



CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



External Services

Submission of Application

Office or Division :	Administrative Division and Recruitment & Placement Division			
Classification :	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail :	All interested and qualified applicant			
Checklist of Requirement		Where To Secure		
Application Letter and Resume		-		
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
Submit application letter and resume to the receiving window	Accept and record the application	-	5 minutes	Krissa Navarro Administrative Officer II Princess Fuentes Administrative Officer II
TOTAL		-	5 minutes	

Internal Services

Application for Permanent Position

Office or Division :	Recruitment & Placement Division
Classification :	Simple
Type of Transaction:	G2C - Government to Client, G2G - Government to Government
Who may avail :	All interested and qualified applicant
Checklist of Requirement	Where To Secure
A. Application Requirement <ul style="list-style-type: none"> • Application letter (1 original) • Fully accomplished Personal Data Sheet (1 original and notarized) • Work Experience Sheet (1 original) • Performance rating in the last rating period (if applicable) (1 photocopy) • Certificate of eligibility/rating/license (1 photocopy) • Transcript of Records (1 photocopy) • Other documents as may be required in the publication 	<p>-</p> <p>Downloadable from www.csc.gov.ph</p> <p>Downloadable from www.csc.gov.ph Previous or present employer</p> <p>PRC/SC/MARINA/LTO/NTC/CAAP/PNP/TESDA/ NAPOLCOM/CESB Last school attended/ CHED/ DEPED/ TESDA</p> <p>-</p>
B. Requirements for the Selected applicant <ul style="list-style-type: none"> • Notarized & fully accomplished personal data sheet with work experience sheet (2 original) • Barangay clearance (1 original copy) • Voter's id/certification from Comelec (1 photocopy) • Result of medical exam (1 original) <ul style="list-style-type: none"> a) CBC and Blood type b) X-ray c) Drug test result • Accomplished Medical Certificate • Authenticated professional license(s)/copy of renewal receipt/eligibility and board rating (2 certified true copy original) • Birth certificate and marriage contract (1 original) • Birth certificate of dependents (1 photocopy) • Scholastic/academic records (1 certified true copy original) • Notarized assets & liabilities statement (2 original) • Training certificates (1 photocopy each) 	<p>Downloadable from www.csc.gov.ph</p> <p>Concerned barangay COMELEC</p> <p>Health Center</p> <p>Ospital ng Muntinlupa Office of the City Health Officer PRC/SC/MARINA/LTO/NTC/CAAP/PNP/TESDA/ NAPOLCOM/CESB</p> <p>PSA/LCR</p> <p>PSA/LCR Last school attended/ CHED/ DEPED/ TESDA</p> <p>Downloadable/CHRMD Window</p>



Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
(A) Submit application with complete documents	Accept and record the application	-	5 minutes	Krissa Navarro Administrative Officer II Princess Fuentes Administrative Officer II
Receive the notification either personal and thru email	Issue the notification to unqualified and/or applicants with incomplete documents	-	Within 13 days after the deadline of submission of application	Rebeca P. Ramos Administrative Officer V
Qualified applicant to attend the written examination, and skills test if applicable	Conduct written examination, skills test and others if applicable	-	Within 3 working days	Elijah Rose Villareal Administrative Officer IV Thelma Mayuga Administrative Officer II Lorraine Anne Reyes Senior Administrative Assistant II
Qualified applicant to attend the HRMPSB Interview	Interview the qualified applicant	-	Within 5 working days	Human Resource Merit Promotion and Selection Board (HRMPSB)
Receive the result of assessment	Issue the notice of result	-	Within 8-10 working days after the interview	Rebeca Ramos Administrative Officer V
(B) Selected applicant to submit complete requirements	Check and accept complete requirements	-	Within 7 working days upon receipt of the result	Rebeca Ramos Administrative Officer V Elijah Rose Villareal Administrative Officer IV Thelma Mayuga Administrative Officer II Lorraine Anne Reyes Senior Administrative Assistant II



Appear to the schedule of oath taking and assumption to duty	Issue the appointment documents	-	arbitrary	Appointing Authority Elizabeth Gaviola CHRMD Acting Head Rebeca Ramos Administrative Officer V
Appear to the schedule of the onboarding orientation	Conduct orientation	-	Within 3 working days	Elizabeth Gaviola CHRMD Acting Head Rebeca Ramos Administrative Officer V
TOTAL			57 working days	



Processing of Employee's Attendance Regular, Casual, Job Order & Contractual (Biometric and Non-Biometric) every Cut-Off Period.

