



**PROVINCIAL HUMAN RESOURCE  
MANAGEMENT OFFICE  
EXTERNAL SERVICES**



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

Opportunity for employment in the government shall be open to all qualified citizens regardless of age, sex, race or ethnicity, disability, pregnancy, marital status, gender reassignment, religious background or political affiliation. 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. (Monday to Friday, 8:00 am to 5:00 pm)

<b>Office or Division:</b>	Human Resource Planning, Placement and Performance Management Division	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C,G2G (government employee)	
<b>Who may avail:</b>	All qualified citizens	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
1. Notarized Personal Data Sheet (CS Form 212 - Rev. 2017) - (1 Original) Work Experience Sheet (attachment to CS form 212) – (1 Original)	CSC Website (Downloads, Forms)	
2. Application Letter (1 original)	Applicant	
3. Authenticated/Certified Photocopy of Transcript of Records and Diploma (2 original , 1 photocopy)	School Last Attended	
4. Certificate of Relevant Training (if required)	Government Agencies and/or CSC Accredited Training Institutions	
5. Proof of Eligibility ( <i>original copy, authenticated copy, scanned copy, or site/screen capture of the eligibility using the verification system of the concerned agency</i> ).  <b>(for original appointment, promotion, transfer, reappointment - change of status to permanent, or reemployment)</b>		
I. Certificate of Eligibility/Eligibility Card Career Executive Service Board (CESB) Career Service Professional and Career Service Sub-Professional	I. Career Executive Service Board (CESB)/ Civil Service Commission Regional Office/ Civil Service Eligibility Verification System (CSEVS) <b>(for site/screen capture)</b> National Police Commission (NAPOLCOM)	



<p>National Police Commission (NAPOLCOM)</p> <p>II. Valid professional license or Certificate of Registration or Report of Rating <b>for positions that involves practice of the profession</b></p> <p>III. Certificate of Admission to the Bar and License ID <b>for positions that involve the practice of the profession</b></p> <p>IV. Valid professional license or Certificate of Registration or Report of Rating, Certificate of Admission to the Bar, or License ID <b>for positions that do not involve the practice of the profession</b></p> <p>V. Valid license issued by authorized regulatory agencies</p>	<p>II. Professional Regulations Commission (PRC)/ Professional Regulations Commission's (PRC)'s Licensure Examination and Registration Information System (LERIS) <b>(for site/screen capture)</b></p> <p>III. Supreme Court of the Philippines (SC)/ Supreme Court Lawyer's List) (site/screen capture)/ Maritime Industry Authority (MARINA) <b>(for positions that involves the practice of the profession)</b></p> <p>IV. Professional Regulations Commission (PRC)/ Professional Regulations Commission's (PRC)'s Licensure Examination and Registration Information System (LERIS) <b>(for site/screen capture)</b> Supreme Court of the Philippines (SC)/ Supreme Court Lawyer's List) (site/screen capture) Maritime Industry Authority (MARINA) <b>(for positions that do not involve practice of the profession)</b></p> <p>V. National Telecommunications Commission (NTC)/ Civil Aviation Authority of the Philippines (CAAP)/ Land Transportation Office (LTO)/ Philippine National Police (PNP)</p>
<p>6. PSA Authenticated Birth Certificate (1 original, 1 photocopy)</p>	<p>Philippine Statistics Authority</p>



7. PSA Authenticated Marriage Contract - for Married Female (1 original, 1 photocopy)	Philippine Statistics Authority
<b>For Prison Guard and Security Guard Positions only</b> 1. Result of Neuro-Psychiatric Examination/ Evaluation (1 original, 1 photocopy)	DOH Accredited Health Facilities (Government or Private)
<b>For Security Guard Positions only</b> 1. Authenticated copy of Security License (2 original, 1 photocopy)	Philippine National Police – Security Agencies Guards Supervision Division (SAGSD)
<b>For Promotion and Transfer</b> 1. Performance Rating for the last two semesters with at least VERY SATISFACTORY rating 2. Potential Assessment Form with at least 80% rating	Present agency (in case of Promotion) Previous agency (in case of Transfer and Re-employment)
<b>For Re-employment</b> 1. Service Record (2 original) 2. Copy of the latest appointment paper (2 photocopies)	Previous agency
<b>For Re-appointment</b> 1. Performance Rating for the last two (2) semesters with at least VERY SATISFACTORY rating	Present Agency
Certificate of Eligibility for skilled positions	Civil Service Commission
<b>ADDITIONAL REQUIREMENTS – ORIGINAL and REEMPLOYMENT</b>	
1. Barangay Clearance (1 original)	Barangay Hall
2. Mayor's Clearance (1 original)	Mayor's Office
3. Police Clearance (1 original)	Philippine National Police Office
4. Judge Clearance (1 original)	Office of the Clerk of Court
5. Fiscal's Clearance (1 original)	Provincial/City Prosecutor's Office
6. NBI Clearance (1 original, 2 photocopies)	National Bureau of Investigation
7. Medical Certificate with Documentary Stamp (1 original, 1 photocopy) (CSC Form No. 211-Revised 2018) 7.1 Urinalysis 7.2 Blood Test 7.3 X-ray	DOH Accredited Health Facilities (Government or Private)



