



Human Resource Management & Development Office (HRMO)

External Services



1. Recruitment, Selection and Promotion

This service refers to the recruitment, selection and promotion process for 1st and 2nd level career service positions in the Municipal Local Government Unit of Tuba.

Office or Division:	Human Resource Management Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All qualified individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 4 original copies of Application letter addressed to the LCE stating the position applying for		applicant		
2. 4 copies fully accomplished Personal Data Sheet (PDS) with recent passportsized picture (CS Form No. 212, Revised 2025)		Downloadable at www.csc.gov.ph		
3. 4 copies Performance rating in the last rating period (<i>if applicable</i>)		HRMO/applicant		
4. 4 copies Photocopy of certificate of eligibility/rating		CSC/PRC		
5. 4 copies photocopy of Transcript of Records		School Attended		
<i>If appointed: the following additional requirements shall be submitted by the appointee</i>				
6. <i>The appointee shall submit the additional documents:</i> <ul style="list-style-type: none"> - NBI Clearance (1 original copy), for original appointment and reemployment only - Clearance from money, property, and work-related accountabilities (1 original copy) - Medical Certificate (1 original copy) - Certificate of Live Birth (1 certified copy) - Marriage Contract or Certificate (<i>if married</i>), 1 certified copy 		<ul style="list-style-type: none"> - NBI, CAR - from previous employer - Private or Public Medical Physician - Local Civil Registry or PSA - Local Civil Registry or PSA 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the application either in person or thru email	1.0 Publishes the Notice of Vacancy through the CSC Job Portal and in the bulletin boards of the MLGU-TUBA 1.1 Receives and evaluates the completeness of the required documents	None	15 calendar days	MO: ADOF IV, ADOF II, ADA IV HRMO: ADOF IV ADOF V, ADA VI (JO), ADA III (detailed)



	1.2 Conducts prescreening of all the application/s if QS is met 1.3 Schedules the date for the conduct of PQE.	None	1 day	HRMPSB members and secretariat
2. Acknowledges the notice	2. Notifies all applicant/s on the result of the pre-screening whether or not he/she passes the pre-qualification	none	3 working day	HRMPSB Secretariat
<i>If passed the pre-screening for QS, the applicant shall:</i>				
3. Attends the pre-qualifying examination	3.1 Administer the pre-qualifying examination 3.2 Prepares the result and set schedule for the interview 3.3 Notifies the applicant of the result of the PQE		2 days	HRMPSB members and secretariat
<i>If passed the PQE, the applicant shall:</i>				
4. Attends the interview	4.1 Administers face-to-face interview 4.2. Prepares and endorses the result through Board Resolution to the LCE or Vice-Mayor	None	5 day	HRMPSB members and secretariat
	4.3 The LCE or Vice-Mayor shall selects his/her preferred appointee from among the submitted lists of applicants		3 day	MO: LCE or Vice-Mayor
5. Receives Notice of the result of the interview.	5. Notifies all applicants of the result.	None	3 day	HRMPSB Secretariat
<i>If hired, the appointee shall:</i>				
5. Submits complete requirements	5.1 Receives, evaluates and processes the documentary requirements	None	15 working days	HRMO: ADOF V
6. Takes oath of office and receives appointment	6.1 The LCE or Vice Mayor administers the oath taking of the newly appointed or promoted employee	None	1 Day	LCE or Vice Mayor (for local legislative appointee)



	<i>For appointment to Department Head:</i> 6.2 Forwards the appointment to the local sanggunian for concurrence	None	15 calendar days	HRMO: ADOF V SBO: SB Members, SB Secretary
	6.3 The members of the sangguniang bayan deliberates whether or not to concur the appointment	None		SB Members
	6.4 Submits the appointment to the CSC FO for validation 6.5 Administers CSS Form	None	1 day	HRMO: ADOF V
TOTAL:		None	48 days (for rank-in-file position) 64 days (for MGDH I)	

**Issuance of appointment - is covered by the 2025 Omnibus Rule on Appointments and Other Human Resource Actions.*

2. Recruitment and Selection of Job Order and Contract of Service Work Force

This service is being practiced by the Municipal Government of Tuba to augment and sustain the needed work force in order to fully implement its programs, projects, and activities.