The office ensures the on-time and accurate compensation of employees every 15th and 30th of each month. The office receive, accept and process Daily Time Record (DTR) 3 days after every Cut-Off period of 10th and 25th, 15th and 30th of each month.

Office or Division :	Administrative Division, Payroll & Attendance Division, benefits & welfare Division			
Classification :	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail :	Active employees of the LGU Muntinlupa			
Cheklis of Requirement			Where To Secure	
Civil Service Form No. 48 (DTR) (2 original copies) Summary of Attendance Form (1 original copy)			Downloadable from www.csc.gov.ph , CHRMD Window Transaction area -	
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
Employees of all offices of LGU Muntinlupa submit the duly filled-out Daily Time Record and Summary of Attendance through their Admin Officer, 3 days after every cut-off period.	Receive all the Daily Time Record and Summary of Attendance of all offices/departments of LGU Muntinlupa on the scheduled deadline every cut-off period.	-	5 minutes/ per department	Krissa Navarro Administrative Officer II Princess Fuentes Administrative Officer II
	Record all the received Daily Time Record (DTR) and Summary of Attendance (SOA) per Department at the CHRMD's database for monitoring purposes.	-	6 minutes/per Department 153 Department total of 2 days all Department	Vea Carla Lendez Administrative Officer II
	Download the attendance of all employees registered in the biometric machine located at various offices of LGU Muntinlupa every cut-off period and upload attendance in the PMIPS.	-	1 day	Christopher Uy Administrative Officer II



Check for absences, tardiness and undertime of all the submitted Daily Time Record (DTR) of all employees of LGU Muntinlupa.	-	4 hours	Vea Carla Lendez Administrative Officer II Christopher Uy Administrative Officer II
Prepare Daily Time Report (DTR) report for each cut-off period in excel template which contains the dates of all employees' Absences, Tardiness and Undertime.	-	2 days	
Endorse the DTR report to the Benefits and Welfare Division for checking purposes against filed leave of absence.	-	2 minutes/per Employee total of 1 day	
Encode all absences, tardiness and undertime without filed leave in the payroll system (PMIPS) for possible salary deduction.	-	4 hours	
Process attendance of all employees (bio/non-bio) using the PMIPS prior to the cut-off period for payroll processing.	-	1 day	
TOTAL		5 days 8 hours & 5 minutes	



Processing of Locator Slip/Authority Slip

The locator slip/authority slip is used by employees of LGU Muntinlupa before going out of station or workplace under unavoidable circumstances and for attending trainings, seminar and for official business. Likewise for purposes of avoiding deductions of salary.

Office or Division :	Administrative Division & Payroll & Attendance Division			
Classification :	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail :	Active employees of the LGU Muntinlupa			
Cheklist of Requirement		Where To Secure		
Locator Slip/Authority Slip (QF-HRD-A01-01)		CHRMD, Window Transaction Area (1 original copy)		
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
All employees of LGU Muntinlupa are required to submit a duly filled-out locator slip to the CHRMD window transaction area in any circumstances of leaving their workplace, upon return to service or within 3 days for offices outside the City Hall.	Validate and Received the Locator slip of employee.	-	5 minutes	Krissa Navarro Administrative Officer II Princess Fuentes Administrative Officer II
	Process the submitted locator slip of employees by encoding them to the PMIPS.	-	1 day	Aisa De Luna Administrative Assistant II
TOTAL		1 day & 5 minutes Upon Receipt of the Documents		



Processing of Salary adjustment

The CHRMD recognizes the right of the employees to be properly compensated for the services they rendered. However, there are some instances that employees incurred deductions from their salary due to errors. The office is tasked to return the deducted amount after a proper verification.

Office or Division :		Payroll & Attendance Division & Benefits & Welfare Division		
Classification :		Simple		
Type of Transaction:		G2G - Government to Government		
Who may avail :		Active employees of the LGU Muntinlupa		
Cheklist of Requirement			Where To Secure	
Letter request for salary adjustment (1 original copy)			-	
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
Employees with concern on their salary undue deductions must submit a request letter and attach all necessary documents such as filed locator slip and leave of absence 5 days before every payroll process.	Receive, check and verify the request letter with all the attachments.	-	10 Minutes	Johnwin Landicho Senior Administrative Assistant I
	For complete and valid attachments, prepare adjustment form reflecting the amount of computation.	-	43 Minutes	
	Endorse duly filled-out adjustment form to the CHRMD Head for approval of the adjustments.	-	2 Minutes	



	All approved request for salary adjustment will be encoded in the PMIPS and will be adjusted the following pay day.	-	5 Minutes
TOTAL		1 Hour Upon Receipt of the Documents	



Processing of Overtime pay application.

