



OFFICE OF THE CITY HUMAN RESOURCE MANAGEMENT OFFICER

Internal Services



1. REQUEST FOR CERTIFICATE OF EMPLOYMENT (COE) AND SERVICE RECORDS (SR)

Employees of the City Government of Meycauayan may request for a Certificate of Employment or Service Record for any legal purposes it may serve them such as for verification of their employment, loan applications, claiming of benefits, etc.

Office or Division:	City Human Resource Management Office				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government				
Who may avail:	Incumbent Officials and Employees of the City Government of Meycauayan				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. CHRMO Request Slip – 2 copies			City Human Resource Management Office, 5 th Floor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Encode the details of request to the computer database and receive the CHRMO request slip form	1. Assist in entering data in the computer database and issue CHRMO request slip form	None	10 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office	
2. Submit duly filled-out CHRMO request slip	2.1 Check and return CHRMO request slip with written scheduled date of release	None	5 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office	
	2.2 Retrieve employee service record and forward to assigned staff	None	5 minutes	Federic E. Montes Administrative Aide III City Human Resource Management Office	
	2.3 Prepare, print requested document and forward to the City Human Resource Management Officer or authorized personnel for review and signature	None	15 minutes	Loida B. Init Senior Administrative Assistant I Cristina L. Peña Administrative Assistant II	



				City Human Resource Management Office
	2.4 Review and sign requested document	None	1 working day	Judith S. Guevarra City Human Resource Management Officer Carmina C. Lim Administrative Assistant II City Human Resource Management Office
3. Return on the scheduled date, receive COE/SR and sign on the receiving copy (CHRMO request slip)	3. Release requested COE / SR	None	2 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
	Total	None	1 working day and 37 minutes	



2. REQUEST FOR LOCATOR AND PASS SLIPS

All departures from the assigned work stations during office hours for the purpose of attending official assignments/business (other than with travel order) should be made with a duly approved locator slip. Pass slip is to be requested for the purpose of leaving the office during office hours for personal transaction such as paying bills, going to the bank, etc.

Any employee who leaves her work station without any approved locator or pass slip shall be considered to have incurred an undertime or an unauthorized absence and shall subject him/her to appropriate disciplinary action if warranted.

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Who may avail:	Incumbent Officials and Employees of the City Government of Meycauayan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Locator Slip Form – 2 copies 2. Pass Slip Form – 2 copies		City Human Resource Management Office, 5 th Floor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Encode the details of official assignments / business or personal transaction on the computer database and receive the locator / pass slip form	1. Assist in entering data in the computer database and issue locator / pass slip form	None	10 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
2. Submit duly accomplished locator / pass slip at the City Administrator's Office at 4 th Floor for approval	2. Verify, record locator / pass slip and forward to the City Administrator for approval	None	10 minutes	Madel Angelica V. Ramos Administrative Staff Jennifer S. Mendoza Administrative Assistant I Pia S. Ramirez-Delos Santos City Administrator City Administrator's Office
3. Receive approved locator / pass slip	3. Release approved locator / pass slip	None	1 minute	Madel Angelica V. Ramos Administrative Staff



				Jennifer S. Mendoza Administrative Assistant I City Administrator's Office
	Total	None	21 minutes	

3. REQUEST FOR OVERTIME (OT) SERVICES

Employees who may accomplish tasks that cannot be done during regular hours can request an overtime (OT) pay.

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Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Incumbent Officials and Employees of the City Government of Meycauayan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Overtime Services Form – 2 copies		City Human Resource Management Office, 5 th Floor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Encode the details of request to the computer database and receive the request for OT services form	1. Assist in entering data in the computer database and issue request for OT services form	None	10 minutes	Ferdinand SJ. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
2. Submit duly accomplished Request for Overtime Services form with Department Head's signature	2.1. Receive duly accomplished request form and inform requestee to wait for the approval through call/text	None	5 minutes	Ferdinand SJ. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
	2.2. Compute tentative amount and forward to the City Human Resource Management Officer or authorized	None	2 working days	Gemma G. Carpon Administrative Aide I City Human Resource Management Office



