



Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF PUERTO GALERA  
**HUMAN RESOURCE MANAGEMENT OFFICE**

### *General Function*

*Responsible for personnel management, formulation and execution of policies, rules and regulation in all areas of personnel management in accordance with the Civil Service Laws and Rules.*

### *Service Vision*

*A Human Resources Management that values, advocates, and strengthens Morale, Efficiency, Responsiveness, Courtesy, and Integrity.*

### *Services*

<i>Type of services</i>	<i>FEES</i>	<i>Forms Used</i>	<i>TIME</i>	<i>PERSON/S RESPONSIBLE</i>
<i>1. Application For Leave</i>	<i>NONE</i>	<i>CSC Form 6,</i>	<i>5 minutes</i>	

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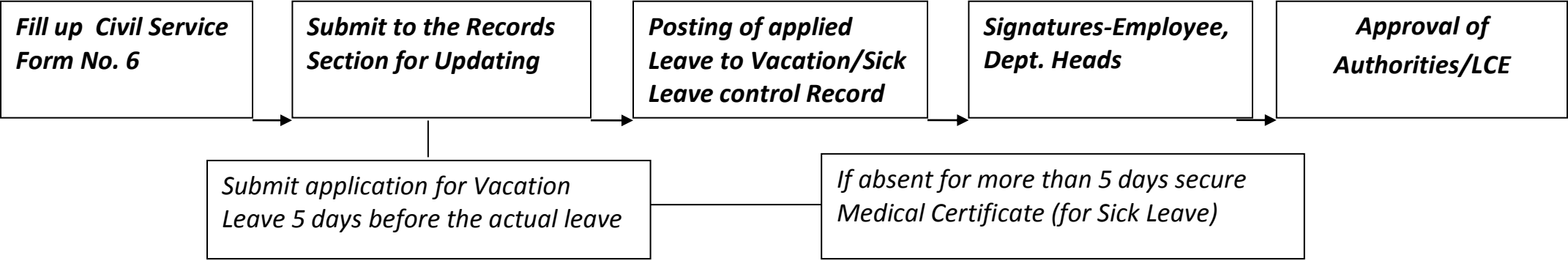
## Service Vision

A Human Resources Management that values, advocates, and strengthens Morale, Efficiency, Responsiveness, Courtesy, and Integrity.

## Services

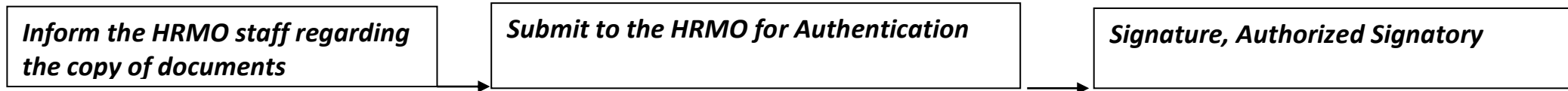
<i>Type of services</i>	<i>FEES</i>	<i>Forms Used</i>	<i>TIME</i>	<i>PERSON/S RESPONSIBLE</i>
1. <i>Application For Leave</i>	NONE	CSC Form 6,	5 minutes	

## How to avail of the service



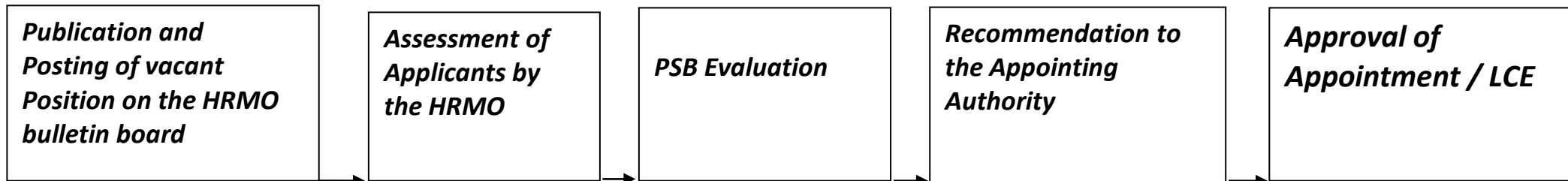
<i>Type of services</i>	<i>FEES</i>	<i>Forms Used</i>	<i>TIME</i>	<i>PERSON/S RESPONSIBLE</i>
<b>2. Authentication of Documents</b>	<b>NONE</b>	<b>Payslip, leave Credits, Certification of Employment</b>	<b>5 minutes/doc.</b>	