Overtime pay is the compensation of service rendered beyond the prescribed regular 8 working hours. The CHRMD process the approved overtime for compensation, 5 days before every 30th of each month.

Office or Division :	Payroll & Attendance Division & Administrative Division			
Classification :	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail :	Active employees of the LGU Muntinlupa			
Cheklist of Requirement		Where To Secure		
Civil Service Form No. 48 (DTR) (2 original copies) Accomplishment Report (1 original copy) Approved letter request by City Mayor		Downloadable from www.csc.gov.ph , CHRMD Window Transaction area Repective office of Duty Mayor's Office		
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
Employees shall submit a letter to the Mayor's Office requesting for the approval of their Overtime request.	Validate and Receive the letter request from Mayor's office and all its attachments.	-	5 Minutes	Krissa Navarro Administrative Officer II Princess Fuentes Administrative Officer II
	Employees with approved request letter for overtime pay with complete and valid attachments, compute each DTR for the overtime rendered.	-	1 day	Christopher Uy Administrative Officer II
	Encode the computed overtime of each DTR in the PMIPS prior to the cut-off period for payroll processing.	-	1 day	
TOTAL		2 days & 5mins. Upon Receipt of the Documents		



Processing of RATA

To cover the incidental expenses of selected officials and employees in connection with the actual performance of their respective functions, the CHRMD accepts requirements for processing of Representation and Transportation Allowance every 15th and 30th of each month

Office or Division :	Payroll & Attendance Division & Administrative Division			
Classification :	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail :	Selected officials identified, identified in the General Provisions of the Annual Government Appropriations Act (GAA)			
Checklist of Requirement			Where To Secure	
Civil Service Form No. 48 (DTR) (2 original copies)			Downloadable from www.csc.gov.ph , CHRMD Window Transaction area	
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
Selected officials and employees shall submit to the CHRMD 2 original copies of duly filled-out DTR for RATA processing.	Receive and check the DTR for RATA.	-	5 Minutes	Johnwin Landicho Senior Administrative Assistant I
	Process RATA Payroll in excel format.	-	1 day	Johnwin Landicho Senior Administrative Assistant I
	Process Disbursement Voucher and Endorse to Admin. Division	-	5 Minutes	
		-		



	Process Obligation Request (OBR) and Endorse to Payroll Division.		5 Minutes	Cynthia Arevalo Senior Administrative Assistant II
	Endorse the Payroll of RATA to the CHRMD Head for approval	-	5 Minutes	Johnwin Landicho Senior Administrative Assistant I
	Endorse the approved payroll of RATA to the budget office for budget allocation.	-	5 Minutes	
TOTAL		1 days & 25mins. Upon Receipt of the Documents		



Processing of Hazard Pay

The CHRMD compensates employees for performing hazardous duties, involving a serious injury on their health and enduring physical hardships in the course of the performance of duties.

Office or Division :	Payroll & Attendance Division			
Classification :	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail :	Employees under the following offices: DAPCO, CITY VET , CHO			
Cheklist of Requirement		Where To Secure		
Civil Service Form No. 48 (DTR) (2 original copies) and Accomplishment Report		Downloadable from www.csc.gov.ph , CHRMD Window Transaction area		
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
Employees under the office of DAPCO, CITY VET AND CHO shall submit to the CHRMD 2 original copies of duly filled-out DTR for hazard pay processing.	Receive and check the DTR for hazard pay.	-	5 Minutes	Johnwin Landicho Senior Administrative Assistant I
	Process hazard pay payroll in excel format.	-	1 day	
	Process Disbursement Voucher and Endorse to Admin. Division	-	5 Minutes	
	Process Obligation Request (OBR) and Endorse to Payroll Division.	-	5 Minutes	Cynthia Arevalo Senior Administrative Assistant II
		-		