	personnel for review and initial			
	2.3. Review and initial	None	1 working days	Judith S. Guevarra City Human Resource Management Officer Carmina C. Lim Administrative Assistant II City Human Resource Management Office
	2.4. Record to logbook and forward to the City Budget Office for budget appropriation	None	5 minutes	Ferdinand S.J. Rafols Driver / Messenger Federic E. Montes Administrative Aide III Gemma G. Carpon Administrative Aide I City Human Resource Management Office
	2.5. Review and sign	None	1 working day	Encarnita S. Angeles City Budget Officer City Budget Office
	2.6. Record to logbook and forward to the City Administrator's Office for recommending approval	None	5 minutes	Elena B. Inot Administrative Assistant II Crisanto E. Sanchez Administrative Aide III City Budget Office
	2.7. Review and sign	None	1 working day	Pia S. Ramirez-Delos Santos City Administrator City Administrator's Office
	2.8. Record to logbook and forward to the City Mayor's Office for approval	None	5 minutes	Jennifer S. Mendoza Administrative Assistant I



				Yolanda P. Baldomero Administrative Aide I City Administrator's Office
	2.9. Review and sign	None	1 working day	Atty. Henry R. Villarica City Mayor City Mayor's Office
	2.10. Record to logbook and forward to the City Human Resource Management Office	None	5 minutes	Hershey B. Hong Justine Nicole M. Trinidad Administrative Aide I City Mayor's Office
	2.11. Record to logbook and inform requestee of the status of request through call / text	None	5 minutes	Gemma G. Carpon Administrative Aide I City Human Resource Management Office
3. Proceed to City Human Resource Management Office, 5 th Floor, receive request and sign on the logbook	3. Release OT request	None	2 minutes	Ferdinand S.J. Rafols Driver / Messenger Federic E. Montes Administrative Aide III City Human Resource Management Office
	Total	None	6 working days and 42 minutes	



4. REQUEST FOR AVAILMENT OF COMPENSATORY TIME-OFF (CTO)

Compensatory Time-Off refers to the number of hours or days an employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay.

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Type of Transaction:		G2G - Government to Government		
Who may avail:		Incumbent Officials and Employees of the City Government of Meycauayan		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Compensatory Time-Off (CTO) Availment Request Form – 2 copies		City Human Resource Management Office, 5 th Floor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Encode details of request on the computer database and receive the CTO Availment request form	1. Assist in entering data in the computer database and issue CTO Availment request form	None	10 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
3. Submit duly accomplished CTO Availment request form with Department Head's signature	2.1 Check submitted documents, process and forward to the CHRM Officer or authorized personnel for review and signature	None	1 working day	Gemma G. Carpon Administrative Aide I City Human Resource Management Office
	2.2 Review and sign request	None	1 working day	Judith S. Guevarra City Human Resource Management Officer Carmina C. Lim Administrative Assistant II City Human Resource Management Office
	2.3 Record to logbook and forward to the City Administrator's Office for approval	None	5 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III



				City Human Resource Management Office
	2.4 Review and approve	None	1 working day	Pia S. Ramirez-Delos Santos City Administrator City Administrator's Office
	2.5 Record to logbook and forward to the City Human Resource Management Office	None	5 minutes	Jennifer S. Mendoza Administrative Assistant I City Administrator's Office
4. Receive employee's copy and sign on the logbook	2.6 Record to logbook and release employee's copy to concerned offices	None	1 hour	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
	Total	None	3 days, 1 hour and 20 minutes	



5. APPLICATION FOR LEAVE OF ABSENCE / MONETIZATION

Leave of Absence is a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI of Executive Order No. 292.

Application for leave of absence may be filed by the officials and employees of the City Government of Meycauayan with permanent, temporary, coterminous, contractual & casual status of appointment including elected officials.

Monetization refers to payment in advance under prescribed limits and subject to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave.

Officials and employees whether elective, permanent, co-terminous, temporary, contractual or casual, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days, provided, that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year.