*How to avail of the service*



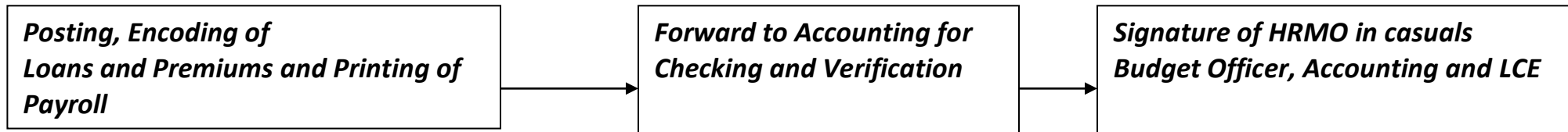
<i>Type of services</i>	<i>FEES</i>	<i>Forms Used</i>	<i>TIME</i>	<i>PERSON/S RESPONSIBLE</i>
<b>3. Hiring of Personnel</b>	<b>NONE</b>	<b>PDS, Medical, NBI, CSC Form No. 33</b>	<b>2 days</b>	
<b>4. Publication of Vacant Position</b>	<b>NONE</b>	<b>Letter</b>	<b>30 minutes</b>	

*How to avail of the service*



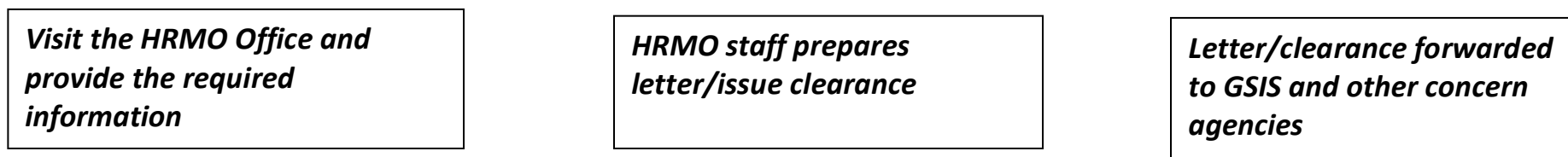
<i>Type of services</i>	<i>FEES</i>	<i>Forms Used</i>	<i>TIME</i>	<i>PERSON/S RESPONSIBLE</i>
<b>5. Payroll Preparation</b>	<b>NONE</b>	<b>General Payroll Job Order Payroll</b>	<b>15 minutes 2 days</b>	

*How to avail of the service*



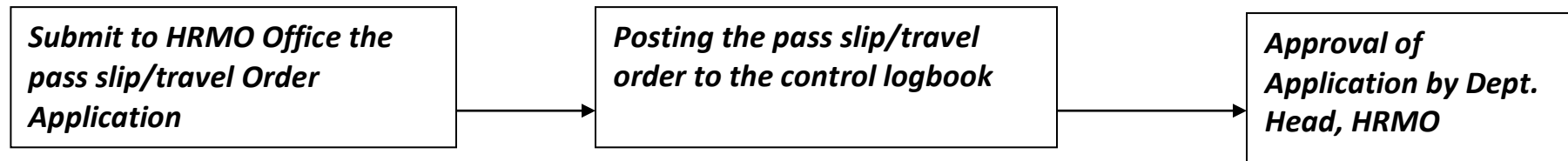
<i>Type of services</i>	<i>FEES</i>	<i>Forms Used</i>	<i>TIME</i>	<i>PERSON/S RESPONSIBLE</i>
<b>6. Processing of application for retirement, separation, transfer, resignation</b>	<b>NONE</b>	<b>Agency Clearance</b>	<b>15 minutes</b>	

*How to avail of the service*



<b>Type of services</b>	<b>FEES</b>	<b>Forms Used</b>	<b>TIME</b>	<b>PERSON/S RESPONSIBLE</b>
7. Processing of pass slip/Travel Order	NONE	Pass Slip/travel order	10 minutes	

