## REQUEST A COPY OF POSITION DESCRIPTION FORM

Process wherein clients/employees are apprised with their functions, duties and responsibilities.

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| **Office or Division:** | HR/ Records Officer | | | |
| **Classification:** | (Simple) | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | |
| **Who may Avail:** | Faculty,  Personnel | | | |
| **Checklist of Requirements** | | **Where to Secure** | | |
| Request Form | | HR Office | | |
| **Client Steps** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Persons Responsible** |
| 1. Secure Request Form and Fill up the data needed | 1. The personnel in- charge receives the request form, reviews the completeness of requirements, and prepares the PDF. | 0 | 25 mins. | HR Staff  HR Office |
| 2. Client waits at the waiting area | 2. Review, signing by authorized officials, and authenticate the copy of PDF | 0 | 10 mins. | HRMO  HR Office  Records Officer  Records Office |
| 3. Receiving of the document | 3. Releasing of service record | 0 | 1 min | HR Staff  HR Office |
| **Total:** | | 0 | 36 minutes |  |

## REQUEST FOR CERTIFICATE OF EMPLOYMENT & COMPENSATION

Indication of first day of service, position and designation, compensation of employee concerned.

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| **Office or Division:** | HR | | | |
| **Classification:** | (Simple) | | | |
| **Type of Transaction:** | (G2C – Government to Citizen) | | | |
| **Who may Avail:** | Faculty,  Personnel | | | |
| **Checklist of Requirements** | | **Where to Secure** | | |
| Request form | | HR Office | | |
| **Client Steps** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Persons Responsible** |
| 1. Secure Request Form and Fill up the data needed | 1. The personnel in- charge receives the request form, reviews the completeness of requirements, and prepares the Service Record | 0 | 25 mins. | HR Staff  HR Office |
| 2. Client waits at the waiting area | 2. Review and signing by authorized officials | 0 | 10 mins. | HRMO  HR Office |
| 3. Receiving of the document | 3. Releasing of the document | 0 | 1 min | HR Staff  HR Office |
| **Total:** | | 0 | 36 minutes |  |

## PREPARATION OF SALARY PAYROLL AND OTHER BENEFITS

Processing of compensation of employees earned for the period including benefits entitlement

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| **Office or Division:** | HR | | | |
| **Classification:** | Simple | | | |
| **Type of Transaction:** | G2C – Government to Citizen | | | |
| **Who may Avail:** | Faculty,  Personnel | | | |
| **Checklist of Requirements** | | **Where to Secure** | | |
| Daily Time Record (DTR); Application for Leave; | | HR Office | | |
| Summary of Attendance | | Head of Office/ Immediate Supervisor | | |
| Approved Travel Order | | CEO | | |
| Certificate of Appearance | | Office visited | | |
| **Client Steps** | **Agency Action** | **Fees to be Paid** | **Processing Time** | **Persons Responsible** |
| 1. The client requests his/her printed DTR from the HR Office, accomplishes the DTR (attach TO/CA and Leave Form in case of travel and leave) to be signed by his/her immediate supervisor.   2. The immediate supervisor prepares the Summary of Attendance Report and submits it to the HRMO through his/her immediate supervisor not later than the 3rd working day of the month.   1. The client receives his/her salary through his/her bank account. | 1. The HR staff receives the DTRs and checks the completeness of the data reflected in the DTR including Travel Orders & Cert. of Appearance. 2. The HR Staff posts absences; tardiness/ under time in the leave card based on the Summary of Attendance for any deduction. 3. The HR staff prepares a summary list of employees w/out   DTR’s & supporting papers.   1. The HRMO   reviews and certifies | 0  Approval/ Granting of Benefits in accordance to DBM ruling. | 3 working days | *HR Staff, HRMO, CAO*  HR Office |

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|  | the correctness of summary of attendance.   1. The HRMO   check/validates the payroll prepared.   1. The HR Staff record & release the payroll, vouchers and remittances and forward to the Budget Office 2. The Budget Office prepares for the Obligation and Request Status and determines the fund code they used to pay salaries of the employees 3. The Budget office sends the obligated disbursement vouchers to the Accounting Office 4. The Accounting Office receives the transactions, and the Clerk responsible for the processing of salaries will review the payroll. 5. The CEO signs the payroll and be forwarded to the cashier’s office. |  |  |  |

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|  | 1. The Cashier will review, prepare and sign the LDAPs/ADAs and CHECKS. 2. The staff of the Cashier’s Office sends the signed CHECKs, VOUCHERS,   ADAs/LDAPS to the Office of the CEO for signing.   1. CEO’s staff returns all the documents to the Cashier’s Office once it is completely signed. 2. The Cashier’s Office will go to bank to deposit the LDAPs/ADAs. |  |  |  |
| **TOTAL:** | |  | 3 days |  |