



Provincial Human Resource Management & Development Office



1. Renewal of Job Order Appointment

Preparation of Renewal of Job Order Appointment

Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Recommendation Letter (2 copies)			Department Head of requesting office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Recommendation Letter from the Head of Office	1.Receives recommendation letter	None	2 Minutes	Graciano S. Flamiano, Jr. HRMO I
	1.1 Prepares Appointment	None	20 Minutes	Marilou T. Centino HRMO II
	1.2 Routes to PHRMDO for signature	None	1 Minutes	Graciano S. Flamiano, Jr HRMO I
	1.3 Signs the appointment	None	4 Minutes	Eugenie P. Pusing Department Head
	1.4 Routes to PBO for further processing	None	3 Minutes	Graciano S. Flamiano, Jr HRMO I
TOTAL:		None	30 Minutes	



2. Preparation of Endorsement for Retirement

Preparation of Retirement Endorsement for approval of the Provincial Governor

Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter of Intent (2 copies)			Concerned Employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits letter of intent	1. Receives letter of intent	None	2 Minutes	Graciano S. Flamiano, Jr HRMO I
	1.1 Prepares endorsement for retirement	None	6 Minutes	Marilou T. Centino HRMO II
	1.2 Routes to PHRMDO for review	None	1 Minute	Graciano S. Flamiano, Jr HMRO I
	1.3 Reviews endorsement	None	3 Minutes	Eugenie P. Pusing Department Head
	1.4 Routes to Provincial Administrator's Office for further processing	None	3 Minutes	Graciano S. Flamiano, Jr HRMO I
TOTAL:		None	15 Minutes	



3. Preparation of Endorsement for Resignation

Preparation of endorsement for Resignation Letter for approval of the Provincial Governor

Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Resignation Letter (2 copies)			Concerned Employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits resignation letter	1.Receives resignation letter	None	2 Minutes	Graciano S. Flamiano, Jr HRMO I
	1.1 Prepares endorsement for resignation	None	6 Minutes	Marilou T. Centino HRMO II
	1.2 Routes to PHRMDO for review	None	1 Minute	Graciano S. Flamiano, Jr HRMO I
	1.3 Reviews endorsement	None	3 Minutes	Eugenie P. Pusing Department Head
	1.4 Routes to Provincial Administrator's Office for further processing	None	3 Minutes	Graciano S. Flamiano, Jr HRMO I
TOTAL:		None	15 Minutes	



4. Preparation of Reassignment Order

Preparation of Reassignment Order for approval of the Provincial Governor

Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Reassignment Order (2 copies)			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits instructions for Reassignment	1.Receives instructions for reassignment	None	2 Minutes	Graciano S. Flamiano, Jr HRMO I
	1.1Prepares Reassignment Order	None	6 Minutes	Marilou T. Centino HRMO II
	1.2Routes to PHRMDO for review	None	1Minute	Graciano S. Flamiano, Jr HRMO I
	1.3Reviews endorsement	None	3 Minutes	Eugenie P. Pusing Department Head
	1.4Routes to Provincial Administrator's Office for further processing	None	3 Minutes	Graciano S. Flamiano, Jr HRMO I
TOTAL:		None	15 Minutes	



5. Preparation of Job Order Original Appointment

Preparation of Job Order original appointment of selected most qualified candidates for hiring.

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Selected qualified candidates			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>2 sets of the following(1set original, 1 set photocopy)</p> <ol style="list-style-type: none"> 1. Accomplished form 212(PDS)-notarized 2. Accomplished form 211 3. Sworn Statement of Assets, Liabilities and Networth – notarized 4. Barangay Clearance. 5. Police Clearance. 6. Mayor’s Clearance. 7. Authenticated Transcript of Records(TOR)-photocopy 8. Certificate of eligibility, if any – photocopy 9. PRC ID, if any – photocopy 10. Clearance from previous employer. 11. 2 White long folder 12. 1 documentary stamp. 		Clients Documents		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the complete requirements	1. Reviews the requirements	None	5 Minutes	Jovin P. Baranggan HRMO I
	1.1 Data build-up of PDS in the HR Information System.	None	10 Minutes	Jovin P. Baranggan HRMO I



	1.2 Prepares the electronic 1.3 original Job Order appointment.	None	10 Minutes	Jovin P. Baranggan HRMO I
	1.4 Routes to Department Head for Signature.	None	5 Minutes	Jovin P. Baranggan HRMO I
	1.5 Releases/routes to PBO for further processing	None	5 Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	35 Minutes	



6. Issuance of Certificate of Employment

Issuance of certification of employment per request of employees'

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Official Receipt (1 copy original)			Provincial Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fills-out requisition slip	1. Checks against employees' records.	None	2 Minutes	Jovin P. Baranggan HRMO I
	1.1 Prepares the certification	None	10 Minutes	Jovin P. Baranggan HRMO I
	1.2 Routs to Department Head for approval.	None	2 Minutes	Jovin P. Baranggan HRMO I
	1.3 Signs the certification	None	5 Minutes	Eugenie P. Pusing Department Head
	1.4 Releases the certification	None	1 Minute	Jovin P. Baranggan HRMO I
TOTAL:		None	20Minutes	



7. Issuance of Certificate of Oneness

Issuance of certification of oneness per request of employees'

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Official Receipt (1 copy original)			Provincial Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fills-out requisition slip	1. Checks against employees' records	None	2 Minutes	Jovin P. Baranggan HRMO I
	1.1 Prepares the certification	None	10 Minutes	Jovin P. Baranggan HRMO I
	1.2 Routs to Department Head for approval	None	2 Minutes	Jovin P. Baranggan HRMO I
	1.3 Signs the certification	None	5 Minutes	Eugenie P. Pusing Department Head
	1.4 Releases the certification.	None	1 Minute	Jovin P. Baranggan HRMO I
TOTAL:		None	20Minutes	



8. Issuance of Certificate of Beneficiaries

Issuance of certification of oneness per request of employees'

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Official Receipt (1 copy original)			Provincial Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fills-out requisition slip	1. Checks against employees' records.	None	2 Minutes	Jovin P. Baranggan HRMO I
	1.1 Prepares the certification.	None	10 Minutes	Jovin P. Baranggan HRMO I
	1.2 Routs to Department Head for approval.	None	2 Minutes	Jovin P. Baranggan HRMO I
	1.3 Signs the certification.	None	5 Minutes	Eugenie P. Pusing Department Head
	1.4 Releases the certification.	None	1 Minute	Jovin P. Baranggan HRMO I
TOTAL:		None	20Minutes	



9. Issuance of Service Records

Issuances of Service Records per request of employees.

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C			
Who may avail:	All PGLDN Permanent and Casual Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt (1 copy original)		Provincial Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fills-out requisition slip	1. Checks against employees' records	None	2 Minutes	Jovin P. Baranggan HRMO I
	1.1 Prepares the Service Records	None	20 Minutes	Jovin P. Baranggan HRMO I
	1.2 Routs to Department Head for approval	None	2 Minutes	Jovin P. Baranggan HRMO I
	1.3 Signs the Service Records	None	5 Minutes	Eugenie P. Pusing Department Head
	1.4 Release the Service Records.	None	1 Minute	Jovin P. Baranggan HRMO I
TOTAL:		None	30 Minutes	



10. Preparation of GSIS Membership

Preparations of GSIS membership of new casual and permanent PGLDN employees, submit to GSIS membership department for creation of member data.