7.4 Drug Test				
Statement of Assets, Liabilities and Net Worth (2 Original)		<a href="http://www.ombudsman.gov.ph">www.ombudsman.gov.ph</a> (Downloads, Forms)		
BIR Withholding Certificates (Form 1902 / 2305)		Provincial Treasurer's Office - PGOM		
<b>ADDITIONAL REQUIREMENTS – TRANSFER</b>				
1. Approved Request for Transfer (1 original)		Previous Agency		
2. Clearances for Property, Money and Accountability (1 original)				
3. Service Record (1 original)				
4. Certification of Leave Credits (1 original)		Previous Agency		
5. Certification of Last Salary received (1 original)				
6. Copy of Latest Appointment Paper (1 original)				
7. BIR Form 2316 (1 original)				
PSA Authenticated Birth Certificate (1 original, 1 photocopy)		Philippine Statistics Authority		
PSA Authenticated Marriage Contract –for Married Female (1 original, 1 photocopy)		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Look for the Published/ Posted List of Vacant Positions in conspicuous and identified /specified places	1. Submit list/s of vacant position/s authorized to be filled in electronic and printed copies in the Civil Service Commission Field Office (CSC-FO) for posting on its bulletin board and in the Civil Service Commission – Regional Office (CSC RO) which shall publish the same in the CSC Bulletin of Vacant	None	One (1) day upon receipt of the instruction from the LCE	Administrative Officer V (Human Resource, Planning, Placement and Performance Management Division (HRPPPMMD)/ Provincial Human Resource Management Office (PHRMO)  Administrative Officer IV



	<p>Positions and in the CSC Website</p> <p>1.1. Publish vacant positions in at least three conspicuous places in the Provincial Government of Oriental Mindoro (PGOM) and on the agency's official website not less than fifteen (15) calendar days</p>			(HRPPPMD/PHRMO)
<p>2. Submit the application letter with complete mandatory requirements in hard or soft copy for initial screening</p>	<p>2. Conduct pre-screening of the applicant</p> <p>2.1. Check the qualification standards of the position to ensure that the applicant meets the minimum qualification requirement</p> <p>2.2. Check and verify the completeness, authenticity and validity of mandatory requirements submitted by the applicant</p> <p><b>Note:</b> The Personal Data Sheet (PDS) must be</p>	None	Ten (10) minutes	<p>Administrative Officer IV (HRPPPMD/PHRMO)</p> <p>Administrative Officer V (HRPPPMD/PHRMO)</p>



	<p>properly filled out including the Work Experience Sheet; The photocopied certificate of eligibility and Transcript of Records must be certified by the issuing agency/school</p> <p>2.3. Update the masterlist of shortlisted applicants</p> <p>2.4. Notify the applicant of the result of the initial screening and the schedule of the written examination</p> <p>2.5. Conduct a background investigation of the applicant.</p>		One (1) week before the scheduled HRMPSB deliberation	
3. Take Essay Behavioral Examination	3. Administer written essay examination to second (2nd) level applicants, and behavioral examination to 1st level applicants	None	4 hours	Administrative Officer IV (HRPPMD/ PHRMO)
4. Report to the PHRMO on the appointed date and time for an interview by the Human	4. Notify the applicant, HRMPSB members and concerned offices regarding	None	One (1) hour after receipt of confirmation from the LCE or the HRMPSB members	Administrative Officer IV (HRPPMD/ PHRMO)