Monetization of fifty percent (50%) of all the accumulated leave credits may be allowed for valid and justifiable reasons subject to the discretion of the City Mayor and the availability of funds, such as:

- a. Health, medical and hospital needs of the employee and the immediate members of his family
- b. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family
- c. Educational needs of the employee and the immediate members of his/her family
- d. Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family
- e. In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are enough to fulfill basic needs such as food, shelter and clothing



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Who may avail:	Incumbent Officials and Employees of the City Government of Meycauayan (elective, co-terminous, permanent, temporary, contractual, casual status of appointment)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished Leave Application Form (Civil Service Form No. 6 Revised 2020) - 1 original copy & 2 photocopies/duplicate copies	City Human Resource Management Office, 5 th Floor
Additional Requirements:	
For Sick Leave Application: 1. Medical Certificate (if filed in advance to undergo medical procedure or advised to rest or if absence from work is more than five (5) days) – 1 original copy & 1 photocopy 2. Duly Notarized Affidavit (in case medical consultation was not availed of) – 1 original copy & 1 photocopy For Special Emergency (Calamity) Leave Application: 1. Proof of damaged house or been stranded in affected areas – 1 original copy & 1 photocopy 2. Medical Certificate, if disease/illness of employee or caring of immediate family members is brought by natural calamity/disaster – 1 original copy & 1 photocopy For Solo Parent Leave Application: 1. Valid Solo Parent Identification Card – 1 certified true copy & 1 photocopy 2. Birth Certificate of the child/children – 1 certified true copy & 1 photocopy 3. Medical Certificate, if child/children is sick – 1 original copy & 1 photocopy For Maternity Leave Application: 1. Written Notice to the City Mayor of Pregnancy and availment of maternity leave at least thirty (30) days in advance, specifying the effectivity of the leave– 1 original copy & 1 photocopy 2. Proof of pregnancy (ultrasound or doctor's certificate on the expected delivery date) – 1 original copy & 1 photocopy	Attending Physician Notary Public To be provided by the employee Attending Physician City Social Welfare and Development Office, 2 nd Floor Local / City Civil Registrar Attending Physician To be provided by the employee Attending Physician City Social Welfare and Development Office, 2 nd Floor



<p>3. Valid Solo Parent Identification Card (for qualified female solo parent) – 1 certified true copy & 1 photocopy</p> <p>For Extended Maternity Leave Application:</p> <p>1. Written Notice to the City Mayor at least forty-five (45) days before the end of the maternity leave – 1 original copy & 1 photocopy</p> <p>For Allocation of Maternity Leave Credits:</p> <p>1. Notice of Allocation of Maternity Leave Form (CS Form No. 6a, series of 2020), if maximum of seven (7) days from the 105-day maternity leave will be allocated to the child's father/alternate caregiver) – 1 original copy & 1 photocopy</p> <p>2. Proof of Relationship</p> <ul style="list-style-type: none"> ▪ Marriage Certificate (for the child's father) – 1 certified true copy & 1 photocopy ▪ Certificate of Live Birth (for alternate caregiver who may be a relative of the employee sharing the same household) – 1 certified true copy & 1 photocopy ▪ Barangay Certificate stating that current partner or alternate caregiver is sharing the same household – 1 original copy & 1 photocopy <p>3. In the event the female employee dies or is permanently incapacitated:</p> <ul style="list-style-type: none"> ▪ Death Certificate – 1 certified true copy & 1 photocopy ▪ Medical Certificate or Abstract – 1 original copy & 1 photocopy <p>For Paternity Leave Application:</p> <p>1. Marriage Certificate – 1 certified true copy & 1 photocopy</p> <p>2. Birth Certificate of the newborn child – 1 certified true copy & 1 photocopy</p> <p>3. Medical Certificate with pathology report in case of miscarriage showing the actual date of delivery – 1 original copy & 1 photocopy</p> <p>For Adoption Leave Application:</p> <p>1. Pre-Adoptive Placement Authority, if leave will be availed of before the grant of petition for adoption – 1 authenticated copy & 1 photocopy</p>	<p>To be provided by the employee</p> <p>City Human Resource Management Office, 5th Floor</p> <p>Local / City Civil Registrar</p> <p>Local / City Civil Registrar</p> <p>Barangay Hall, where the employee resides</p> <p>Local / City Civil Registrar</p> <p>Attending Physician</p> <p>Local / City Civil Registrar</p> <p>Local / City Civil Registrar</p> <p>Attending Physician or Midwife</p> <p>Department of Social Welfare and Development (DSWD)</p> <p>Proper Court</p>
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<p>2. Decree of Adoption, if leave is availed after the grant of the petition for adoption – 1 authenticated copy & 1 photocopy</p>	
<p>For Special Leave Benefits for Women Application:</p>	<p>Attending Physician</p>
<p>1. Medical Certificate reflecting the gynecological disorder, histopathological report, operative technique used for the surgery, the duration of the surgery including the peri-operative period (period of confinement around surgery) and estimated period of recuperation of the employee – 1 original copy & 1 photocopy</p> <p>2. Medical Certificate reflecting that the female employee is physically fit to assume the duties of her position, upon the employee's return to work – 1 original copy & 1 photocopy</p>	<p>Attending Physician</p> <p>Barangay Hall where the application for protection order has been filed</p>
<p>For VAWC Leave Application:</p>	<p>Trial Court where the application for TPO/PPO has been filed</p>
<p>1. Barangay Protection Order (BPO - 1 original copy & 1 photocopy or</p>	<p>Barangay Captain/Councilor or Prosecutor or the Clerk of Court where the BPO/TPO/PPO has been filed</p>
<p>Temporary/Permanent Protection Order (TPO/PPO) – 1 original copy & 1 photocopy or</p>	<p>Philippine National Police (PNP)</p>
<p>Certification that the application for the BPO/TPO/PPO has been filed, if the protection order is not yet issued by the barangay or the court – 1 original copy & 1 photocopy or</p>	
<p>Police Report specifying the details of the occurrence of violence on the victim, in the absence of the BPO/TPO/PPO or the Certification from Barangay – 1 original copy & 1 photocopy</p>	<p>Attending Physician</p>
<p>2. Medical Certificate – 1 original copy & 1 photocopy</p>	<p>Registrar's Office of the School attended</p>
<p>For Study Leave Application:</p>	<p>Supreme Court or Professional Regulation Commission</p>
<p>1. Bachelor's degree diploma – 1 certified true copy & 1 photocopy</p>	<p>Registrar's Office of the School Attended</p>
<p>2. Application form for taking the bar or board examinations – 2 photocopies or Registration Certificate, for completing the Master's Degree – 2 photocopies</p>	<p>To be provided by the employee</p>
	<p>Barangay Hall or Philippine National Philippine (PNP)</p>