### *How to avail of the service*



### *Pledge of Commitment*

*We, the HRMO family, commit to;*

*Serve you eight hours daily;*

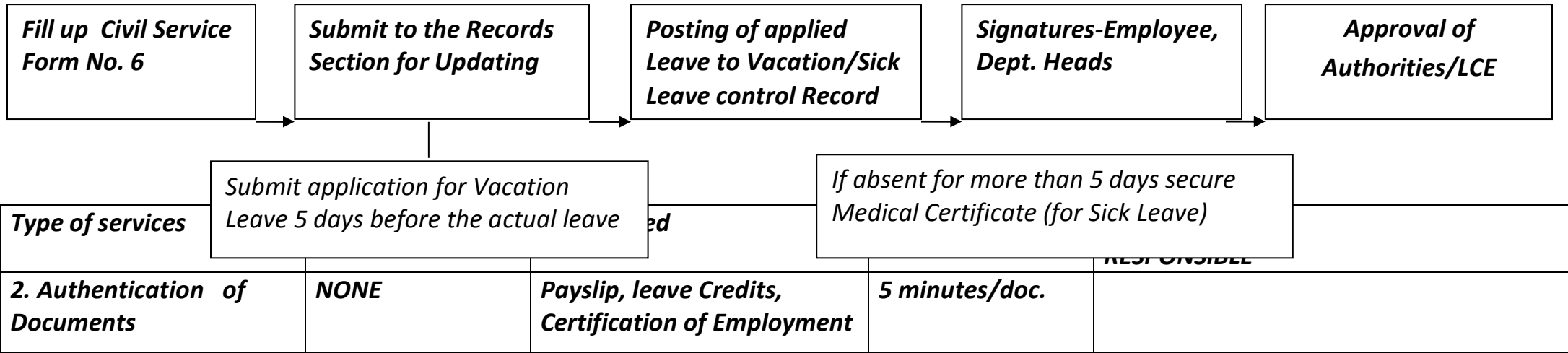
*Respond to your request promptly;*

*Provide up-to-date information through our bulletin board and;*

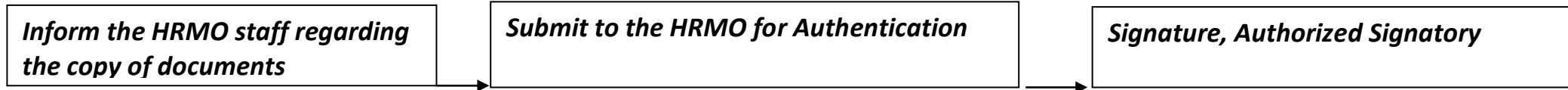
*Assure you that we serve with courtesy.*

*All these, we promise because costumer deserve to have.*

## How to avail of the service

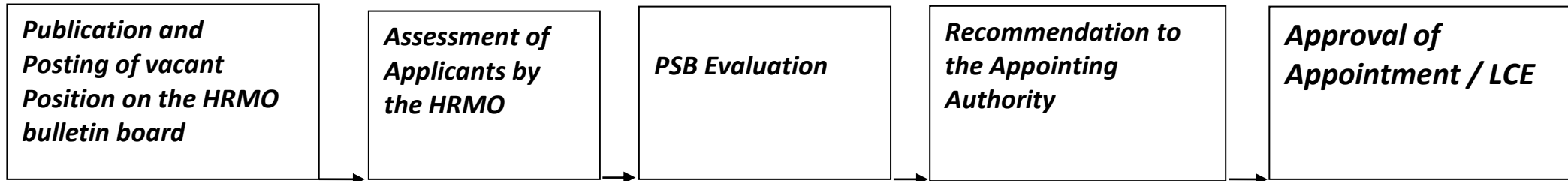


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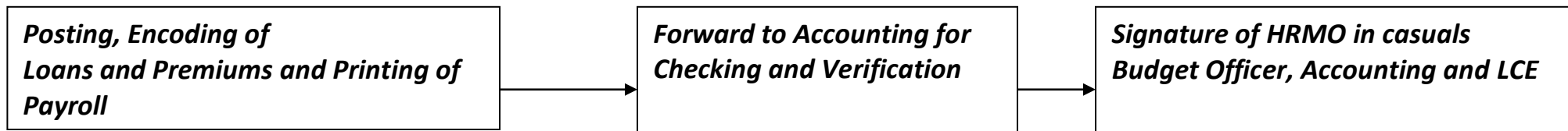
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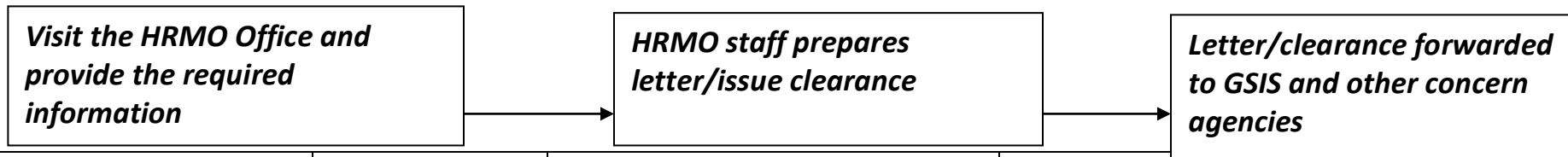
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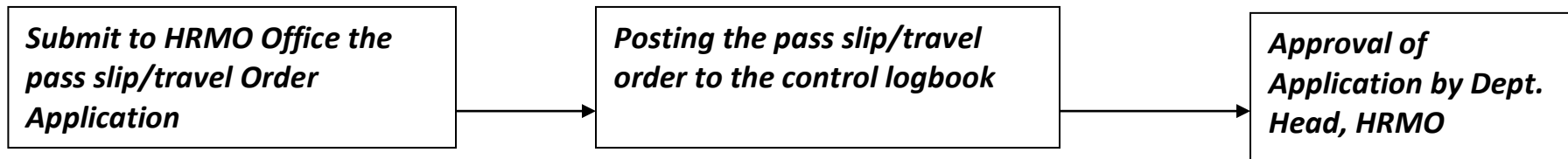
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<b>6. Processing of application for retirement, separation, transfer, resignation</b>	<b>NONE</b>	<b>Agency Clearance</b>	<b>15 minutes</b>	

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