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Permanent and Casual Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Membership Form (1 copy original)		PHRMDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the fills-out GSIS membership form	1. Reviews the filled-out form	None	5 Minutes	Jovin P. Baranggan HRMO I
	1.1 Encodes the data to GSIS WebMSP electronic form	None	5 Minutes	Jovin P. Baranggan HRMO I
	1.2 Uploads and submit to GSIS WebMSP system for verification and approval	None	5 Minutes	Jovin P. Baranggan HRMO I
	1.3 Checks for the result of uploaded request review and re-upload if error occurs. 1.4 (Next working day)	None	5 Minutes	Jovin P. Baranggan HRMO I



	1.5 Download the created membership welcome letter.	None	5 Minutes	Jovin P. Baranggan HRMO I
	1.6 Released the GSIS welcome letter to member.	None	5 Minutes	Jovin P. Baranggan HRMO I
TOTAL:		None	30Minutes	

11. Confirmation GSIS Loan application



Confirmations of GSIS loan application of Provincial Government of Lanao del Norte GSIS member's employees.

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All GSIS members PGLDN employees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Net Take Home Pay (1 copy original)		Provincial Accountant's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits of Certificate of Net Take Home Pay	1. Checks the certificate Net take homepay	None	5 Minutes	Eugenie P. Pusing Department Head Jovin P. Baranggan HRMO I Maria Jesusa A. Gupit HRMO II
	1.1 Certifies and approves the loan application in the GSIS AAO certification website	None	5 Minutes	Eugenie P. Pusing Department Head Jovin P. Baranggan HRMO I Maria Jesusa A. Gupit HRMO II
	1.2 Informs the loan applicant the further process	None	5 Minutes	Eugenie P. Pusing Department Head Jovin P. Baranggan HRMO I Maria Jesusa A. Gupit HRMO II
TOTAL:		None	15 Minutes	

12. Updating of GSIS Members master data



Updating PGLDN employees master data in the WebMSP system of GSIS.

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All GSIS members PGLDN employees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-out form (1 copy only)		PHRMDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits of fills-out form	1. Encodes the data to GSIS WebMSP electronic form	None	10 Minutes	Jovin P. Baranggan HRMO I
	1.1 Uploads the filled electronic form to WebMSP for validation	None	5 Minutes	Jovin P. Baranggan HRMO I
	1.2 Informs the member the result of validation	None	5 Minutes	Jovin P. Baranggan HRMO I
	1.3 Checks for the result of uploaded request. (next working Days)	None	5 Minutes	Jovin P. Baranggan HRMO I
	1.4 Informs the member of the result.	None	5 Minutes	Jovin P. Baranggan HRMO I
TOTAL:		None	30 Minutes	

13. Request for Employment Verification – phone call



Employment verification of existing and previous employees of the Provincial Government of Lanao del Norte.

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2B – External, G2C,C2C			
Who may avail:	Employees (Private, Government)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Company and Verifier Details			Client's Documents	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Provides his/her identity and company details.	1. Verifies in the system and provides the data needed.	None	15 Minutes	Jovin P. Baranggan HRMO I
TOTAL:		None	15 Minutes	

14. Request for Employment Verification – walk-in



Employment verification of existing and previous Provincial Government of Lanao del Norte employees.

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2B – External, G2C,C2C			
Who may avail:	Employees (Private, Government)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Company ID / Verifier personal details			Client's Documents	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Presents his/her ID and proof of company details.	1. Accepts and verifies in the system and provides the data needed.	None	15 Minutes	Jovin P. Baranggan HRMO I
TOTAL:		None	15 Minutes	

15. Request for Employment Verification – email



Employment verification of existing and previous Provincial Government of Lanao del Norte employees.

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2B – External, G2C,C2C			
Who may avail:	Employees (Private, Government)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Company ID / Verifier personal details		Client's Documents		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits an electronic mail containing the details of requests.	1. Acknowledges receipt, download the attachments, verify and fill up forms of the data needed.	None	15 Minutes	Jovin P. Baranggan HRMO I
TOTAL:		None	15 Minutes	

16. Receiving of Application Documents



Review and receive application documents for database and for preliminary evaluation.

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2C, G2G			
Who may avail:	All citizen (Private, Government)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Letter (1 copy original) 2. Resume (1 copy original) 3. Transcript of Records (photocopy 1 copy original) 4. Certificate of training, if any (1 copy original)			Client's Documents	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit complete documents.	1. Reviews the completeness of documents.	None	3 Minutes	Jovin P. Baranggan HRMO I
2. Signed in the logbook.	2. Receives application documents	None		
TOTAL:		None	3 Minutes	

17. Attending to queries of applicants – walk-in

Attending to queries of walk-in applicants.



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2B – External			
Who may avail:	All citizen			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Walk-in applicants			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Signs in the logbook	1. Attends the queries and provides the information needed.	None	3 Minutes	Jovin P. Baranggan HRMO I
TOTAL		None	3 Minutes	

18. Attending to queries of applicants – phone call

Attending to queries of applicants thru phone call.



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2B – External			
Who may avail:	All citizen			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Identity details			Clients Documents	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Provides the details of queries.	1. Attends the queries and provides the information needed.	None	5 Minutes	Jovin P. Baranggan HRMO I
TOTAL		None	5 Minutes	

19. Attending to queries of applicants – email

Attending to queries of applicants thru email.



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2C			
Who may avail:	All citizen			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Email queries.			Clients Documents	
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Provides the details of queries.	1. Acknowledges the email and provides the information needed.	None	5 Minutes	Jovin P. Baranggan HRMO I
TOTAL		None	5 Minutes	

20. Conduct of Pre-qualifying Examination

Conduct of prequalifying examination of qualified applicants.



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2C			
Who may avail:	All citizen			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Documents (1 copy only)			Clients Documents	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Reviews the qualification of the position, if qualified. 2. Attends to examination schedule.	1. Reviews the applicants' details.	None	5 Minutes	Jovin P. Baranggan HRMO I Maria Jesusa A. Gupit HRMO II
	2. Conducts examination.	None	1 Hour 45 Minutes	
	2.1 Checks answered sheets of applicants.		5 Minutes	
	3. Posts ranked results.	None	5 Minutes	
TOTAL		None	2 Hours	

21. Preparation of Special Order

Preparation of Special Order for approval of the Provincial Governor



Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Special Order (1 copy original)			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits instructions for Reassignment	1.Receives instructions for preparation of Special Order	None	2 Minutes	Graciano S. Flamiano, Jr HRMO I
	1.1Prepares Special Order	None	16 Minutes	Marilou T. Centino HRMO II
	1.2Routes to PHRMDO for review	None	1 Minutes	Graciano S. Flamiano, Jr HMRO I
	1.3Reviews Special Order	None	8 Minutes	Eugenie P. Pusing Department Head
	1.4Routes to Provincial Administrator's Office for further processing	None	3 Minutes	Graciano S. Flamiano, Jr HRMO I
TOTAL:		None	30 Minutes	

22. Preparation of Contract of Consultancy

Preparation of Contract of Consultancy for approval of the Provincial Governor



Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Personal Data Sheet (1 copy original)			Concerned party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits instructions for Contract of Consultancy	1. Receives instructions for preparation of Contract of Consultancy	None	2 Minutes	Graciano S. Flamiano, Jr HRMO I
	1.1 Prepares Contract of Consultancy	None	16 Minutes	Marilou T. Centino HRMO II
	1.2 Routes to PHRMDO for review	None	1 Minutes	Graciano S. Flamiano, Jr HRMO I
	1.3 Reviews Contract of Consultancy	None	8 Minutes	Eugenie P. Pusing Department Head
	1.4 Routes to Provincial Legal Office for further processing	None	3 Minutes	Graciano S. Flamiano, Jr HRMO I
TOTAL:		None	30 Minutes	