	Endorse the Payroll of hazard pay to the CHRMD Head for approval		5 Minutes	Johnwin Landicho Senior Administrative Assistant I
	Endorse the approved payroll of Hazard pay to the budget office for budget allocation.	-	5 Minutes	
TOTAL		- 1 days & 25mins. Upon Receipt of the Documents		



Request for Certificate of Employment for OSMUN (COE-OSMUN)

Office or Division :	Benefits & Welfare Division & Administrative Division			
Classification :	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail :	Active employees of the LGU Muntinlupa			
Checklist of Requirement		Where To Secure		
-		-		
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
Log in to Online Request Form : https://bit.ly/376xzt5	Generate request and Endorse to Benefits Division	-	1-2 Minutes	Princess Fuentes Administrative Officer II
	Verification of Employee or its Dependent Thru PMIPS/201 file.	-	5-10 Minutes	MA. THERESA Q. DESVARRO Senior Administrative Assistant I
	Record & print COE-OSMUN to Benefits Welfare Database.	-	1-2 Minutes	MA. THERESA Q. DESVARRO Senior Administrative Assistant I
	Endorse To CHRMD-Head for Signature of COE-OSMUN	-	1-2 Minutes	Elizabeth Gaviola CHRMD-Acting Head
	Release COE-OSMUN to Employee(depend to Availability of Employee)	-	1-2 Minutes	Princess Fuentes Administrative Officer II Krissa Navarro Administrative Officer II
TOTAL		9-18 mins. Per Employee		



Request for Certificate of Employment with Compensation

Office or Division :	Benefits & Welfare Division & Administrative Division			
Classification :	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail :	Active Employees of the LGU Muntinlupa			
Cheklist of Requirement		Where To Secure		
-		-		
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
Log in to Online Request Form : https://bit.ly/376xzt5	Generate request and Endorse to Benefits Division	-	1-2 Minutes	Princess Fuentes Administrative Officer II
	Verification of Employee or its Dependent Thru PMIPS/201 file.	-	5-10 Minutes	Alfredo Jandoc Jr. Senior Administrative Assistant II
	Printing Of Request (COE w/Compensation)	-	1-2 Minutes	Alfredo Jandoc Jr. Senior Administrative Assistant II
	Endorse To CHRMD-Head for Signature of COE w/compensation	-	1-2 Minutes	Elizabeth Gaviola CHRMD-Acting Head
	Release COE w/compensation to Employee(depent to Availability of Employee)	-	1-2 Minutes	Princess Fuentes Administrative Officer II Krissa Navarro Administrative Officer II
TOTAL		9-18 mins. Per Employee		



Request for Certificate of Employment (Active & In-Active Employees)

Office or Division :	Benefits & Welfare Division & Administrative Division			
Classification :	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail :	Active & In-Active employees of the LGU Muntinlupa			
Cheklist of Requirement		Where To Secure		
-		-		
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
Log in to Online Request Form : https://bit.ly/376xzt5	Generate request and Endorse to Benefits Division	-	1-2 Minutes	Princess Fuentes Administrative Officer II
	Verification of Employee or its Dependent Thru PMIPS/201 file.	-	5-10 Minutes	Alfredo Jandoc Jr. Senior Administrative Assistant II
	Printing Of Request (COE)	-	1-2 Minutes	
	Endorse To CHRMD-Head for Signature of COE	-	1-2 Minutes	Elizabeth Gaviola CHRMD-Acting Head
	Release COE to Employee(depent to Availability of Employee)	-	1-2 Minutes	Princess Fuentes Administrative Officer II Krissa Navarro Administrative Officer II
TOTAL		9-18 mins. Per Employee		



Request for Service Record (Active & In-Active Employees)

Office or Division :	Benefits & Welfare Division & Administrative Division			
Classification :	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail :	Active & In-Active employees of the LGU Muntinlupa			
Checklist of Requirement		Where To Secure		
-		-		
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
Log in to Online Request Form : https://bit.ly/376xzt5	Generate request and Endorse to Benefits Division	-	1-2 Minutes	Princess Fuentes Administrative Officer II
	Verification of Employee or its Dependent Thru PMIPS/201 file.	-	5-10 Minutes	Alfredo Jandoc Jr. Senior Administrative Assistant II
	Printing Of Request (SR)	-	1-2 Minutes	
	Endorse To CHRMD-Head for Signature of SR	-	1-2 Minutes	Elizabeth Gaviola CHRMD-Acting Head
	Release SR to Employee(depent to Availability of Employee)	-	1-2 Minutes	Princess Fuentes Administrative Officer II
TOTAL		-	9-18 mins. Per Employee	