<p>Resource Merit Promotion and Selection Board (HRMPSB) members</p>	<p>schedule or changes (if any) of deliberation</p> <p>4.1. Facilitate the conduct of HRMPSB deliberation</p> <p>4.2. Furnish the HRMPSB a copy of the written essay/behavioral examination</p> <p>4.3. Document the proceedings</p> <p>4.4. Submit Summary of Comparative Assessment of Competencies to the LCE</p> <p>4.5. Prepare Notice of Result of HRMPSB Deliberation</p> <p>4.6. Notify the applicant on the confirmation of</p>		<p>As scheduled</p> <p>Before or during the conduct of HRMPSB deliberation</p> <p>Five (5) days after the HRMPSB meeting</p> <p>(Two) 2 days after receipt of the LCE's selection</p>	<p>Administrative Officer V (HRPPMD/ PHRMO)</p> <p>Supervising Administrative Officer (HRPPMD/ PHRMO)</p> <p>Administrative Officer V (HRPPMD/ PHRMO)</p> <p>Administrative Officer IV (HRPPMD/ PHRMO)</p> <p>Administrative Officer V (HRPPMD/ PHRMO)</p> <p>Administrative Officer IV (HRPPMD/ PHRMO)</p> <p>Administrative Officer IV (HRPPMD/ PHRMO)</p>
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	his/her appointment/promotion			
5. Submit to the PHRMO the complete additional requirements after receipt of the notice/confirmation letter	5. Review the completeness, authenticity and veracity of submitted additional requirements.  5.1. Prepare appointment papers and supporting documents	None	Review - 3 minutes  One (1) day after receipt of complete additional requirements	Administrative Officer IV (HRPPPMD/PHRMO)  Administrative Officer V (HRPPPMD/PHRMO)
6. Attend Orientation on PGOM's policies and programs, CSC rules and regulations and other relevant regulatory laws  6.1 Proceed to the Payroll System Unit (PSU) for the enrolment to biometric timekeeping  6.2 Attend Oath taking ceremonies	6. Prepare Notice of Biometric Enrolment and Orientation  6.1. Endorse newly appointed personnel to Training Education and Development Division for orientation and to PSU for biometric enrolment  6.2. Facilitate the conduct of Oath Taking Ceremonies for newly appointed/promoted employees	None	Five (5) days before assumption of duty  Five (5) days before assumption of duty	Administrative Officer IV (HRPPPMD/PHRMO)  Administrative Asst. II (HRPPPMD/PHRMO)  Supervising Administrative Officer (HRPPPMD/PHRMO)  Administrative Officer V (HRPPPMD/PHRMO)  Administrative Officer IV (HRPPPMD/PHRMO)



7. Receive copies of approved appointment papers and supporting documents	<p>7. Issue the approved appointment papers to the appointee</p> <p>7.1. Submit appointment paper and supporting documents to the Civil Service Commission Field Office (CSC FO)</p> <p>7.2. Forward approved appointment paper/s to Personnel Information and Welfare division for safekeeping and for data banking</p>		<p>One (1) day after signing/approval by the LCE</p> <p>Every 30<sup>th</sup> day of the succeeding month</p> <p>One (1) day after acknowledgement by the appointee</p>	<p>Administrative Officer IV (HRPPMD/PHRMO)</p> <p>Administrative Officer V (HRPPMD/PHRMO)</p> <p>Administrative Officer IV (HRPPMD/PHRMO)</p>
			<b>22 days 5 hours and 13 minutes</b>	

## 2. Claim of Terminal Leave Benefits

This program allows the separated PGOM employees; retired and resigned to monetize their accrued leave credits from their years in government service and after serving as public servants.

<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 retired and resigned PGOM employees who are separated from the government service	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Application for Terminal Leave Benefits (1 original and 3 photocopies)	Provided by the Client	
2. Clearances from Money and Property Accountabilities (1 original and 3 photocopies)	Provincial General Services Office Provincial Engineer's Office Provincial Human Resource Management Office	
3. Service Record (1 original and 3 photocopies)	Provincial Human Resource Management Office	
4. Latest NOSA/Copy of Appointment (3 photocopies)	Provincial Legal Office & Provincial Human Resource Management Office	
5. Certification of No Pending Case (1 original and 3 photocopies)	Office of the Prosecutor	
6. Fiscal's Clearance (1 original and 3 photocopies)	Provided by the Client	
7. Statement of Assets, Liabilities and Net Worth (1 original and 3 photocopies)	Provincial Human Resource Management Office	
8. Applicant's Authorization (in Affidavit form) to deduct from the claim all financial obligations to the government (4 original copies)	Provincial Human Resource Management Office  GSIS Office	
9. Affidavit of No Pending Criminal Investigation or Prosecution (4 original copies)	Provided by the Client	
10. GSIS Clearance (3 photocopies)		



