

**IX. HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)
FRONTLINE SERVICES**

1. HRMO FRONTLINE SERVICE : PREPARATION OF PAYROLL
RESPONSE TIME : PAYROLL IS PREPARED FROM THE 11TH DAY UP TO THE 15TH DAY OF THE SUCCEEDING MONTH*

Step By Step Procedure		Duration	Fees	Requirements	Responsible Person
Employees as clients	HR Staff as service providers				
	1. Print DTR from biometrics and distribute in bulk to unit/ department head to also distribute to respective staffs	Up to the 5 th day of the succeeding month	None		Jhona Meneses, Marlina Cabilatazan
2. Certify the correctness of entries and attach supporting documents			none	<ul style="list-style-type: none"> ➤ Leave: duly signed approved leave application ➤ Official Travel: approved authority to travel and certificate of appearance ➤ Time out (on field within the locality, attend to PTA meeting, etc): pass slip 	Employee
3. Verify correctness of DTR and submit in bulk to HR office		On or before the 10 th day of the succeeding month	none	<ul style="list-style-type: none"> ➤ Certified & verified correct DTRs of all staffs per department/unit complete with supporting documents if applicable ➤ Monthly report of Attendance 	Department/Unit Heads
	4. Receive DTRs and check completeness & propriety of attachment <ul style="list-style-type: none"> - If complete, submit to payroll office - If not complete, return 	As DTRs are submitted		<ul style="list-style-type: none"> ➤ Monthly Report of Attendance ➤ DTRs with the ff. attachments if applicable <ul style="list-style-type: none"> • duly signed approved leave application • approved authority to travel and 	HR Staffs: Jhona Meness, Jules Bangit, Marlina Cabilatazan, Julifa Balonggay, Ornoc

	to immediate supervisor			certificate of appearance • pass slip	Lamao
	5. Prepare payroll then forward to the Budget Office for obligation	Up to the 15 th day of the succeeding month		➤ DTRs with complete and properly accomplished attachment	Marlina Cabilatazan
End of transaction					

* Succeeding month is after the DTR month. Ex: for August DTR, the succeeding month is September.

2. HRMO FRONTLINE SERVICE : APPLICATION FOR LEAVES
TOTAL RESPONSE TIME : 5MINUTES & 5 SECONDS

Step By Step Procedure		Duration	Fees	Requirements	Responsible Person
Employees as clients	HR Staff as service providers				
1. Secure Form 6 at the HR office and properly	2. Provide requested Form 6	5 sec.	-0-	none	All HR staffs
3. Properly accomplish the Form: <ul style="list-style-type: none"> • Write complete name in the space provided for, date of application, position, monthly salary • Check type of leave • Write inclusive dates of leave • Check where leave will be spent • Check applicable Communication (if requested or not requested) • Print name and sign in the space provided for • Submit to the HR office for Certification of Leave credits 			-0-	none	Employee
	4. Certifies leave credits and return to the employee to seek action of the recommending official	5 min	-0-	Properly accomplished form	Any of the HR staffs at the HR office
5. Seek action of the recommending official and the College President then file approved leave application at the HR Office			-0-		Employee
	6. Receive and record filed leave application			Properly accomplished/ duly signed leave application	Any of the HR staffs at the HR office
End of transaction					

3. HRMO FRONTLINE SERVICE : REQUEST FOR DOCUMENTS

- **CERTIFICATE OF EMPLOYMENT**
- **CERTIFICATE OF NO PENDING ADMINISTRATIVE AND/OR CRIMINAL CASE**
- **SERVICE RECORD, NOSI, NOSA (AFTER ISSUANCE OF PERSONAL COPY, FOR LOAN AND OTHER PERSONAL PURPOSE)**

Total response Time: 6 minutes

Step By Step Procedure		Duration	Fees	Requirements	Responsible Person
Employees as clients	HR Staff as service providers				
1. Pay at the Cashier's Office	2. Receives payment and issue Official Receipt	1 min	25.00		Mrs. Milagros Collado or designated collector
3. Present Official Receipt to HR staff	4. Receive official receipt , prepare and issue the requested document	5 minutes		none	Any of the HR staff present
End of transaction					

**4. HRMO FRONTLINE SERVICE : CREDITING OF OVERTIME SERVICE AND VACATION SERVICE
TOTAL RESPONSE TIME : WITHIN 2 DAYS UPON RECEIPT OF TRANSMITTAL**

An employee who rendered authorized overtime service or vacation service must transmit the following properly signed documents to the HRMO within one (1) month after the rendition of service:

- A. Authority to render overtime service or vacation service. This is in the form of a memorandum order or approved request to render overtime service for or vacation service for faculty members.

The authority must reflect the following:

- Name of the employee/s who is/are authorized to render overtime service or vacation service;

- number of hours/days to render, inclusive period of overtime or vacation services;
- indicate if the overtime service is with pay or for compensatory day off in the case of non-teaching employees or for service credits faculty members.

B. DTR for the services rendered; and,

C. Accomplishment report

D. Transmit the above documents to the HR office within one (1) month after completion of the overtime/vacation service

HR Staff records the overtime service or vacation service in the employee's leave ledger. If overtime service is with pay, the payroll in-charge prepares voucher of payment of overtime pay within 2 days upon receipt of the transmittal.