p> <ol style="list-style-type: none"> <li>1. For spouse – Marriage Contract (photocopy)</li> <li>2. For children – Birth Certificate (photocopy)</li> </ol>	<p>Provincial Human Resource Management Office</p> <p>} Hospital where the client is confined or treated</p> <p>Philippine Statistics Authority, Camilmil, Calapan City</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure Hospitalization or Death Benefit Form	Provide form to client	No fee	2 minutes	Administrative Aide I
Complete the documentary requirements and submit form at the PHRMO- Personnel Information and Welfare Division	Prepare Disbursement Voucher for processing and approval	No fee	30 minutes	Administrative Assistant II
Wait until processed	Forward DV to GO for the processing of voucher until payment	No fee	2 minutes	Administrative Aide I
Wait for the check release	Release of financial assistance from PTO	No fee	14 days	Cashier IV, Provincial Treasurer's Office
	<b>TOTAL</b>	<b>No fee</b>	<b>14 days and 34 minutes</b>	

## 7. Applying for a Masteral Degree Scholarship Grant / Study Leave

The Provincial Government of Oriental Mindoro (PGOM) constituted the Provincial Masteral Degree Scholarship Program primarily to establish and maintain a system of educational assistance to deserving PGOM officials and employees.

Meanwhile, the Civil Service Commission Study Leave Program is adopted by PGOM in line with its thrust to provide opportunities to its officials and employees to excel and to grow professionally. It is a time off from work not exceeding six (6) months with pay for the purpose of assisting qualified officials and employees to prepare for the bar or board examination or to complete their masteral degree.

<b>Office or Division:</b>	Training, Education and Development Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government



<b>Who may avail:</b>	All employees who have rendered at least two (2) years of permanent service in PGOM.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Letter (1 original, 1 photocopy)		To be provided by client		
Recommendation Letter / Indorsement (1 original, 1 photocopy)		Department Head		
College Diploma (1 authenticated, 1 photocopy)		University/college graduated from		
Transcript of Records (1 authenticated, 1 photocopy)		University/college graduated from		
Service Record (1 authenticated, 1 photocopy)		Personnel Information & Welfare Division- PHRMO, 2 <sup>nd</sup> flr. Main Bldg., Provincial Capitol Complex		
Medical Certificate- CSC Form No. 211 Rev. 2018 (1 original, 1 photocopy)		All DOH-licensed/accredited health facilities		
Individual Performance Commitment Review (IPCR) for the last 2 consecutive rating periods (1 authenticated, 1 photocopy)		Office where applicant is assigned		
Certificate of No Pending Administrative / Criminal Case		Provincial Legal Office, Provincial Capitol Complex		
For Study Leave applicants, • proof of registration		Institution where the applicant is enrolled		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit complete documentary requirements to the Provincial Human Resource Management Office	Record receipt and review requirements of applicant	No fee	20 minutes	Administrative Officer I
Await results of the evaluation of application conducted by the HRDC.	Accomplish and facilitate signing of Scholarship Application Form among HRDC members for recommending approval to the Governor	No fee	5 days	Administrative Aide IV