<p>11. Certification of No Outstanding Balance from Banks (1 original and 3 photocopies)</p> <p><b>Additional Requirements in case of Death of Claimant:</b></p> <ol style="list-style-type: none"> <li>1. Death Certificate authenticated by PSA (3 photocopies)</li> <li>2. Marriage Contract authenticated by PSA (3 photocopies)</li> <li>3. Birth Certificate of all surviving heirs authenticated by PSA (3 photocopies)</li> <li>4. Designation of next-of-kin (1 original and 3 photocopies)</li> <li>5. Waiver of Rights of Children 18 years old and above (1 original and 3 photocopies)</li> </ol>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements to PHRMO	1. Prepare the following documents: <ol style="list-style-type: none"> <li>1.1. Application for Leave</li> <li>1.2. Statement of Leave Credits</li> <li>1.3. Disbursement Voucher</li> </ol>	None	1 day	Administrative Officer IV (Personnel Information and Welfare Division (PIWD)/ Provincial Human Resource Management Office (PHRMO))
	1.4. Forward the Application for Leave Form to client for signature		3 minutes	Administrative Asst. II (PIWD/PHRMO)
				Administrative Aide I



	1.5. Forward the Application for Leave for approval of Provincial Administrator		3 minutes	(Administrative Division / PHRMO) Administrative Asst. II (PIWD/PHRMO)
	1.6. Preparation of OBR and disbursement voucher and forward to PA for approval		10 minutes	Administrative Asst. II (PIWD/PHRMO)
	1.7. Signed OBR and DV will be returned to PHRMO for processing of terminal leave claims		2 days	Administrative Aide I (Administrative Division/PHRMO)
	1.8. Forward the signed documents to PBO for processing		3 minutes	
2. Receive the terminal leave claim from the Provincial Treasurer's Office	2. Release of check	None	14 days	Cashier III (Cash Disbursement Division / Provincial Treasurer's Office)
	<b>TOTAL</b>	<b>None</b>	<b>17 days 19 minutes</b>	



**PROVINCIAL HUMAN RESOURCE  
MANAGEMENT OFFICE  
INTERNAL SERVICES**



## 1. 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.

The PGOM adopted the Civil Service Commission Study Leave Program 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. (Monday to Friday, 8:00 am to 5:00 PM)

<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>
	1. Application Letter (1 original, 1 photocopy)	Applicant
	2. Recommendation Letter / Endorsement (1 original, 1 photocopy)	Department Head
	3. College Diploma (1 authenticated, 1 photocopy)	University/college graduated from
	4. Transcript of Records (1 authenticated, 1 photocopy)	University/college graduated from
	5. Service Record (1 authenticated, 1 photocopy)	Personnel Information & Welfare Division- PHRMO, 2 <sup>nd</sup> flr. Main Bldg., Provincial Capitol Complex
	6. Medical Certificate - CSC Form No. 211 Rev. 2018 (1 original, 1 photocopy)	All DOH - licensed/accredited health facilities
	7. Individual Performance Commitment Review (IPCR) for the last 2 consecutive rating periods (1 authenticated, 1 photocopy)	Provincial Human Resource Management Office, Provincial Capitol Complex
	8. Certificate of No Pending Administrative / Criminal Case	Provincial Legal Office and Provincial Human Resource Management Office, Provincial Capitol Complex



9. Certificate of Non-Availment of Foreign/Local Scholarship Grant		Office where the applicant is assigned and PHRMO, Provincial Capitol Complex		
<i>For Study Leave applicants, proof of registration</i>		Institution where the applicant is enrolled		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements	1. Receive and review the requirements of the applicant	None	20 minutes	Administrative Officer IV (Training Education and Development Division (TEDD)/ Provincial Human Resource Mgt. Office (PHRMO))
2. Sign Memorandum of Agreement	2. Facilitate signing of concerned parties and witnesses	None	7 days	Administrative Officer IV (TEDD/PHRMO)
	2.1. Forward to the Provincial Governor for approval	None	7 days	
3. Attend orientation on the terms and conditions of the program	3. Conduct orientation	None	1 day	Administrative Officer IV (TEDD/PHRMO)
	3.1. Issue MOA to the grantee for notarization	None		
4. Submit notarized MOA	4. Receive and file the notarized copy of the MOA for reference	None	5 minutes	Administrative Officer IV (TEDD/PHRMO)
	<b>TOTAL</b>	<b>None</b>	<b>15 days 25 minutes</b>	