Request for Certificate of Not Retiring for Three (3) Years

Office or Division :	Benedits & Welfare Division & Administrative Division			
Classification :	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail :	Active Plantilla Employees of the LGU Muntinlupa			
Cheklist of Requirement		Where To Secure		
-		-		
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
Sign in the Logbook	Endorse Logbook to Benefits Division	-	1-2 Minutes	Princess Fuentes Administrative Officer II Krissa Navarro Administrative Officer II
	Verification of Employee or its Dependent Thru PMIPS/201 file.	-	5-10 Minutes	Alfredo Jandoc Jr. Senior Administrative Assistant II
	Printing Of Request (Certificate of not retiring)	-	1-2 Minutes	Alfredo Jandoc Jr. Senior Administrative Assistant II
	Endorse To CHRMD-Head for Signature of Certificate of not retiring.	-	1-2 Minutes	Elizabeth Gaviola CHRMD-Acting Head
	Release Certificate of not retiring to Employee(depent to Availability of Employee)	-	1-2 Minutes	Princess Fuentes Administrative Officer II Krissa Navarro Administrative Officer II
TOTAL		9-18 mins. Per Employee		



Request for Certificate of Last Benefits Received

Office or Division :	Benedits & Welfare Division & Administrative Division			
Classification :	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail :	In-Active Employees of the LGU Muntinlupa			
Cheklist of Requirement		Where To Secure		
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
Sign in the Logbook	Endorse Logbook to Benefits Division	-	1-2 Minutes	Princess Fuentes Administrative Officer II Krissa Navarro Administrative Officer II
	Verification of Employee or its Dependent Thru PMIPS/201 file.	-	5-10 Minutes	Alfredo Jandoc Jr. Senior Administrative Assistant II
	Printing Of Request (Certificate of last Benefits Received)	-	1-2 Minutes	Alfredo Jandoc Jr. Senior Administrative Assistant II
	Endorse To CHRMD-Head for Signature of Certificate of last Benefits Received	-	1-2 Minutes	Elizabeth Gaviola CHRMD-Acting Head
	Release Certificate of last benefits received to Employee(depent to Availability of Employee)	-	1-2 Minutes	Princess Fuentes Administrative Officer II Krissa Navarro Administrative Officer II
TOTAL		-	9-18 mins. Per Employee	

Request for Abuloy

Office or Division :	Benedits & Welfare Division & Administrative Division			
Classification :	Simple			
Type of Transaction:	G2G - Government to Government G2C - Government to Client			
Who may avail :	Beneficiary of Deceased Employees of LGU Muntinlupa			
Cheklist of Requirement		Where To Secure		
Death Certificate (orginal plus 1 xerox) PSA Marriage Certificate (orginal plus 1 xerox) PSA Cenomar, if applicable (orginal plus 1 xerox) Birth Certificate of Dependent/s, if applicable (orginal plus 1 xerox) Funeral Receipts / Service Contract (orginal plus 1 xerox)		-		
Client Steps	Agency Action	Fee to be paid	Processing time	Person Responsible
Sumbit all Requirement needed.	Received all Requirement.	-	2-5 Minutes	Princess Fuentes Administrative Officer II Krissa Navarro Administrative Officer II
	Validating All Submitted Requirement.	-	5-10 Minutes	Alfredo Jandoc Jr. Senior Administrative Assistant II
	Advise the Deceased Employee using logbook to payroll division for scheduling of abuloy.	-	1-2 Minutes	
	Prepare Palibot Liham of Deceased Employee.	-	5-10 Minutes	
	Create 100 copy of Palibot Liham	-	10-15 Minutes	



Endorse Palibot Liham to Record office for Dissimination.	-	2-5 Minutes	Alfredo Jandoc Jr. Senior Administrative Assistant II
Prepare Certificate of abuloy and certify true copy of all Requirement to be sign by CHRMD head.	-	5-10 Minutes	
Endorse To CHRMD-Head for Signature of Certificate of abuloy and CTC of Requirement.	-	2-5 Minutes	
Release Certificate of abuloy and CTC of Requirement.(depent to Availability of Employee)	-	1-2 Minutes	Princess Fuentes Administrative Officer II Krissa Navarro Administrative Officer II
TOTAL		33mins -1 hr & 4 mins. Per Employee	