



Republic of the Philippines  
Province of Davao Occidental  
Municipality of Malita  
L50-Malita

## HUMAN RESOURCE MANAGEMENT OFFICE

### SERVICE OFFERED

#### • APPLYING FOR A VACANT POSITION AND SECURING APPOINTMENT PAPER

About the Service : Employment papers of persons who wish to enter the Municipal Government service are processed by the Human Resource Management Office. This include applying for a vacant position and securing appointment papers

Who may avail the Service : Qualified Applicants

What are the Requirements :

A. Applying for Vacant Position :

1. Application letter addressed to the Municipal Mayor specifying the position desired based on the list of vacancies at the Human Resource Management Office, 2nd Floor, Municipal Hall Bldg., Premises.
2. School Records/Credentials
3. Civil Service Examination Rating Report, if applicable
4. Personal Data Sheet (Form 212)
5. License, if applicable

B. Securing Appointment Papers

1. Three (3) copies of duly accomplished Personal Data Sheet (Form 212)
2. NBI Clearance
3. Medical Certificate
  - a. Blood Test – Blood Type
  - b. Chest X-Ray
  - c. Urinalysis
  - d. Drug Test; and
  - e. Neuro – psychiatric Exam (For Drive and Security Guards)

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstance)	PERSON IN CHARGE	FEE	FORM
1	Submit application letter together with all the requirements to the Human Resource Management Office	Receive, records the application letter together with all the requirements	5 mins	Receiving Clerk and or RSP Head	None	None
		Screen / evaluate all documents submitted	5 mins	HRM Officer	None	None
2	Follow-up the status of application submitted at the Human Resource Management Office	Entertain / inform the status of the applicant the schedule of the examination, interview by the HRMPSB Members in person	10 mins	HRM Officer and / or RSP Head	None	None

or online. And inform the applicant that they will be informed thru text messages, email and call of the schedule of the HRMPSB deliberation

3	Attend Pre-Qualification Examination during the Scheduled online or face-to-face examination	Conduct examination to all applicants thru online or face-to-face manner	1 hour	RSP Head	None	None
4	Attend HRMPSB Deliberation Interview Process	Conduct Interview to all applicants	30 mins to 1 hr per applicant	HRMPSB Members	None	None

**B. SECURING APPOINTMENT PAPERS**

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstance)	PERSON IN CHARGE	FEES	FORM
1	Submit all the required documents	* Receive all the required documents submitted	5 mins	RSP Head	None	
		* Scrutinize all the documents submitted	5 mins	RSP Head	None	

* Prepare the appointment paper together with the supporting documents submitted by the appointee	30 mins	RSP Head	None
* Final Check / review the prepared appointment together with the supporting documents submitted by the appointee	10 mins	RSP Head	None
* Submit the reviewed/checked documents and signed by the HRMO to the Office of the Mayor for signature and approval	5 mins	RSP Head HRM Officer	None
* Submit the reviewed/checked documents and signed by the Mayor to the Civil Service Commission Field Office with complete attachments	5 mins	HRM Officer	None
Pick-up the approved Appointment from the Civil Service Commission Field Office	1 day	HRM Officer	None

2      Receive Original copy of the Approved Appointment by signing on the duplicates      Release the approved Appointment      5 mins      RSP Head and/or HRMO Records Officer      None

• REQUEST FOR THE PRINTING OF LGU-MALITA IDENTIFICATION CARDS (Small & Large)

About the Service :      All employees of LGU-Malita are required to wear an Identification Card Produced and Printed by the HRM Office

Who may avail the Service :      All Employee of LGU-Malita (Permanent & J.O.)

Schedule of Availability Of the Service :      Monday to Friday, 8:00 AM to 5:00 PM  
NO NOONBREAK

Duration :      1 hour per ID

Total Fees/Charges :      None

How to Avail the Service:

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstance)	PERSON IN CHARGE	FEE	FORM
1	Fill-up the Identification Card Request form	Receive the ID Request Form and advise the requester to be ready for pictorials and signature capturing	5 Mins	HRMO I.T. Team		

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2	Pictorials and signature capturing	Check the data and take picture with signature capturing to be saved on the HRMO Data Center	10 mins	HRMO I.T. Team
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40 mins	HRMO I.T. Team
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3	Claim I.D. Cards	Release the ID Cards	5 mins	HRMO I.T. Team
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**NOTE: LOST IDENTIFICATION CARDS MUST BE REPORTED TO THE HRMO AND MUST SUBMIT AN AFFIDAVIT OF LOST IN ORDER TO SECURE ANOTHER FREE ID CARD FROM THE HRMO.**

**TRANSACTION END**

**• REQUEST FOR CERTIFICATION FROM HRMO FOR LOAN PURPOSES**

About the Service : Every Employees that processes Salary Loans to private banks and institutions needs certificates of Employment with Compensation, Employment, Leave Credits, No Pending Case & Service Records

Who may avail the Service : All Employee of LGU-Maita (Permanent & J.O.)

Schedule of Availability : Monday to Friday, 8:00 AM to 5:00 PM  
Of the Service : NO NOONBREAK

Duration

10 mins per certificate

Total Fees/Charges : P20.00 per Certificate more or less

How to Avail the Service:

STEP	APPLICANT / CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstance)	PERSON IN CHARGE	FEE	FORM
1	Fill-up the Request form for a. Certificate of Employment b. Certificate of Employment with compensation c. Certificate of Leave Credits d. Certificate of NO Pending Case e. Service Record	Process the request and print the Certificate needed	5 Mins	HRMO Div.		
2	Payment for the Certificate requested	Accept payment and forward the certificate for signature to the HRM Officer	5 mins	HRMO Div.		
3	Claim the Certificate	Release the Signed Certificate	5 mins	HRMO Div.		