## 2. Monetization of Leave Credits

This program allows eligible PGOM employees to convert their accumulated unused leave credits into a monetary value which they could use for educational needs, loan amortizations and medical needs and emergencies. This provides them with increased financial flexibility, as they can receive a lump sum payment from their accrued leave. (Monday to Friday, 8:00 am – 5:00 pm)

<b>Office or Division:</b>	Personnel Information and Welfare Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All PGOM employees holding permanent positions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Medical Certificate with Documentary Stamp (1 original and 3 photocopies)</li> <li>2. Approved letter request (1 original)</li> <li>3. Application for Leave - Monetization of Leave Credits (3 original copies)</li> <li>4. Statement of Account from the bank, school and hospital. (1 original and 3 photocopies)</li> </ol>		Provided by the Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documentary requirements to PHRMO	<ol style="list-style-type: none"> <li>1. Prepare the following documents:</li> <li>1.2. Endorsement Letter for approval of the Provincial Governor</li> <li>1.3. Application for Leave</li> <li>1.4. Disbursement Voucher</li> </ol>	None	10 minutes	Administrative Officer IV (Personnel Information and Welfare Division (PIWD)/ Provincial Human Resource Management Office (PHRMO))



	1.5. Forward the complete documentary requirements to client for signature		3 minutes	Administrative Asst. II (PIWD/PHRMO)
	1.6. Preparation of Obligation Request (OBR) and Disbursement Voucher (DV) to be forwarded to the Office of the Provincial Administrator for approval	None	10 minutes	Administrative Officer V (PIWD/PHRMO) Administrative Asst. II (PIWD/PHRMO) Administrative Aide I (Administrative Division / PHRMO)
	1.7. Return the signed ObR and DV to PHRMO for processing of leave credit claims	None		Administrative Aide II (Administrative Division / Provincial Administrator's Office)
	1.8. Forward the documents to Provincial Budget Office for processing and approval	None	3 minutes	Administrative Aide I (Administrative Division/ PHRMO)
2. Receive notification	2.1 Notify the client	None	2 days	Cashier III (Cash Disbursement Division/Provincial Treasurer's Office)
	<b>TOTAL</b>	<b>None</b>	2 days and 26 minutes	





(3 photocopies)  <b>Additional requirements for deceased member:</b>  1. Death Certificate from PSA (3 photocopies) 2. For spouse – Marriage Contract (3 photocopies) 3. For children – Birth Certificate (3 photocopies) 4. Waiver of Rights (3 Original Copies)		Provided by the Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete documentary requirements at the PHRMO	1. Prepare Disbursement Voucher for processing and approval	None	30 minutes	Administrative Asst. II (PIWD/ PHRMO)
2. Receive the check	2. Processing and release of financial assistance	None	14 days	Cashier III (Cash Disbursement Division/ Provincial Treasurer's Office)
	<b>TOTAL</b>		<b>14 days 30 minutes</b>	



#### 4. Personnel Assistance Program Membership

To be an eligible member for PAP availment.

<b>Office or Division:</b>	Personnel Information and Welfare Division			
<b>Classification:</b>	Complex			
<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>		
1. Membership Form (1 original copy)		Administrative Division Provincial Human Resource Mgt. Office		
2. Official Receipt for membership (1 original copy)		Cash Receipts Division - Provincial Treasurer's Office		
3. Marriage Contract (1 photocopy)		Provided by the Client		
4. Birth Certificate for dependents (1 photocopy)		Provided by the Client		
5. Birth Certificate of Member if designated beneficiaries are parents (1 photocopy)		Provided by the Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Form with Official Receipt for Membership Fee along with the requirements to the PHRMO	1.Prepare Memorandum of Agreement (MOA)	None	1 hour	Administrative Asst. II (Personnel Information and Welfare Division (PIWD)/ Provincial Human Resource Management Office (PHRMO))
	1.1. Forward the accomplished MOA		7 days	Administrative Aide I



	to the Office of the Provincial Governor for approval			(Administrative Division/ PHRMO)
2. Receive signed MOA from the PHRMO for notarization	2. Release the signed MOA for notarization	None	5 minutes	Administrative Asst. II (PIWD/ PHRMO)
3. Return the notarized MOA to the PHRMO	3. Secure copy of the notarized MOA for reference and safekeeping	None	2 minutes	Administrative Asst. II (PIWD/ PHRMO)
	<b>TOTAL</b>	<b>None</b>	<b>7 days, 1 hour and 7 minutes</b>	

### 5. Processing of PGOM Employees' Payroll

This covers a systematic and efficient way of processing employees' payroll through an internal human resource information system.