<p>For Rehabilitation Privilege/Leave Application:</p> <ol style="list-style-type: none"> 1. Letter addressed to the City Mayor – 1 original copy & 1 photocopy 2. Barangay or Police Report – 1 original copy & 1 photocopy 3. Medical Certificate on the nature of the injuries, the course of treatment involved and the need to undergo rest, recuperation and rehabilitation – 1 original copy & 1 photocopy 4. Written concurrence of a government physician for recommendation of rehabilitation, if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation – 1 original copy & 1 photocopy 	<p>Attending Physician</p> <p>Government Physician</p> <p>Government / Private Physician</p>
<p>For application of absences due to Quarantine and/or Treatment of COVID-19:</p> <ol style="list-style-type: none"> 1. Certificate, indicating that the employee has submitted himself/herself for monitoring/investigation, as applicable (for close contact) – 1 original copy & 1 photocopy 2. Quarantine Certificate – 1 original copy & 1 photocopy 3. Medical Certificate, indicating that the employee is cleared to report back to work – 1 original copy & 1 photocopy 4. Medical Records showing that the employee was treated of the COVID-19 (for those under treatment) – 1 original copy & 1 photocopy 5. Reverse Transcription Polymerase Chain Reaction (RT-PCR) Test Result (for infected or identified as close contact of a suspect, probable and/or confirmed case while in the performance of official functions) – 2 photocopies 6. Vaccination Card (for those fully vaccinated) – 2 photocopies 7. Barangay Contact Tracing form (for those infected or identified as close contact or a suspect, probable and/or confirmed case due to personal activities) – 1 original copy & 1 photocopy 	<p>Local Quarantine / Health Official</p> <p>Government / Private Physician</p> <p>Government / Private Physician</p> <p>Laboratory where test was done</p> <p>To be provided by the employee</p> <p>Barangay Hall where the employee resides</p> <p>Vaccination Operations Center or Vaccination Site</p>
<p>For application of absences due to COVID-19 Vaccination and/or Adverse Events following Immunization of COVID-19 Vaccine:</p> <ol style="list-style-type: none"> 1. Immunization / Vaccination Card, with indicated information on the local vaccination operations center or vaccination site – 2 photocopies 	<p>Attending Physician</p>