Office or Division:	Human Resource Management Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All qualified applicants	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Letter, 4 copies original		Requesting party/HRM
2. Personal Data Sheet with recent passport-sized picture (CS Form No. 212, Revised 2025), 4 copies original		CSC Website
3. Transcript of Records, 4 copies photocopy		School attended
4. Certificate of eligibility (if applicable) 4 copies photocopy		PRC, CSC , DOTr



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents	1.1 Publications of Notice of Vacancy. 1.2 Receives and evaluates the completeness of documents.	None	5 days	HRMO: ADA III, ADA VI (JO), ADOF IV, ADOF V
2. Receives Notice of the result of pre-screening	2.1 Conducts pre-screening of applications. 2.2 Notifies all applicants on the results of the pre-screening	None	3 days	5 days
<i>If passed, the applicant shall:</i>				
3. Attends Interview	3.1 Conducts interview 3.2 Prepares and submits result to the LCE or Vice-Mayor (<i>in the case of the sangguniang bayan office</i>)	none	5 day	HRMPSB members
4. Receives Notice	4.1 Notifies the applicant of the result 4.2 Prepares the job order contract/Contract of Service for approval of the LCE or Vice-Mayor (whichever is applicable)	none	5 days	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
<i>If hired, the applicant shall:</i>				
5. Receives the contract	5.1 Issues the approved sealed contract 5.2 Administer CSS Form	None	30 minutes	HRMO: ADA III, ADA VI, ADOF IV, ADOF V
TOTAL:		None	18 days & 30 minutes	



3. Issuance of Certification

This documents is being issued to any requesting party needing HRMO certification related to personnel matters of the Municipal Local Government of Tuba subject to the provisions of the Data Privacy Law.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request or Request slip 1 original copy		Requesting party/HRMO		
2. Official Receipt (1 photocopy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request or Fill-up request slip	1. 1 Receives Letter request or Provides the request slip	None	1 min	HRMO: ADOF V ADOF IV, ADA VI (JO), ADA III
2. Accepts the order of payment	2. Issues order of payment	None	5 mins	HRMO: ADOF V ADOF IV, ADA VI (JO), ADA III
3. Pays the required fee at the MTO	4. Accepts payment and issue OR	Certification fee: Php290.00	5 mins	MTO: RCC II
4. Submits the OR at the HRMO	4. Accepts the OR and prepares requested document	None	30 mins	HRMO: ADOF V ADOF IV, ADA VI (JO), ADA III
5. Receive requested document	5. Issues the requested document	None	1 min	HRMO: ADOF V ADOF IV, ADA VI (JO), ADA III
TOTAL:		Php290.00	42 mins	



Human Resource Management and Development Office (HRMO)

Internal Services



1. Administration of Leave Application

A leave application is an official document used to request a period of absence from work, specifying the type of leave (e.g., vacation, sick, maternity), duration, and reason. It is a formal process that requires information from the employee, recommendations from supervisors, and approval from an authorized official, and must often include supporting documents like medical certificates for sick leave.