23. Preparation of Contract of Service

Preparation of Contract of Service for approval of the Provincial Governor



Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All Government Agencies, LGUS, GOCCs, and other Government Instrumentalities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Personal Data Sheet (1 copy original)			Concerned party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits instructions for preparation of Contract of Service	1. Receives instructions for reparation of Contract of Service	None	2 Minutes	Graciano S. Flamiano, Jr HRMO I
	1.1 Prepares Contract of Service	None	16 Minutes	Marilou T. Centino HRMO II
	1.2 Routes to PHRMDO for review	None	2 Minutes	Graciano S. Flamiano, Jr HRMO I
	1.3 Reviews Contract of Service	None	8 Minutes	Eugenie P. Pusing Department Head
	1.4 Routes to Provincial Legal Office for further processing	None	3 Minutes	Graciano S. Flamiano, Jr HRMO I
TOTAL:		None	30 Minutes	

24. Preparation of Termination Order

Preparation of Termination Order for PGLDN Employees



Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Investigation Results			Investigation Committee/Grievance Committee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits instructions for Termination Order	1.Receives instructions for preparation Termination Order	None	2 Minutes	Graciano S. Flamiano, Jr HRMO I
	1.1Prepares Termination	None	5 Minutes	Marilou T. Centino HRMO II
	1.2Routes to PHRMDO for review	None	1 Minutes	Graciano S. Flamiano, Jr HRMO I
	1.3Reviews Termination Order	None	4 Minutes	Eugenie P. Pusing Department Head
	1.4Routes to Provincial Administrator's Office for further processing	None	3 Minutes	Graciano S. Flamiano, Jr HRMO I
TOTAL:		None	15 Minutes	

25. Preparation of Recall Order

Preparation of Recall Order of PGLDN Employees



Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Recall Order (2 copies)			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits instructions for Recall Order	1.Receives instructions for preparation Recall Order	None	2 Minutes	Graciano S. Flamiano, Jr HRMO I
	1.1Prepares Recall Order	None	5 Minutes	Marilou T. Centino HRMO II
	1.2Routes to PHRMDO for review	None	1 Minutes	Graciano S. Flamiano, Jr HRMO I
	1.3Reviews Recall Order	None	4 Minutes	Eugenie P. Pusing Department Head
	1.4Routes to Provincial Administrator's Office for further processing	None	3 Minutes	Graciano S. Flamiano, Jr HRMO I
TOTAL:		None	15 Minutes	

26. Payroll Generation for Permanent Employees

Preparation and generation of Payroll for Permanent Employees



Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Tracking Slip (1 copy only)			Concerned Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Tracking Slip	1.Receives Tracking Slip	None	3 Minutes	Arvin P. Casino Computer Operator IV
	1.1Generates Payroll	None	1 Hour & 25 Minutes	
	1.2Releases Payroll	None	2 Minutes	
TOTAL:		None	1 Hour&30 Minutes	

27. Payroll Generation for Casual Employees

Preparation and generation of Payroll for Casual Employees



Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Tracking Slip (1 copy only)			Concerned Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Tracking Slip	1. Receives Tracking Slip	None	3 Minutes	Elmie C. Monticillo DEMO II
	1.1 Generates Payroll	None	40 Minutes	
	1.2 Releases Payroll	None	2 Minutes	
TOTAL:		None	45 Minutes	

28. Payroll Generation for Job Order Worker

Preparation and generation of Payroll for Job Order Workers



Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Tracking Slip (1 copy only)			Concerned Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Tracking Slip	1.Receives Tracking Slip	None	3 Minutes	Elmie C. Monticillo DEMO II
	1.2Generates Payroll	None	40 Minutes	
	1.3Releases Payroll	None	2 Minutes	
TOTAL:		None	45 Minutes	

29. Issuance of Pay Slip

Issuance of copy of pay slip to PGLDN Employees



Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Form (1 copy only)			Concerned Employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Request Form	1.Receives Request Form	None	1 Minute	Arvin P. Casino Computer Operator IV
	1.1Prints Pay Slip	None	1 Minute	
	1.2Releases pay slip	None	1 Minute	Elmie C. Monticillo DEMO II
TOTAL:		None	3 Minutes	

30. Issuance of Statement of Deduction

Issuance of copy of statement of deduction to PGLDN Employees



Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Form (1 copy only)			Concerned Employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Request Form	1Receives Request Form	None	1 Minute	Arvin P. Casino Computer Operator IV Elmie C. Monticillo DEMO II
	1.1Prints Statement of Deduction	None	1 Minute	
	1.2Release s Statement of Deduction	None	1 Minute	
TOTAL:		None	3 Minute	

31. Issuance of SALN Copy



Issuance of copy of Statement of Assets, Liabilities and Net Worth
 copy to PGLDN Employee

Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request Form (1 copy only)			Concerned Employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Request Form	1. Search to Human Resource Information System (HRIS) Releases to concern employee	None	2Minutes	Elmie C. Monticillo DEMO II
	1.1 Locates & Hard copy then have it photocopy of SALN	None	4 Minutes	
	1.2 Routes to PHRMDO for signature of certified true copy	None	1 Minute	
	1.3 Signs the document	None	2Minutes	
2. Receives the SALN	2. Releases the SALN	None	2Minutes	
TOTAL:		None	11Minutes	

32. Releasing of Philippine Statistics Authority Documents (Birth Certificate, Death Certificate, Marriage Certificate, CENOMAR)

Releasing of PSA documents to Clients



Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	PGLDN Employees & Lanao del Norte Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Claim Slip (1 copy only) 2. Identification Card 3. Authorization Letter(if claimant is not the owner of the document) (1 copy only)			Concerned client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Presents Claim Slip	1.Receives Claim Slip	None	1 Minute	Marilou T. Centino HRMO II
	1.1Locates the document	None	2 Minutes	
2. Receives the document	2.Releases the document	None	1 Minute	
TOTAL:		None	4Minutes	

33. Releasing of National Bureau of Investigation Clearance

Releasing of NBI Clearance to Clients

Office or Division:	PHRMDO (Administrative Division)
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Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	PGLDN Employees & Lanao del Norte Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Claim Slip (1 copy only) 2. Identification Card 3. Authorization Letter(if claimant is not the owner of the document) (1 copy only)			Concerned client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Presents Claim Slip	1.Receives Claim Slip	None	1 Minute	Emily P. Llanes HMRO III
	1.1 Locates NBI clearance	None	3 Minutes	
2. Receives the NBI clearance	2.Releases the NBI clearance	None	1 Minute	
TOTAL:		None	5 Minutes	

34. Releasing of Professionals Regulation Commission Licenses

Releasing of Professional Regulations Commission License to Clients

Office or Division:	PHRMDO (Administrative Division)
Classifications:	Simple



Type of Transactions:	G2C – Government to Citizen			
Who may avail:	PGLDN Employees & Lanao del Norte Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Claim Slip (1 copy only) 2. Identification Card 3. Authorization Letter(if claimant is not the owner of the document) (1 copy only)			Concerned client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Presents Claim Slip	1.Receives Claim Slip	None	1 Minute	Emily P. Llanes HMRO III
	1.1Locates the PRC license	None	3Minutes	
2. Receives the PRC License	2.Releases the PRC license	None	1 Minute	
TOTAL:		None	5 Minutes	

35. Approval of Leave Application for Fifteen(15) Days and Below

Processing and approval of Leave Application for fifteen (15) Days and below

Office or Division:	PHRMDO (Administrative Division)
Classifications:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	PGLDN Employees & Lanao del Norte Constituents



