

# HUMAN RESOURCE MANAGEMENT OFFICE

# CITIZEN'S CHARTER

Mandate Plans and directs the personnel program of the Local Government Unit of Malita, Davao Occidental. Performs a variety of complete tasks involving Administration Management and Operation of Personnel Records Keeping and maintains liaison with the Civil Service Commission, GSIS, HMDF, PHIC and other National Agencies.

Vision The Human Resource Management Office of the Local Government Unit of Malita shall be the Davao Occidental Province's core of Excellence for Strategic Human Resource and Organizational Development

Mission To assist the Local Chief Executive achieve the administration's objectives of fostering harmonious relationship with the human resources; to hire/employ capable and competent people and provide them with opportunities with advancement and self-development; assist/advise the Local Chief Executive in formulating policies and programs that will serve the requirements of employee's discipline and recommends appropriate proper administrative action to the Local Chief Executive; to provide technical assistance and services to the different departments in relation to their personnel functions in promoting satisfactory work environment; and to ensure that all employees are treated equally and fairly in the application of policies, rules and regulations and in rendering services to them regardless of Gender, Religion, Ethnicity and Circumstances of Disability.



# HUMAN RESOURCE MANAGEMENT OFFICE







HON. BRADLY L. BAUTISTA Municipal Mayor



### MR. FERDINAND AMULET T. PARKER Municipal Government Department Head

Municipal Government Department Head Human Resource Management Officer



### MS. GRETCHIN M. BIRONDO

Administrative Officer IV Recruitment, Selection, and Placement System Head Grievance and Administrative Division Secretariat



### MS. LEONICE L. CARNECER

Administrative Aide IV Performance Management System Head



### MR. CONRAD FISCHER D. OMANDAC

Administrative Aide IV Learning & Development System and Rewards & Recognition System Head



### MS. MINDASUL L. MARIANO

Administrative Assistant IV Leave Administration Division Head



### MR. HAROLD F. MAHINAY

Administrative Aide IV Information and Technology Division Head HRMO Procurement and Supply Officer



### MS. ELVIRA S. CHAVEZ

Administrative Assistant I HRMO Records Management Division Head



### MR. ROY M. CARBAJOSA

Job Order ARTA Action Officer



### MS. MARY ANN N. LORONO

Administrative Aide II Messenger



### MR. REDEN JAY N. DESABILLE

Administrative Aide II Reproduction Machine Operator I



## Republic of the Philippines Province of Davao Occidental Municipality of Malita



# HUMAN RESOURCE MANAGEMENT OFFICE

### **FUNCTIONAL CHART**

HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)

Support the development & implementation of HR initiatives and at HR Core Systems. Actively involved in Recruit He decided the Louis Actively involved in Recruit He decided the Louis He Hall He decided the Louis He Hall He Regulations and Review employment and working conditions of all departments under the LGU.

# RECRUITMENT, SELECTION & PLACEMENT SYSTEM, GRIEVANCE AND ADMINISTRATIVE DIVISION

A PLACEMENT SYSTEM.
ADMINISTRATE DIVISION
Prepartion of Publication
of Vaca Posting
Acceptance of Application
letters with corresponding
attachments
Process
Prepare and implement
Applicant's Written
Applicant's Written

"Manage and implement
Background investigations
of applicants
Prepare and implement
Background investigations
of applicants
Preparation of the
Control of the Control
Written

"Manage and implement Background investigation of
Preparation of the
Control of the Control
Written

"Submit of Prepare Control
The Control of Control
The Control of Control
The Control
T

S. Personneling functions as mandated by the HAM Office

ADMINISTRATION DIVISION

The paration of orders
pertaining Performers
pertaining Performation
of Terget Settings

The ceiving of Target Setting

The ceiving of DTR's with MPOR

The ceiving of DTR

as mandated by the HRMO

# REWARDS & RECOGNITION SYSTEM AND EMPLOYEES BENEFIT & WELFARE DIVISION

PIVISION

-Receives Nomation for Awards

-Secretariat for PRAISE
Committee Meetings and Deliberations

-Prepares Awards, Certificates and other forms of Awards

-Prepares Proposal for the Retirement Ring Annually

-recuitate on the distribution and awarding of awards during ist Monday Convocations and or fing Raising Ceremonical and or fing Raising Ceremonical of awards at the HRMO of awards at the HRMO Bulleting Board & other flatforms

-Prepares and awards Loyalty

Prepares and swards Layetty Bonuses.

recilitates on the procuremen of LGU-Malita Employee's uniforms
"Facilitate for the processing of ATM Select cards of the new i

appointed employees Does other administrative & Personneling functions a mandated by the HRM Officer

# LEARNING & DEVELOPMENT SYSTEM & RECORDS MANAGEMENT DIVISION

\*Conduct & Administer Learning Needs and or IDP \*Consolidate & Analyze the Results in the preparation of accomplished Learning Needs assessment Tools "Identify Developmental

\*Prepare L&D Plan "Distribute HRDC Nemination Forms Secretarist for Human Resour

Development Committee "Conducts Training \*Preopares Pre-Test and Post Test & Evaluation of