Office or Division:	Human Resource Management Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. 4 copies of Application for Leave of Absence duly signed by the employee			Requesting party/HRM	
2. Medical Certificate (if it exceed 5 days in case of sick leave)			Municipal Health Officer/Private Physician/Medical Doctor	
*File application of leave at least 5 days before the scheduled date whenever possible for all types of leave except Sick Leave.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished Application	1.1 Receives the application	None	1 minute	HRMO: ADOF V,
	1.2 Enters data into the HRIS for the computation of earned leave credits	None	10 minutes	ADOF IV, ADA VI (JO), ADA III
2. Receives the certified leave application	2.1 Reviews and certifies the leave credits 2.2 Returns the application for recommendation by the Head of Office	None	15 minutes	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
3. Submits the leave application at the MO or SBO for LCE/Vice-Mayor approval/disapproval	3.1 Receives the leave applications for LCE approval/disapproval 3.2 Forwards the approved/disapproved leave applications at the HRMO	none	30 minutes	MO: ADOF IV, ADOF I, PS II, ADA IV, LCE SBO: ADOF I, ADOF III, Vice-Mayor HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
4. Receives copy of the approved/disapproved leave application	4.1 Issues copy of the leave application 4.2 Administers the CSS Form	none	1 minute	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
TOTAL:			57 minutes	



2. Issuance of Certified Copy of HRMO Documents

These documents are being issued to any municipal officials or employees of the Municipal Government of Tuba for any legal purpose/s, subject to the provisions of the Data Privacy Law.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request slip 1 original copy		HRMO		
2. SPA (if the requesting party is not the owner of the document)		Notary public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request slip	1. 1 Provides the request slip	None	1 minute	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
2. Submits the accomplished request slip and SPA (<i>if the requesting party is not the owner of the document</i>)	2.1 Accepts and evaluate the duly accomplished request slip together with the other requirements 2.2 Prepares document	None	30 minutes	
3. Receives requested document	3.1 Issues the requested document 3.2 Administers CSS Form	None	1 minute	
TOTAL:		None	32 mins	



3. Issuance of Certification of Employment

Certificate of Employment (COE) is an official document issued by the employer that verifies a person's employment, including their job title, start and end dates, and salary. This is being issued to any requesting municipal officials or employees of the Municipal Local Government Unit of Tuba.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request slip 1 original copy		HRMO		
2. Official Receipt (1 photocopy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request slip and submits	1.1 Provides the request slip 1.2 Receives the document 1.3 Issue the Order of Payment 1.4 Prepares the certification	None	30 minutes	HRMO: ADOF V, ADOF IV, ADA IV (JO), ADA III
2. Pays the required fees at Municipal Treasury Office	2.1 Receives and issues the official receipt	Certification fee: Php290.00 None	13 minutes	MTO: RCC II
3. Receives requested document	3.1 Issues the requested document 3.2 Administer CSS Form	None	1 minute	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
TOTAL:		Php290.00	44 minutes	



4. Issuance of Service Records

A Service record is a document that details a person's employment history, including their positions, salaries, and period of service in the agency. This is issued to any requesting individual working in the Municipal Local Government Unit of Tuba subject to the provisions of the Data Privacy Law.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request slip 1 original copy		HRMO		
2. Official Receipt (1 photocopy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request slip and submits	1.1 Provides the request slip 1.2 Receives the document 1.3 Issue the Order of Payment 1.4 Prepares the certification	None	30 minutes	HRMO: ADOF V, ADOF IV, ADA IV (JO), ADA III
2. Pays the required fees at Municipal Treasury Office	2.1 Receives and issues the official receipt	Certification fee: Php290.00 None	13 minutes	MTO: RCC II
3. Receives requested document	6.1 Issues the requested document 6.2 Administer CSS Form	None	1 minute	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
TOTAL:		Php290.00	44 minutes	



5. Issuance of Certified Copy of HRMO Documents

These documents are being issued to any municipal officials or employees of the Municipal Government of Tuba for any legal purpose, subject to the provisions of the Data Privacy Law.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request slip 1 original copy			HRMO	
2. SPA (if the requesting party is not the owner of the document)			Notary public	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request slip	1. 1 Provides the request slip	None	1 minute	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
2. Submits the accomplished request slip and the required document (<i>if the requesting party is not the owner of the document</i>)	2.1 Accepts and evaluate the duly accomplished request slip together with the other requirements 2.2 Prepares document	None	30 minutes	
3. Receives requested document	3.1 Issues the requested document 3.2 Administers CSS Form	None	1 minute	
TOTAL:		None	32 minutes	