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Leave application for 15 Days and below (3 copies)			PHRMDO	
2. Medical Certificate duly signed by a government physician (2 copies)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Leave Application	1. Receives Leave Application	None	2 Minutes	Marifin C. Salaysay HRMA
	1.1 Reviews as to completeness of entry	None	1 Minute	
	1.2 Opens HRIS for leave data then reflects in the leave form	None	3 Minutes	
	1.3 Routes document for certification of leave credits	None	1 Minute	
	1.4 Certifies leave credits	None	2 Minutes	Emily P. Llanes HMRO III
	1.5 Routes to PHRMDO for approval	None	1 Minute	Graciano S. Flamiano, Jr. HRMO I
	1.6 Approves leave application	None	2 Minutes	Eugenie P. Pusing Department Head
2. Receives approved leave application	2. Releases approved leave application	None	2 Minutes	Graciano S. Flamiano, Jr.
TOTAL:		None	14 Minutes	

36. Approval of Special Emergency Leave

Processing and approval of Leave Application granted to employees affected by natural calamities/disasters

Office or Division:	PHRMDO (Administrative Division)
Classifications:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	PGLDN Employees & Lanao del Norte Constituents



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Leave application for 15 Days and below (3 copies)			PHRMDO	
2. Picture of lives/properties damage of the employees				
3. LGU Resolution for the declaration of State of Calamity			LGU where the employee resides	
4. Certification from the Barangay Captain that employee is affected by the calamity (2 copies)			Office of the Punong Barangay where the employees reside	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Leave Application	1.Receives Leave Application	None	2 Minutes	Marifin C. Salaysay HRMA
	1.1Reviews as to completeness of entry	None	1 Minute	
	1.2Opens HRIS for leave data then reflects in the leave form	None	2 Minutes	
	1.3Routes document for certification of leave credits	None	1 Minute	
	1.4Certifies leave credits	None	2 Minutes	Emily P. Llanes HMRO III
	1.5Routes to PHRMDO for approval	None	1 Minute	Graciano S. Flamiano, Jr. HRMO I
	1.6Approves leave application	None	2 Minutes	Eugenie P. Pusing Department Head
2.Receives approved leave application	2 Releases approved leave application	None	2 Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	14 Minutes	

37. Approval of Solo Parent Leave

Processing and approval of Leave Application granted to employees who are solo parents

Office or Division:	PHRMDO (Administrative Division)
Classifications:	Simple
Type of Transactions:	G2C – Government to Citizen
Who may avail:	PGLDN Employees & Lanao del Norte Constituents



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Leave application for 15 Days and below (3 copies)			PHRMDO	
2. Xerox copy of unexpired solo parent ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Leave Application	1. Receives Leave Application	None	2 Minutes	Marifin C. Salaysay HRMA
	1.1 Reviews as to completeness of entry	None	1 Minute	
	1.2 Opens HRIS for leave data then reflects in the leave form	None	3 Minutes	
	1.3 Routes document for certification of leave credits	None	1 Minute	
	1.4 Certifies leave credits	None	2 Minutes	Emily P. Llanes HRMO III
	1.5 Routes to PHRMDO for approval	None	1 Minute	Graciano S. Flamiano, Jr. HRMO I
	1.6 Approves leave application	None	2 Minutes	Eugenie P. Pusing Department Head
2. Receives approved leave application	2. Releases approved leave application	None	2Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	14 Minutes	

38. Approval of Paternity Leave

Processing and approval of Leave Application granted to male employees whose spouse just gave birth to his child

Office or Division:	PHRMDO (Administrative Division)
Classifications:	Simple
Type of Transactions:	G2C – Government to Citizen



Who may avail:	PGLDN Employees & Lanao del Norte Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Leave application for 15 Days and below (3 copies)			PHRMDO	
2. Xerox copy of birth certificate of the newly born			Local LCR	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Leave Application	1. Receives Leave Application	None	2 Minutes	Marifin C. Salaysay HRMA
	1.1 Reviews as to completeness of entry	None	1 Minute	
	1.2 Opens HRIS for leave data then reflects in the leave form	None	3 Minutes	
	1.3 Routes document for certification of leave credits	None	1 Minute	
	1.4 Certifies leave credits	None	2 Minutes	Emily P. Llanes HRMO III
	1.5 Routes to PHRMDO for approval	None	1 Minute	Graciano S. Flamiano, Jr. HRMO I
	1.6 Approves leave application	None	2 Minutes	Eugenie P. Pusing Department Head
2. Receives approved leave application	2. Releases approved leave application	None	2 Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	14 Minutes	

39. Certification of Leave Application for Special Leave Benefits for Women

Processing and certification of Leave Application of granted to women employees with sickness stipulated in CSC Memorandum Circular No. 25, s. 2010

Office or Division:	PHRMDO (Administrative Division)
Classifications:	Simple
Type of Transactions:	G2C – Government to Citizen



Who may avail:	PGLDN Employees & Lanao del Norte Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Leave application (3 copies) 2. Medical Certificate must be duly signed by a government physician (2 copies)			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Leave Application	1. Receives Leave Application	None	2Minutes	Marifin C. Salaysay HRMA
	1.1 Reviews as to completeness of entry	None	1 Minute	
	1.2 Opens HRIS for leave data then reflects in the leave form	None	3Minutes	
	1.3 Routes document for certification of leave credits	None	1 Minute	Eugenie P. Pusing Department Head
	1.4 Certifies leave credits	None	2Minutes	
	1.5 Routes to Provincial Administrator's Office for further processing	None	3Minutes	
TOTAL:		None	12 Minutes	

40. Certification of Leave Application for Study Leave

Processing and certification of Leave Application for Study Leave granted to all employees.

Office or Division:	PHRMDO (Administrative Division)
Classifications:	Simple



Type of Transactions:	G2C – Government to Citizen			
Who may avail:	PGLDN Employees & Lanao del Norte Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Leave application (3 copies)			PHRMDO	
Approved letter request for Study Leave (1 copy only)			Provincial Governor	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Leave Application	1. Receives Leave Application	None	2Minutes	Marifin C. Salaysay HRMA
	1.1 Reviews as to completeness of entry	None	1 Minute	
	1.2 Opens HRIS for leave data then reflects in the leave form	None	3Minutes	
	1.3 Routes document for certification of leave credits	None	1 Minute	
	1.4 6.Certifies leave credits	None	2Minutes	Eugenie P. Pusing Department Head
	1.5 Routes to Provincial Administrator's Office for further processing	None	3Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	2 Minutes	

41. Certification of Leave Application of more than fifteen(15) Days

Processing and certification of Leave Application of more than fifteen (15) Days

Office or Division:	PHRMDO (Administrative Division)		
Classifications:	Simple		
Type of Transactions:	G2C – Government to Citizen		
Who may avail:	PGLDN Employees & Lanao del Norte Constituents		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE



1. Leave application for more than 15 Days (3 copies) 2. Clearance form property and money accountability for leave application of more than 30 Days (3 copies)			PHRMDO PTO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Leave Application	1. Receives Leave Application	None	2Minutes	Marifin C. Salaysay HRMA
	1.1 Reviews as to completeness of entry	None	1 Minute	
	1.2 Opens HRIS for leave data then reflects in the leave form	None	3Minutes	
	1.3 Routes document for certification of leave credits	None	1 Minute	
	1.4 Certifies leave credits	None	2Minutes	Eugenie P. Pusing Department Head
	1.5 Routes to Provincial Administrator's Office for further processing	None	3Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	12 Minutes	

42. Certification of 50% Leave Monetization

Processing and certification of 50% Leave Monetization

Office or Division:	PHRMDO (Administrative Division)
Classifications:	Simple
Type of Transactions:	G2C – Government to Citizen