<p>2. Medical Certificate and/or clinical abstract indicating the diagnosis, management done and number of days of recuperation needed with physicians contact information (for serious AEFIs) – 1 original copy & 1 photocopy</p> <p>3. Medical Certificate indicating that the employee underwent observation due to AEFI (for non-serious or minor AEFIs) – 1 original copy & 1 photocopy</p>	<p>Physician at the vaccination center or medical facility</p>
<p>For leave application of more than thirty (30) days:</p> <p>1. Duly Accomplished Clearance Form (CS Form No. 7 Revised 2018) – 3 originally signed copies</p> <p>2. Duly Accomplished Hand-Over Form – 1 original copy & 2 photocopies</p> <p>3. Medical Certificate, if for medical reason – 1 original copy & 1 photocopy</p>	<p>City Human Resource Management Office, 5th Floor</p> <p>City Human Resource Management Office, 5th Floor</p> <p>Attending Physician</p>
<p>For leave application when travelling abroad:</p> <p>a. Unofficial Trip of Less than three (3) months and no emergency or crisis</p> <p>1. Request Letter to the Local Chief Executive stating the employee's full name, position title/designation, country or destination, duration and purpose of travel – 1 original copy</p> <p>2. Duly Notarized Affidavit attesting that no administrative charge or criminal case has been filed or is pending against the applicant – 1 original copy</p> <p>3. Oath of Undertaking, when the applicant has a pending case – 1 original copy</p> <p>4. Medical Certificate, if for medical reason – 1 original copy</p> <p>5. Foreign Travel Authority (FTA) – 1 copy</p>	<p>To be provided by the employee</p> <p>Notary Public</p> <p>Notary Public</p> <p>Attending Physician</p> <p>City Mayor (for all officials and employees) Provincial Governor (if applicant is City Mayor)</p>
<p>b. Unofficial Trip of More than three (3) months and during periods of emergency or crisis</p> <p>1. Request Letter to the Local Chief Executive stating the employee's full name, position title/designation, country or destination, duration and purpose of travel – 1 original copy & 2 photocopies/duplicate copies</p> <p>2. Duly Notarized Affidavit attesting that no administrative charge or criminal case has</p>	<p>To be provided by the employee</p> <p>Notary Public</p>



been filed or is pending against the applicant – 1 original copy & 2 photocopies or 3. Oath of Undertaking, when the applicant has a pending case – 1 original copy & 2 photocopies 4. Medical Certificate, if for medical reason – 1 original copy & 2 photocopies 5. Citizen's Charter Service Request Form – 2 original copies 6. Foreign Travel Authority (FTA) – 2 copies		Notary Public Attending Physician City Human Resource Management Office, 5 th Floor Or download at www.fta.dilg.gov.ph Secretary of the Interior and Local Government (SILG)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Encode details of leave in the computer database and receive leave application form.	1. Assist the employee in encoding details of leave and issue leave application form.	None	10 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
2. Submit the duly accomplished leave form and attached all required documents.	2.1 Check submitted documents and forward to leave processor.	None	5 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
	2.2 Process and forward to the City Human Resource Management Officer or authorized personnel for checking and signature.	None	4 hours	Gemma G. Carpon Administrative Aide I City Human Resource Management Office
	2.3 Check and sign	None	1 working day	Judith S. Guevarra City Human Resource Management Officer Carmina C. Lim Administrative Assistant II City Human Resource Management Office



	2.4	Record to logbook and forward to the City Administrator for initial.	None	15 minutes	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III Gemma G. Carpon Administrative Aide I City Human Resource Management Office
	2.5	Review and initial	None	1 working day	Pia S. Ramirez-Delos Santos City Administrator City Administrator's Office
	2.6	Record to logbook and forward to the City Mayor's Office for approval	None	30 minutes	Jennifer S. Mendoza Administrative Assistant I City Administrator's Office
	2.7	Approve leave application	None	1 working day	Atty. Henry R. Villarica City Mayor City Mayor's Office
	2.8	Record to logbook and forward to the City Human Resource Management Office	None	30 minutes	Hershey B. Hong Justine Nicole M. Trinidad Administrative Aide I City Mayor's Office
3. Receive employee's copy	3.	Record to logbook and release employee's copy to concerned offices	None	1 hour	Ferdinand S.J. Rafols Driver / Support Staff Federic E. Montes Administrative Aide III City Human Resource Management Office
	Total		None	4 days and 7 hours	