<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	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Payroll Overview	PGOM Portal
	2. Complete Payroll Attachments: 2.1 Daily Time Record (2 original) 2.2 Travel Order (1 original, 1 photocopy) 2.3 Locator Slip (1 original, 1 photocopy) 2.4 Certificate of Appearance (1 original, 1 photocopy)	Provided by the Client



<p>2.5 Approved Leave (1 original, 1 photocopy) 2.6 Accomplishment Report for non-permanent employees (2 original)</p>				
<p>3. Disbursement Vouchers for First Salary</p> <p>3.1 Barangay Clearance (1 original, 2 photocopy) 3.2 Police Clearance (1 original, 2 photocopy) 3.3 Judge Clearance (1 original, 2 photocopy) 3.4 Fiscal's Clearance (1 original, 2 photocopy) 3.5 Mayor's Clearance (1 original, 2 photocopy) 3.6 Statement of Assets, Liabilities and Net Worth (notarized) - (1 original, 2 photocopy) 3.7 Medical Certificate with Documentary Stamp (1 original, 2 photocopy) 3.8 Personal Data Sheet (2 original) 3.9 Certification of Eligibility (if needed Certification of Assumption to Duty – (2 original) 3.10 Marriage Contract (1 photocopy)</p>	<p>Provided by the Client</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>3. Monitor PGOM portal for the payroll status</p>	<p>3. Print the reviewed payroll from the Office of the Provincial Accountant and Provincial Budget Office</p>	<p>None</p>	<p>5 minutes</p>	<p>Administrative Officer IV / Admin Asst. II (PIWD/ PHRMO)</p>
<p>4. Monitor payroll status at the PGOM Portal</p>	<p>4. Forward the payroll to the Provincial</p>	<p>None</p>	<p>1 minute</p>	<p>Administrative Asst. II (PIWD/</p>



	Treasurer's Office to secure bank's debit of salaries to employees accounts			PHRMO)
	<b>TOTAL</b>		<b>1 hour and 7 minutes</b>	

## 6. Processing of PGOM Employees' Salaries - Disbursement Vouchers

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete payroll attachments	1. Check the completeness of the documents provided	None	1 hour	Administrative Officer IV (Personnel Information and Welfare Division (PIWD)/ Provincial Human Resource Mgt. Office (PHRMO)  Administrative Asst. II (PIWD/ PHRMO)
	2. Forward the signed documents to PBO for processing	None	3 minutes	Administrative Aide I (Administrative Division/ Provincial Human Resource Mgt. Office)





6. Receive the salary claim from the Provincial Treasurer's Office	6. Release of salary claim	None	2 days	Cashier III (Cash Disbursement Division / Provincial Treasurer's Office)
	<b>TOTAL</b>		2 days, 1 hour and 4 minutes	

## 7. Securing Service Records and Certifications

To provide updated and accurate personnel information of PGOM employees.

<b>Office or Division:</b>	Personnel Information and Welfare Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2G s- Government to Government, Government to Client			
<b>Who may avail:</b>	All PGOM employees holding permanent and non-permanent positions			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Slip (1 original copy)		Provincial Human Resource Management Office		
2. Official Receipt (1 original copy)		Provincial Treasurer's Office		
3. No Pending Case approved slip for No Pending Case Certification ( 1 original copy)		Provincial Legal Office		
4. Valid Identification Card for External Clients (1 photocopy)		Provided by the Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request with Official Receipt to the Officer of the Day	1. Prepare and forward the requested document to the Department Head for approval	None	5 minutes	Administrative Officer IV (Personnel Information and Welfare



				Division (PIWD)/ Provincial Human Resource Mgt. Office (PHRMO)
2.Receive the approved document	2.Release the signed document	None	10 minutes	Administrative Aide I (Administrative Division / PHRMO)
	<b>TOTAL</b>	<b>None</b>	<b>15 minutes</b>	