Who may avail:	PGLDN Employees & Lanao del Norte Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Leave application for monetization (PHRMDO) 2. Approved letter request for leave monetization (2 copies) 3. Approved Employee's Leave record (1 copy)			PHRMDO Concern employee PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Leave Application	1.Receives Leave Application	None	2Minutes	Marifin C. Salaysay HRMA
	1.1Reviews as to completeness of entry	None	1 Minute	
	1.2Opens HRIS for leave data then reflects in the leave form	None	2 Minutes	
	1.3Routes document for certification of leave credits	None	1 Minute	
	1.4Certifies leave credits	None	2Minutes	Eugenie P. Pusing Department Head
	1.5Routes to Provincial Administrator's Office for further processing	None	3Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	12 Minutes	

43. Certification of 10 Days Leave Monetization

Processing and certification of 10 Days Leave Monetization

Office or Division:	PHRMDO (Administrative Division)
Classifications:	Simple
Type of Transactions:	G2C – Government to Citizen



Who may avail:	PGLDN Employees & Lanao del Norte Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Leave application for monetization (3 copies)			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Leave Application	1. Receives Leave Application	None	2Minutes	Marifin C. Salaysay HRMA
	1.1Reviews as to completeness of entry	None	1 Minute	
	1.2Opens HRIS for leave data then reflects in the leave form	None	2 Minutes	
	1.3Routes document for certification of leave credits	None	1 Minute	
	1.4Certifies leave credits	None	2Minutes	Eugenie P. Pusing Department Head
	1.5Routes to Provincial Administrator's Office for further processing	None	3Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	12 Minutes	

44. Certification of Terminal Leave

Processing and certification of Terminal Leave of employees who are already separated from service

Office or Division:	PHRMDO (Administrative Division)
Classifications:	Simple



Type of Transactions:	G2C – Government to Citizen			
Who may avail:	PGLDN Employees & Lanao del Norte Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Leave application for monetization (3 copies)			PHRMDO	
2. Clearance from money and property accountability (2 copies)				
3. GSIS Retirement Voucher(1 copy only)			GSIS	
4. PAGIBIG Retirement Voucher(1 copy only)			PAGIBIG	
5. BIR Certification(1 copy only)			BIR, Iligan City	
6. Service Record(1 copy only)			PHRMDO	
7. SALN(1 copy only)				
8. Leave Record(1 copy only)				
9. Latest NOSA/NOSI(1 copy only)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Leave Application	1. Receives Leave Application	None	2Minutes	Marifin C. Salaysay HRMA
	1.1 Reviews as to completeness of entry	None	1 Minute	
	1.2 Opens HRIS for leave data then reflects in the leave form	None	3 Minutes	
	1.3 Routes document for certification of leave credits	None	1 Minute	
	1.4 Certifies leave credits	None	2 Minutes	Eugenie P. Pusing Department Head
	1.5 Routes to Provincial Administrator's Office for further processing	None	3 Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	12 Minutes	

45. Certification of Rehabilitation Leave

Processing and certification of Rehabilitation Leave granted to employees

Office or Division:	PHRMDO (Administrative Division)
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Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	PGLDN Employees & Lanao del Norte Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Leave application for monetization (3 copies)			PHRMDO	
2. Clearance from money and property accountability for more than 30 Days (2 copies)				
3. Medical Certificate duly signed by a Government Physician (2 copies)				
4. Approved request for the availment(1 copy only)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Leave Application	1. Receives Leave Application	None	2Minutes	Marifin C. Salaysay HRMA
	1.1 Reviews as to completeness of entry		1 Minute	
	1.2 Opens HRIS for leave data then reflects in the leave form		3Minutes	
	1.3 Routes document for certification of leave credits		1 Minute	Eugenie P. Pusing Department Head
	1.4 Certifies leave credits		2Minutes	
	1.5 Routes to Provincial Administrator's Office for further processing		3Minutes	
TOTAL:		None	12 Minutes	

46. Certification of 50% Leave Monetization

Processing and certification of Leave Monetization



Office or Division:	PHRMDO (Administrative Division)			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Citizen			
Who may avail:	PGLDN Employees & Lanao del Norte Constituents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Leave application for monetization (3 copies) 2. Approved request for monetization (2 copies) 3. Employees' Leave record (1 copy only)			PHRMDO Concerned employee PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Leave Application	1.Receives Leave Application	None	2Minutes	Marifin C. Salaysay HRMA
	1.1Reviews as to completeness of entry	None	1 Minute	
	1.2Opens HRIS for leave data then reflects in the leave form	None	2 Minutes	
	1.3Routes document for certification of leave credits	None	1 Minute	
	1.4Certifies leave credits	None	2Minutes	Eugenie P. Pusing Deaprtment Head
	1.5Routes to Provincial Administrator's Office for further processing	None	3Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	10 Minutes	

47. Details of Travel (DT)



Reviewing of documents that contains details of travel to be attended for database and future reference.

Office or Division:	PHRMDO-Human Resource and Development Division			
Classifications:	Simple			
Type of Transactions:	G2G–Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Filled-out DT Form (2 copies) 2. Attachment: <ul style="list-style-type: none"> • Travel Order or Memo(1 copy only) 			Office of the requesting employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Details of Travel (DT)	1. Receives, reviews and database DT	None	15Minutes	Maria Jesusa A. Gupit HRMO II
	1.1 Routes to PHRMDO for signature	None	1 Minute	Maria Jesusa A. Gupit HRMO II
	1.2 Signs Details of Travel	None	2 Minutes	Eugenie P. Pusing Department Head
	1.3 Releases Details of Travel	None	2Minutes	Maria Jesusa A. Gupit HRMO II
TOTAL:		None	20 Minutes	

48. Printing of Daily Time Record (DTR)

Printing of Daily Time Record (DTR) of Provincial Government of Lanao del Norte employees



Office or Division:	PHRMDO-Human Resource and Development Division			
Classifications:	Simple			
Type of Transactions:	G2G–Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Attachments for DTR: (1 copy only for all the requirements) <ul style="list-style-type: none"> • Memo • Travel Order • Certificate of Appearance • Attendance • Approved Compensatory Time-Off (CTO) • Approved Leave 			Concerned employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures copy of DTR	1. Prints copy of Daily Time record (DTR)	None	5 Minutes	Graciano S. Flamiano, Jr. HRMO I
	1.1 Releases of Daily Time record (DTR)	None	2 Minutes	
TOTAL:		None	7 Minutes	

49. Database Individual Performance Commitment Review (IPCR)



Databasing Individual Performance Commitment Review (IPCR) of employees for reporting to the Civil Service Commission and for future reference.

Office or Division:	PHRMDO-Human Resource and Development Division			
Classifications:	Simple			
Type of Transactions:	G2G–Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Evaluated Individual Performance Commitment Review (IPCR)(1 copy only)			Office of requesting employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Individual Performance Commitment Review (IPCR)	1. Receives evaluated IPCR;	None	1 Minutes	Graciano S. Flamiano, Jr. HRMO I
	1.1 Encodes IPCR in the database	None	4 Minutes	
TOTAL:		None	5 Minutes	

50. Preparation of On-the-Job-Training (OJT)/Work Immersion Agreement

Preparation of On-the-Job Training/Work Immersion agreement between the partner schools and the Provincial Government to immerse their students in the



different offices of the provincial government in order to acquire knowledge and skills.