Training
Prepare Terminal Activity Report \*Prepare and submit Learning Action Plan

"Maintenance of 201 Files of LOU-Mainta Employees of LOU-Mailla Employees
Maintenance of all LGU-Maille
Employee's Records
"Numbering of Memorandum
Orders and Executive Orders
"Receiving of Incoming Communications
"Does other administrative
& Personneling functions

as mandated by the HRM Officer

# NFORMATION TECHNOLOGY AND GENERAL SERVICES DIVISION

"In-Charge for procurement of Supplies, Other Supplies, Equipments and other office

needs In-charge for the printing o Large and Small (dentification

Cards
"In-charge for the scanning 8
saving of all HRMO Data and saved & PDF Platform
"In-charge of Book Binding
and Machine Copying of
various Office Documents

in-charge for the maintenant of HRMO Stock Room in-charge for the maintenant of HRMO's Machinery and

or HRMO'S Machinery and Equipments
Mainte equipments
of HRM Office (House Keeping)
"Maintenance of HRMO
Face Recognition Time
Clock System
"Downton HRMO"
Clock System
and printing of the data
& distribution per offices
as attendance printout & as
"Does ther administrative
& Personneling functions
as manded by the HRM Offices Equipments

as mandated by the HRM Officer



## Republic of the Philippines Province of Davao Occidental Municipality of Malita



# HUMAN RESOURCE MANAGEMENT OFFICE

# SERVICE OFFERED

### APPLYING FOR A VACANT POSITION AND SECURING APOINTMENT 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 of the

Service

Applicant/s

What are the

Requirements?

## A. Applying for Vacant Position:

- Application letter addressed to the Municipal Mayor specifying the position desired
   based on the list of vacancies at the
   Human Resource Management Office, Ground 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)

Schedule of Availability

Of the Service

: Monday to Friday, 8:00 AM to 5:00 PM

NO NOONBREAK

Total Fees/Charges

: None

# How to Avail of the Service:

# A. APPLYING FOR A VACANT POSITION

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Norman Circumstance)	PERSON IN CHARGE	FEES	FORM
1.	Submit application letter together with all the	Received, records the application fetter together with all the requirements	5-10 minutes	Receiving Clerk	NONE	
	requirements to the Human Resource Management Office	Screen/evaluate all documents	10-15 minutes	HRM Officer	NONE	
2.	Follow-up status of application at the Human Resource Management Office	Inform the status of the applicant to come for an interview during the schedule PSB deliberation Inform the applicant through invitation letter/text message on the schedule PSB deliberation	Variable	HRM Officer 1	NONE	
3.	Go back to HRMO for interview during the schedule PSB deliberation	Interview the Applicant	Variable	Members of the PSB	NONE	

## **B. SECURING APPOINTMENT PAPERS**

1.	Submit all the required documents	*Receive all the required documents	5-10 minutes	Receiving Clerk	NONE
		*Scrutinize all the documents submitted	10-20 minutes		
A LEGIC TO THE		*Prepare the appointment paper together with the supporting document		HRM Officer	NONE
		*Final check/review the prepared appointment together with the supporting documents	10-20 minutes	Appointment Section	NONE
A second		*Submit the reviewed/ checked documents to the Office of the Mayor for signature/approval	10 minutes	HRM Officer	NONE
2.	Receive original copy of the approved appointment by signing on the duplicates copies as proof of receipt	Release the approve appointment	5-10 minutes	HRM Officer/appointme nt section	NONE
<u> </u>	·	END OF TRANSACTION	·		J

• SECURING SERVICE RECORD, CERTIFICATION OF EMPLOYMENT, OTHER CERTIFICATION AND DOCUMENTS, SUCH AS CERTIFICATES OF NO PENDING CASE, AUTHORITY TO TRAVEL ABROAD, ETC.

About the Service:

Service records and other Certification may be secured the Human Resource Management Office by the Municipal Officials and employees for purpose of applying for membership to the GSIS, HDMF (Pag-ibig), and Philhealth for obtaining loan from banks and other government and financial lending institutions; and for purpose of transferring in other government agencies, etc.

Schedule of availability

Of Service:

Monday to Friday, 8:00 AM to 5:00 PM, no noon break

Who May Avail of the

Service:

Officials and Employees of the Municipal Government and other Government agencies

What are the

Requirements?

None

Total Fees/Charges:

None

# How to Avail of the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under Normal Circumstance)	PERSON IN CHARGE	FEES	FORM
1	Request at the HRM Office	Retrieved the 201 file and prepare the document needed	10-30 minutes	General service Division In-charge	NONE	
2	Wait while the requested documents are being retrieved	*Retrieved/check/initial the papers/document requested  *Sign the prepared document requested  *If records are not available inform the client that the requested documents/records are not available	10-30 minutes 5-10 minutes	HRM Officer HRM Officer	NONE	
3	Claim the requested documents and sign the duplicate copy as proof of receipt	Release the document requested	5-10 minutes	HRM Officer	NONE	
		END OF TRANSACTION	·	±	L->	