

# 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

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

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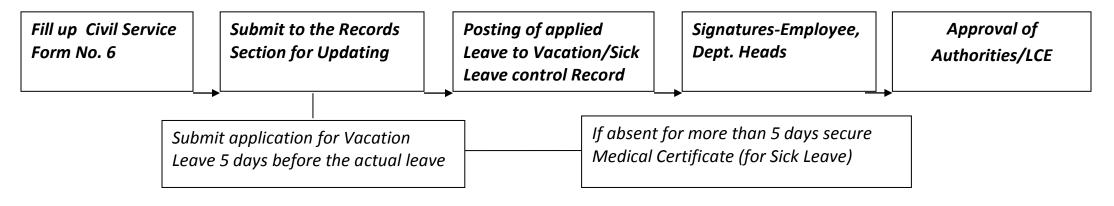
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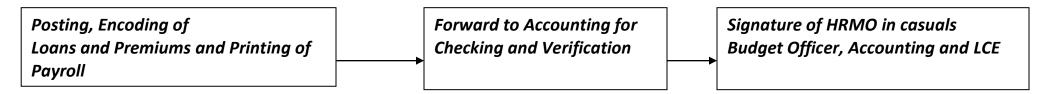
Type of services	FEES	Forms Used	TIME	PERSON/S RESPONSIBLE
2. Authentication of Documents	NONE	Payslip, leave Credits, Certification of Employment	5 minutes/doc.	

Inform the HRMO staff regarding	Submit to the HRMO for Authentication	Signature, Authorized Signatory
the copy of documents		

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

Publication and Posting of vacant Position on the HRMO bulletin board	Assessment of Applicants by the HRMO	PSB Evaluation	Recommendation to the Appointing Authority	Approval of Appointment / LCE
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Type of services	FEES	Forms Used	TIME	PERSON/S RESPONSIBLE
5. Payroll Preparation	NONE	General Payroll Job Order Payroll	15 minutes 2 days	



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

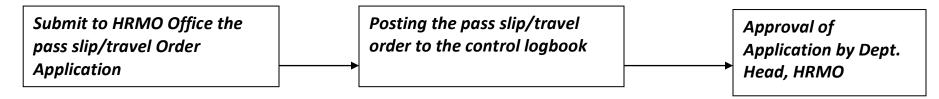
## How to avail of the service

Visit the HRMO Office and provide the required information

HRMO staff prepares letter/issue clearance

Letter/clearance forwarded to GSIS and other concern agencies

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



## Pledge of Commitment

We, the HRMO family, commit to;

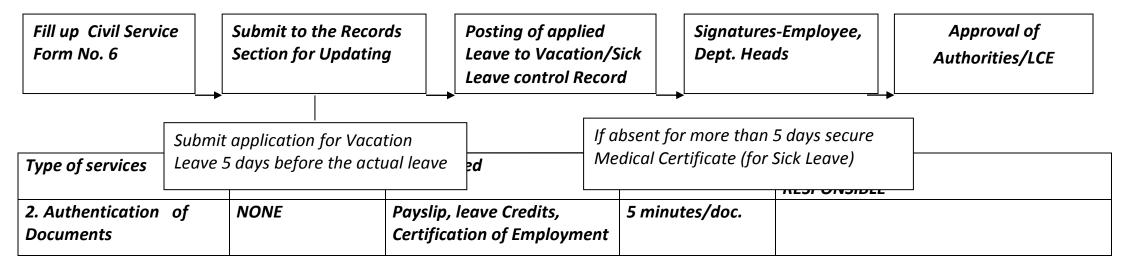
Serve you eight hours daily;

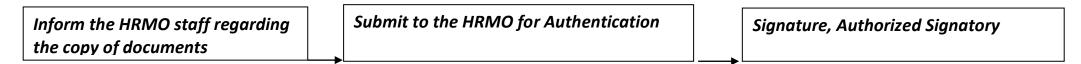
Respond to your request promptly;

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.

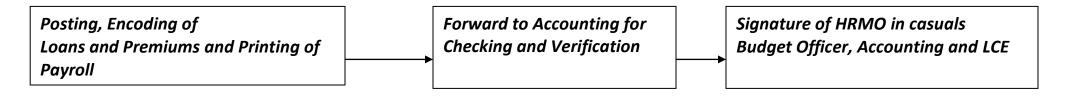




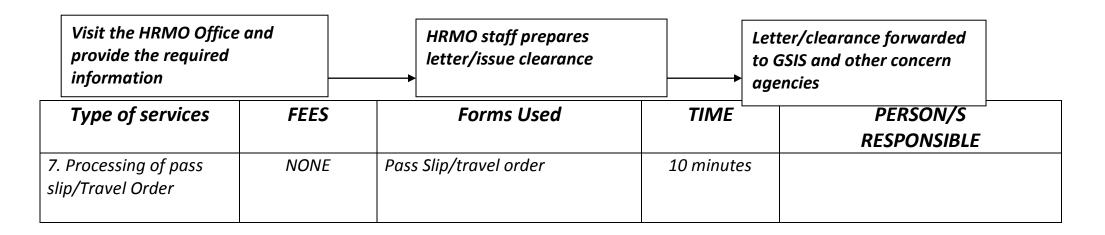
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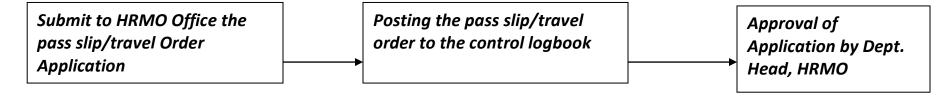
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