Office or Division:	PHRMDO-Human Resource and Development Division			
Classifications:	Simple			
Type of Transactions:	G2C–Government to Citizen			
Who may avail:	All Senior High and College Graduating Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Endorsement letter from school (1 copy only)			Requesting Schools	
2. Notarized Parent's Waiver (1 copy only)			Parents of the Trainee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits requirements for t for OJT /Work Immersion	1. Receives endorsement	None	2Minutes	Graciano S. Flamiano, Jr. HRMO I
	1.1 Reviews as to completeness	None	15 Minutes	Graciano S. Flamiano, Jr. HRMO I
	1.2 Prepares OJT Agreement	None	5 Minutes	Graciano S. Flamiano, Jr. HRMO I
	1.3 4.Routes to PHRMDO for final review	None	1 Minute	Graciano S. Flamiano, Jr. HRMO I
	1.4 Reviews the document	None	4 Minutes	Eugenie P. Pusing Department Head
	1.5 Routes to Provincial Administrator's Office for further processing	None	3 Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	30 Minutes	

51. Issuance of On-the-Job-Training (OJT)/Work Immersion Certification

Issuance of Certification to OJT/Work Immersion trainees after the rendering the required number of Days/Hours training.

Office or Division:	PHRMDO-Human Resource and Development Division
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Classifications:	Simple			
Type of Transactions:	G2C–Government to Citizen			
Who may avail:	All Senior High and College Graduating Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Signed DTR from supervisor (1 copy only) 2. Signed rating from supervisor (1 copy only)			Office /Facility where the Trainee was assigned	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits JT/Work Immersion signed DTR and rating card	1. Prepares OJT/Work Immersion Certification	None	2 Minutes	Graciano S. Flamiano, Jr. HRMO I
	1.1 Routes to PHRMDO for signature	None	1 Minute	Graciano S. Flamiano, Jr. HRMO I
	1.2 Signs OJT/Work Immersion Certification	None	1 Minute	Eugenie P. Pusing Department Head
	1.3 Releases OJT/Work Immersion Certification	None	1 Minute	Graciano S. Flamiano, Jr. HRMO I.
TOTAL:		None	5 Minutes	

52. Issuance of On-the-Job-Training (OJT) Work Immersion Endorsement

Issuance of Endorsement to an office where the student is assigned for On-the-Job-Training/Work Immersion shall render the number of Hours required.

Office or Division:	PHRMDO-Human Resource and Development Division
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Classifications:	Simple			
Type of Transactions:	G2C–Government to Citizen			
Who may avail:	All Senior High and College Graduating Students			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved OJT Agreement (2 copies)			PHRMDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secures OJT/Work Immersion endorsement;	1. Prepares OJT/Work Immersion endorsement;	None	7 Minutes	Graciano S. Flamiano, Jr. HRMO I
	1.1 Routes OJT/Work Immersion to PHRMDO for signature	None	1 Minutes	Graciano S. Flamiano, Jr. HRMO I
	1.2 Signs OJT/Work Immersion endorsement	None	1 Minutes	Eugenie P. Pusing Department Head
	1.3 Releases OJT/Work Immersion endorsement	None	1 Minutes	Graciano S. Flamiano, Jr. HRMO I
2. Submits approved OJT/Work Immersion agreement as attachment for endorsement	None	None		
TOTAL:		None	10 Minutes	

53. SP Committee Recommendation on Referral Letters

Preparation of recommendation on the referral of the SP after conducting thorough review of the documents

Office or Division:	PHRMDO-Human Resource and Development Division
Classifications:	Simple



Type of Transactions:	G2G–Government to Government			
Who may avail:	Sangguniang Panlalawigan Members			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Endorsement from SP (1 copy only) 			SP	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits SP Committee Reports for referrals	1. Receives referred SP Committee Reports	None	1 Minute	Maria Jesusa A. Gupit HRMO II
	1.1 Reviews as to completeness of attachments and compliance to appropriate rules and regulations	None	3 Hours, 15 Minutes	Maria Jesusa A. Gupit HRMO II
	1.2 Prepares recommendation	None	30 Minutes	Maria Jesusa A. Gupit HRMO II
	1.3 Routes to PHRMDO for review and signature	None	1 Minute	Maria Jesusa A. Gupit HRMO II
	1.4 Reviews and signs recommendation	None	10 Minutes	Eugenie P. Pusing Department Head
	1.5 Submits to the Office of the Sangguniang Panlalawigan	None	3 Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL		None	4 Hours	

54. Database Learning Application Plan (LAP)

Data build-up of Learning Application Plan of employees attending seminars, workshops, trainings and conventions and other Learning and Development activities.



Office or Division:	PHRMDO-Human Resource and Development Division			
Classifications:	Simple			
Type of Transactions:	G2G–Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Filled-out LAP Form (2 copies original)			Office of the employee concerned	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits Learning Application Plan (LAP)	1. Receives Learning Application Plan;	None	5 Minutes	Maria Jesusa A. Gupit HRMO II
	1.1 Database LAP	None	40 Minutes	Maria Jesusa A. Gupit HRMO II
	1.2 Routes LAP for signature	None	5 Minutes	Maria Jesusa A. Gupit HRMO II
	1.3 Signs LAP	None	5 Minutes	Eugenie P. Pusing Department Head
	1.4 Releases LAP for further processing	None	5 Minutes	Maria Jesusa A. Gupit HRMO II
TOTAL:		None	1 Hour	

55. Conducts Learning and Development Activities

Conduct of Learning and Development activities to enhance or close competency gaps thereby improving the performance of individuals and department as a whole.



Office or Division:	PHRMDO-Human Resource and Development Division			
Classifications:	Complex			
Type of Transactions:	G2G–Government to Government			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request (1 copy only)			Requesting Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits letter requests to PHRMDO for the conduct of Learning and Development	1. Receives letter request	None	2 Minutes	Maria Jesusa A. Gupit HRMO II
	1.1 Routes to the Department Head for action	None	1 Minute	Maria Jesusa A. Gupit HRMO II
	1.2 Acts on the request	None	10 Minutes	Eugenie P. Pusing Department Head
	1.3 Coordinates with the requesting office on the action of the request	None	17 Minutes	Maria Jesusa A. Gupit HRMO II
	1.4 Conducts Learning and Development activities	None	3 Days	Eugenie P. Pusing Department Head Maria Jesusa A. Gupit HRMO II
TOTAL:		None	3 Days & 30 Minutes	

56. Preparation of Job Order Original Appointment

Preparation of Job Order original appointment of for the most qualified candidates for hiring.



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Selected qualified candidates			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
2 sets of the following(1set original, 1 set photocopy)			PHRMDO for the forms	
Duly Accomplished form 212(PDS)-notarized				
Duly Accomplished form 211 signed by a government physician				
Notarized Sworn Statement of Assets, Liabilities and Networth				
Barangay Clearance			Barangay where the appointee resides	
Police Clearance			PNP Station of the municipality where the appointee resides	
Mayor's Clearance			LGU where the appointee resides	
Photocopy of Authenticated Transcript of Records(TOR)			School where the appointee graduated	
Photocopy of Certificate of eligibility from CSC or			CSC for CSC eligibility	
Photocopy of PRC ID for RA 1080 license			PRC for RA 1080	
Clearance from previous employer(if applicable)			Previous employer	
White long folder – 2 pieces			Appointee	
Documentary stamp – 1 piece				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits the complete requirements	1. Receives and reviews the requirements for completeness	None	5 Minutes	Jovin P. Baranggan
	1.1 Builds-up PDS data in the HR Information System (HRIS)	None	10 Minutes	Jovin P. Baranggan HRMO I



	1.2 Prepares original Job Order appointment	None	14 Minutes	
	1.3 Routes to PHRMDO for Signature	None	1 Minute	
	1.4 Signs the appointment	None	2 Minutes	Eugenie P. Pusing Department Head
	1.5 Routes to PBO for further processing	None	3 Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	35 Minutes	

57. Issuance of Certificate of Employment(COE)

Issuance of Certification of Employment as per request of employees.



