



Republic of the Philippines  
Province of Davao Occidental  
Municipality of Malita

# **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

Organizational Structural



**HON. BRADLY L. BAUTISTA**  
Municipal Mayor



**MR. FERDINAND AMULET T. PARKER**  
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

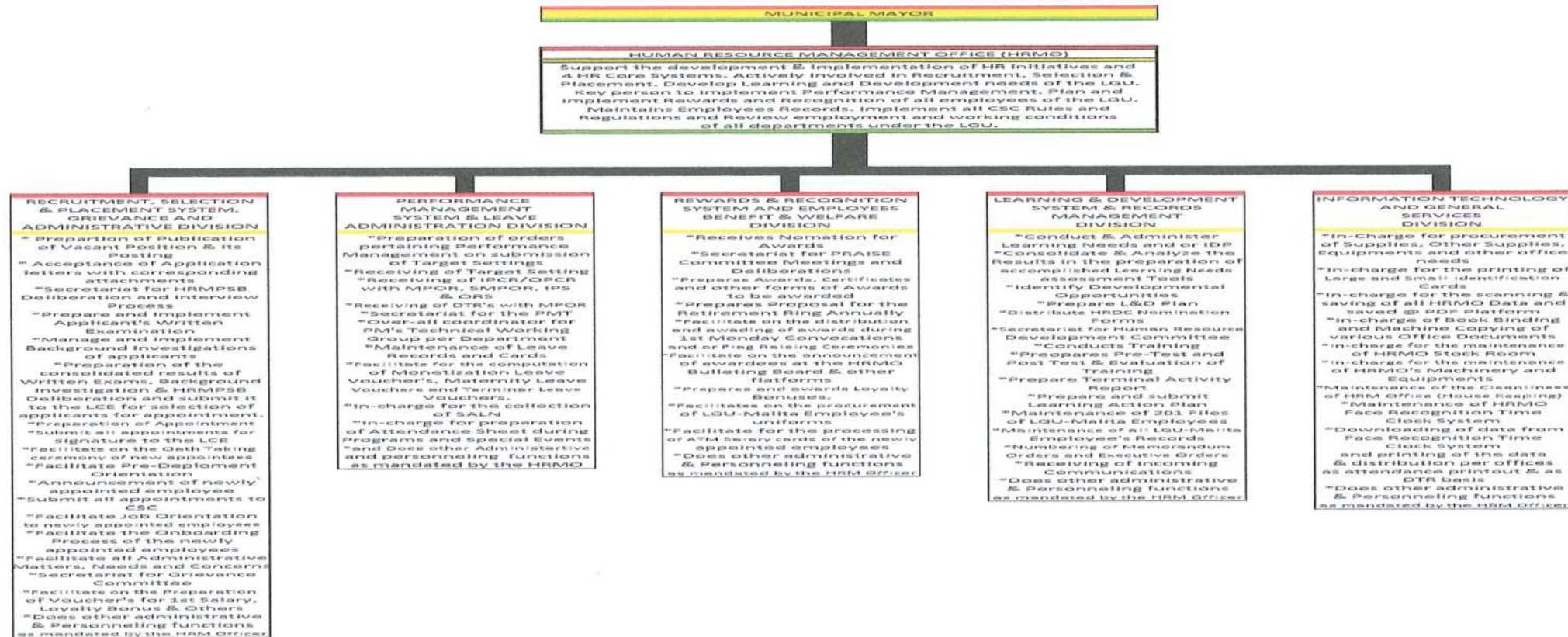


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# HUMAN RESOURCE MANAGEMENT OFFICE

## FUNCTIONAL CHART





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## 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:

1. 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 requirements to the Human Resource Management Office	Received, records the application letter together with all the requirements  Screen/evaluate all documents	5-10 minutes  10-15 minutes	Receiving Clerk  HRM Officer	NONE  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	
END OF TRANSACTION						

**B. SECURING APPOINTMENT PAPERS**

1.	Submit all the required documents	<p>*Receive all the required documents</p> <p>*Scrutinize all the documents submitted</p> <p>*Prepare the appointment paper together with the supporting document</p> <p>*Final check/review the prepared appointment together with the supporting documents</p> <p>*Submit the reviewed/ checked documents to the Office of the Mayor for signature/approval</p>	<p>5-10 minutes</p> <p>10-20 minutes</p> <p>10-20 minutes</p> <p>10 minutes</p>	<p>Receiving Clerk</p> <p>HRM Officer</p> <p>Appointment Section</p> <p>HRM Officer</p>	<p>NONE</p> <p>NONE</p> <p>NONE</p> <p>NONE</p>	
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/appointment section	NONE	
END OF TRANSACTION						



- **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	<p>*Retrieved/check/initial the papers/document requested</p> <p>*Sign the prepared document requested</p> <p>*If records are not available inform the client that the requested documents/records are not available</p>	<p>10-30 minutes</p> <p>5-10 minutes</p>	<p>HRM Officer</p> <p>HRM Officer</p>	NONE	
3	Claim the requested documents and sign the duplicate copy as proof of receipt	<ul style="list-style-type: none"> <li>Release the document requested</li> </ul>	5-10 minutes	HRM Officer	NONE	
END OF TRANSACTION						