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Official Receipt (1 original copy only)			Provincial Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fills-out requisition slip	1. Receives requisition slip and Official Receipt	P100.00	2 Minutes	Jovin P. Baranggan HRMO I
	1.1 Checks employees' records.		5 Minutes	
	1.2 Prepares the COE		3 Minutes	
	1.3 Routes to PHRMDO for signature		1 Minute	
	1.4 Signs the COE		2 Minutes	Eugenie P. Pusing Department Head
	1.5 Releases the COE		2 Minutes	Jovin P. Baranggan HRMO I
TOTAL:		100.00	15 Minutes	

58. Issuance of Certification of Oneness

Issuance of Certification of Oneness per request of employees'



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Official Receipt (1 original copy only)			Provincial Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fills-out requisition slip	1. Receives requisition slip and Official Receipt	P100.00	2 Minutes	Jovin P. Baranggan HRMO I
	1.1 Checks employees' records.		4 Minutes	
	1.2 Prepares the Certification		2 Minutes	
	1.3 Routes to PHRMDO for signature		1 Minute	
	1.3 Signs the Certification		2 Minutes	Eugenie P. Pusing Department Head
	1.4 Releases the Certification		2 Minutes	Jovin P. Baranggan HRMO I
TOTAL:		100	13 Minutes	

59. Issuance of Certificate of Beneficiaries



Issuance of Certification of Beneficiaries as per request of incumbent of previous employees.

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C			
Who may avail:	All PGLDN Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Official Receipt (1 original copy only)			Provincial Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fills-out requisition slip	1. Receives requisition slip and Official Receipt	P100.00	2 Minutes	Jovin P. Barangan HRMO I
	1.12.Checks employees' records		5Minutes	
	1.23.Prepare the Certification		3 Minutes	
	1.34.Routes to PHRMDO for signature		1Minute	
	1.45.Signs the Certification		2 Minutes	Eugenie P. Pusing Department Head
	1.56.Releases the Certification		2 Minutes	Jovin P. Barangan HRMO I
TOTAL:		100.00	15 Minutes	

60. Issuance of Service Records

Issuance of Service Records as per request of incumbent or previous employees



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government, G2C			
Who may avail:	All PGLDN Permanent and Casual Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Official Receipt (1 original copy only)			Provincial Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fills-out requisition slip	1. Receives requisition slip and Official Receipt	P100.00	2 Minutes	Jovin P. Baranggan HRMO I
	1.1 Checks employees' record		5 Minutes	
	1.2 Prepares the Service Record		18 Minutes	
	1.3 Routes to PHRMDO for signature		1 Minute	
	1.4 Signs the Service Records		2 Minutes	Eugenie P. Pusing
	1.5 Release the Service Records		2 Minutes	Jovin P. Baranggan HRMO I
TOTAL:		100.00	30 Minutes	

61. Preparation of GSIS Membership



Preparations of GSIS membership of new casual and permanent PGLDN employees for submission to GSIS membership department for creation of member data.

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All PGLDN Permanent and Casual Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Membership Form (1 original copy only)		PHRMDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.Submits the duly filled-out GSIS membership form	1. Receives and reviews the filled-out form.	None	5 Minutes	Jovin P. Baranggan HRMO I
	1.1 Encodes the data to GSIS WebMSP electronic form	None	10 Minutes	
	1.2 Uploads and submits to GSIS WebMSP system for verification and approval	None	5 Minutes	
	1.3 Checks for the result of uploaded request reviews and re-upload if error occurs. (Next	None	5 Minutes	



	working day)			
	1.4 Downloads the created membership welcome letter.	None	5 Minutes	
	1.5 Releases the GSIS welcome letter to member	None	5 Minutes	
TOTAL:		None	35 Minutes	

62. Confirmation GSIS Loan Application



Confirmation of GSIS loan applications such as Consolidated Loan, Policy Loan and Emergency Loan of Provincial Government of Lanao del Norte GSIS member's employees

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All GSIS members PGLDN employees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Net Take Home Pay(1 original copy only)		Provincial Accountant's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits of Certificate of Net Take Homepay	1. Receives and checks the certificate Net take homepay	None	5 Minutes	Eugenie P. Pusing Department Head Jovin P. Baranggan HRMO I Maria Jesusa A. Gupit HRMO II
	1.1 Certifies and approves the loan application in the GSIS AAO certification website	None	5 Minutes	Eugenie P. Pusing Department Head Jovin P. Baranggan HRMO I Maria Jesusa A. Gupit HRMO II
	1.2 Informs the loan applicant of the loan confirmation	None	5 Minutes	Eugenie P. Pusing Department Head Jovin P. Baranggan HRMO I Maria Jesusa A. Gupit HRMO II
TOTAL:		None	Minutes	

63. Updating of GSIS Members Master Data



Updating of PGLDN employees master data in the WebMSP system of GSIS.

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	All GSIS members PGLDN employees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly Filled-out form (1 original copy only)		PHRMDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits duly filled-out form	1. Encodes the data to GSIS WebMSP electronic form.	None	10 Minutes	Jovin P. Baranggan HRMO I
	1.1 Uploads the filled electronic form to WebMSP for validation	None	6 Minutes	
	1.2 Informs the member the result of validation	None	5 Minutes	
	1.3 Checks for the result of uploaded request. (next working Days)	None	4 Minutes	
	1.4 Informs the member of the result.	None	5 Minutes	
TOTAL:		None	30 Minutes	

64. Request for Employment Verification Thru Phone Call



Employment verification of incumbent and previous employees of the Provincial Government of Lanao del Norte Thru Phone Call.

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2B – External, G2C,C2C			
Who may avail:	Employees (Private, Government)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Company and Verifier Details			Client's Documents	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Provides his/her identity and company details.	1.Verifies in the system and provides the data needed	None	15 Minutes	Jovin P. Baranggan HRMO I
TOTAL:		None	15 Minutes	

65. Request for Employment Verification for Client Inquiries



Employment verification of incumbent and previous Provincial Government of Lanao del Norte employees by Client Inquiries

Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2B – External, G2C,C2C			
Who may avail:	Employees (Private, Government)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Company IDs 2. Verifier personal details		Client's Documents		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Presents his/her ID and proof of company details	1. Receives and checks client's ID	None	5 Minutes	Jovin P. Baranggan HRMO I
	1.1 Verifies employee's data in the system	None	5 Minutes	
	1.2 Provides the data needed.	None	5 Minutes	
TOTAL:		None	15 Minutes	

66. Request for Employment Verification Thru Email

Employment verification of incumbent and previous Provincial Government of Lanao del Norte employees thru email.



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2B – External, G2C,C2C			
Who may avail:	Employees (Private, Government)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.Company ID 2. Verifier personal details			Client's Documents	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits an electronic mail containing the details of requests.	1.Acknowledges receipt, download the attachments, verify and fill up forms of the data needed.	None	15 Minutes 1 Hour	Jovin P. Baranggan HRMO I
TOTAL:		None	15 Minutes	

67. Receiving of Application Documents

Receiving of application documents for database and for preliminary evaluation.



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2C, G2G			
Who may avail:	All citizen (Private, Government)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Letter (1 original copy only) 2. Resume (1 original copy only) 3. Transcript of Records (1 photocopy) 4. Certificate of training, if any			Client's Documents	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits complete documents	1. Receives and reviews the completeness of the application documents	None	3 Minutes	Jovin P. Baranggan HRMO I
Signs in the logbook.	None	Signs in the logbook.		
TOTAL:		None	3 Minutes	

68. Attending to queries of Walk-In Applicants

Attending to queries of walk-in applicants.



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2B – External			
Who may avail:	All citizen			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			NA	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Signs in the logbook	1. Attends to the queries and provides the information needed	None	3 Minutes	Jovin P. Baranggan HRMO I
TOTAL		None	3 Minutes	

69. Attending to Queries of Applicants Thru Phone Call

Attending to queries of applicants thru phone call.



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2B – External			
Who may avail:	All citizen			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			NA	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Provides the details of queries.	1. Attends the queries and provides the information needed	None	5 Minutes	Jovin P. Baranggan HRMO I
TOTAL		None	5 Minutes	

70. Attending to Queries of Applicants Thru email

Attending to queries of applicants thru email.



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2C			
Who may avail:	All citizen			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Message thru emails			PHRMDO Facebook page and PGLDN Website	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Provides the details of queries.	1. Acknowledges the email and provides the information needed.	None	5 Minutes	Jovin P. Baranggan HRMO I
TOTAL		None	5 Minutes	

71. Conduct of Pre-qualifying Examination

Conduct of prequalifying examination of qualified applicants.



Office or Division:	PHRMDO – Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2C			
Who may avail:	All citizen			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Application Documents (1 original copy only)			Client's Documents	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Signs the attendance logbook	1. Takes attendance of the examinees	None	15 Minutes	Jovin P. Baranggan HRMO I Maria Jesusa A. Gupit HRMO II
	1.1 Orients the examinees on the internal policies of PGLDN	None	20 Minutes	
	1.2 Gives instructions for the examination	None	10 Minutes	
11 Takes the examination	2. Conducts examination	None	1 Hour	
	2.1 Checks answer sheets	None	5 Minutes	
TOTAL		None	1 Hour & 50 Minutes	

72. Preparation of Renewal of Casual Appointments



Casual Appointments prepared for casual employees after their appointments expire.

Office or Division:	Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2C – Government to Government			
Who may avail:	All Casual Employees for Renewal			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Recommendation from the Head of Office and submission of Licenses for those Employees who practiced Profession(1 original copy only)			1. Department Head 2. Professional Regulatory Commission	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submits authenticated licenses for those who practiced profession	1.Receives and reviews the authenticity of the recommendations and licenses submitted	None	5 Minutes	Licenia B. Ogang HRMO II
	1.1Prepares Plantilla of Casual Appointments with all the attachments such as Budget Office Certification and Governor's/Vice Governor's Certification.	None	1 Hour and 15 Minutes	Licenia B. Ogang HRMO II
	1.2Routes to Department Head for signature	None	3 Minutes	Eugenie P. Pusing Department Head
	1.3Databases and routes to Provincial Budget Office for certification of funds	None	7 Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	1 Hour & 30 Minutes	

73. Preparation of Original Casual Appointments



Original Casual Appointments prepared for new casual employees.

Office or Division:	Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Recommended for Job Order Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Personal Data Sheet (3 copies, notarized) 2. Position Description Form (3 copies) 3. Eligibility/Licenses (3 copies, Authenticated) 4. Oath of Office (3 copies) 5. Assumption to Duty (3 copies) 6. Live Birth Certificate (PSA copy) 7. Marriage Certificate (PSA Copy) 8. Medical Certificate 9. NBI Clearance 10. Performance rating for the last rating period 11. Transcript of Record and Diploma (Authenticated) 			<ol style="list-style-type: none"> 1. PHRMDO 2. PHRMDO 3. PHRMDO 4. PHRMDO 5. PHRMDO 6. Philippine Statistics Authority 7. Philippine Statistics Authority 8. Government Physician 9. NBI Office 10. Previous office 11. School 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit requirements	1.Receives and reviews the authenticity of the recommendations and licenses submitted	None	10 Minutes	Licenia B. Ogang HRMO II
	1.1Prepares Plantilla of Casual Appointments with all the attachments such as Oath of Office, Assumption to Duty, Budget Office and Governor's Certification.		1 Hour & 10 Minutes	Licenia B. Ogang HRMO II
	1.2Route to Department		3 Minutes	Eugenie P. Pusing



	Head for signature			Department Head
	1.3 Databases and routes to Provincial Budget Office for certification of funds		7 Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	1 Hour & 30 Minutes	

74. Preparation of Temporary, Coterminous and Permanent Appointments

Appointments prepared for Temporary, Coterminous and Permanent employees.



Office or Division:	Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G – Government to Government			
Who may avail:	Recommended for Casual Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Personal Data Sheet (3 copies, notarized) 2. Position Description Form (3 copies) 3. Eligibility/Licenses (3 copies, Authenticated) 4. Oath of Office (3 copies) 5. Assumption to Duty (3 copies) 6. Live Birth Certificate (PSA copy) 7. Marriage Certificate (PSA Copy) 8. Medical Certificate 9. NBI Clearance 10. Performance rating for the last rating period 11. Transcript of Record and Diploma (Authenticated)			1. PHRMDO 2. PHRMDO 3. PHRMDO 4. PHRMDO 5. PHRMDO 6. Philippine Statistics Authority Office 7. Philippine Statistics Authority Office 8. Government Hospital/Physician 9. NBI Office 10. Previous office 11. School	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit requirements	1. Receives and reviews the authenticity of the recommendations and licenses submitted	None	10 Minutes	Licenia B. Ogang HRMO II
	1.1 Prepares Plantilla of Casual Appointments with all the attachments such as Oath of Office, Assumption to Duty, Budget Office and Governor's Certification.	None	1 Hour & 10 Minutes	Licenia B. Ogang HRMO II



	1.2 Routes to Department Head for signature	None	3 Minutes	Eugenie P. Pusing Department Head
	1.3 Databases and routes to Provincial Budget Office for certification of funds	None	7 Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	1 Hour & 30 Minutes	

75. Preparation of Promotion Appointments

Appointments prepared for promotion of permanent and casual employees.



Office or Division:	Human Resource Management Division			
Classifications:	Simple			
Type of Transactions:	G2G– Governmentto Government			
Who may avail:	Recommended for Permanent and Casual employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Personal Data Sheet (3 copies, notarized) 2. Position Description Form (3 copies) 3. Eligibility/Licenses (3 copies, Authenticated) 4. Oath of Office (3 copies) 5. Assumption to Duty (3 copies) 6. Live Birth Certificate (PSA copy) 7. Marriage Certificate (PSA Copy) 8. Medical Certificate 9. NBI Clearance 10. Performance rating for the last rating period 11. Transcript of Record and Diploma (Authenticated) 			<ol style="list-style-type: none"> 1. PHRMDO 2. PHRMDO 3. PHRMDO 4. PHRMDO 5. PHRMDO 6. Philippine Statistics Authority Office 7. Philippine Statistics Authority Office 8. Government Hospital/Physician 9. NBI Office 10. Previous office 11. School 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit requirements	1. Receives and reviews the authenticity of the recommendations and licenses submitted	None	10 Minutes	Licenia B. Ogang HRMO II
	1.1 Prepares Plantilla of Casual Appointments with all the attachments such as Oath of Office, Assumption to Duty, Budget Office and Governor's Certification.	None	1 Hour & 10 Minutes	Licenia B. Ogang HRMO II



	1.2 Routes to Department Head for signature	None	3 Minutes	Eugenie P. Pusing Department Head
	1.3 Databases and routes to Provincial Budget Office for certification of funds	None	7 Minutes	Graciano S. Flamiano, Jr. HRMO I
TOTAL:		None	1 Hour & 30 Minutes	