



**INTERNAL
SERVICES**

HR CHARTER

ISSUANCE OF CERTIFICATE OF EMPLOYMENT (FOR ACTIVE & SEPARATED EMPLOYEES)

- A. ABOUT THE SERVICE**
IT IS A DOCUMENT CERTIFYING THE EMPLOYEE'S RECORD AS TO HIS/HER START AND END OF EMPLOYMENT INCLUDING HIS/HER POSITION. THIS RECORD IS MORE OFTEN USE FOR SEEKING NEW EMPLOYMENT BE IT IN PUBLIC OR PRIVATE SECTOR AND ALSO FOR TRANSACTING LOAN TO ACQUIRE ASSETS IF STILL IN ACTIVE SERVICE.
- B. REQUIREMENT** : REQUEST FORM
- C. FEES** : NONE REQUIRED
- D. DURATION** : EIGHT (8) MINUTES
- E. AVAILABILITY OF THE SERVICE** : MONDAY TO FRIDAY (8:00 AM TO 5:00 PM)

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT	SERVICE PROVIDER	ACTIVITY DURATION	PERSON RESPONSIBLE	FEES
1	Fill out Request Form	Check the Details	1 Minute & 30 Seconds	Victoriano Adi (Admin. Aide III)	None
2	Hand over the Request	Encode the details & print after checking important details	5 Minutes & 30 Seconds	Victoriano Adi (Admin. Aide III)	
3	Wait for the Release	COE to be signed by MHRMO after double checking the details	30 Seconds	Zoilo Briones (HR Head)	
4	Claim the Certificate of Employment	Record in the logbook as proof of transaction	30 Seconds	Victoriano Adi (Admin. Aide III)	

SERVICE RECORD REQUEST (ACTIVE & RETIRED EMPLOYEES)

- A. ABOUT THE SERVICE**
EVERY EMPLOYEE OF A COMPANY WHERE HE/SHE WORKS HAS A RECORD OF HIS/HER EMPLOYMENT AS TO LENGTH OF SERVICE. THIS RECORD IS INDISPENSABLE ESPECIALLY IN THE MEMBERSHIP OF EMPLOYEE WITH GSIS/SSS, HDMF (PAG-IBIG FUND) AND PHILHEALTH FROM WHICH MUST BE ESTABLISHED FOR FUTURE CLAIMS. IT IS ALSO ONE OF THE REQUIREMENTS IN LOAN APPLICATION WITH BANKING INSTITUTIONS.
- B. REQUIREMENT** : REQUEST FORM
- C. FEES** : NONE REQUIRED
- D. DURATION** : FOUR (4) MINUTES
- E. AVAILABILITY OF THE SERVICE** : MONDAY TO FRIDAY (8:00 AM TO 5:00 PM)

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT	SERVICE PROVIDER	ACTIVITY DURATION	PERSON RESPONSIBLE	FEES
1	Fill out Request Form	Check the Details	1 Minute & 30 Seconds	Marlon Lactaotao (Admin. Aide III)	None
2	Hand over the Request	Print the Service record after checking important details	1 Minute & 30 Seconds	Marlon Lactaotao (Admin. Aide III)	
3	Wait for the Release	Service Record to be signed by MHRMO after double checking the details	30 Seconds	Zoilo Briones (HR Head)	
4	Claim	Record in the logbook as proof of transaction	30 Seconds	Marlon Lactaotao (Admin. Aide III)	

WORK FLOW CHART



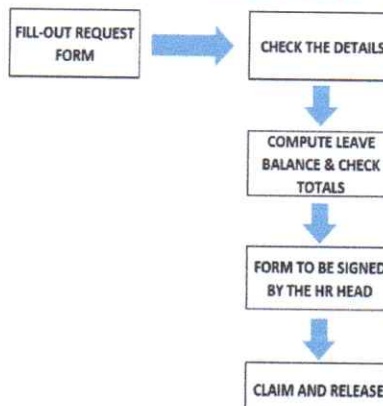
SECURING LEAVE APPLICATION (ACTIVE & RETIRED EMPLOYEES)

- A. ABOUT THE SERVICE**
OFFICIALS AND EMPLOYEES OF THE GOVERNMENT ARE ENTITLED FOR LEAVE OF ABSENCE FOR A GIVEN YEAR BOTH VACATION LEAVE AND SICK LEAVE. THIS IS IN ACCORDANCE WITH OMNIBUS RULES IMPLEMENTING BOOK V OF EXECUTIVE ORDER 292 (ADMINISTRATIVE CODE OF 1987) AND CSC MEMORANDUM CIRCULARS
- B. TRANSACT REQUEST PRIOR TO PROCESSING**
- C. FEES** : NONE REQUIRED
- D. DURATION** : FOUR (4) MINUTES
- E. AVAILABILITY OF THE SERVICE** : MONDAY TO FRIDAY (8:00 AM TO 5:00 PM)

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT	SERVICE PROVIDER	ACTIVITY DURATION	PERSON RESPONSIBLE	FEES
1	Fill out Request Form	Check the Details	1 Minute	Marlon Lactaotao (Admin. Aide III)	None
2	Hand over the Request	Complete the leave balance and check important details	1 Minute & 30 Seconds	Marlon Lactaotao (Admin. Aide III)	
3	Wait for the Release	Double check the details	30 Seconds	Zoilo Briones (HR Head)	
4	Present Leave Application signed by the immediate supervisor and applicant	Form to be signed by the HR Head after checking the details	30 Seconds	Zoilo Briones (HR Head)	
5	Claim	Record in the logbook as proof of transaction	30 Seconds	Marlon Lactaotao (Admin. Aide III)	

PROCESS FLOW CHART



SECURING PF BANK LOAN REQUIREMENT FROM HRD

A. ABOUT THE SERVICE

Transaction loans with banking institutions will take a process wherein requirements should be provided first before the approval. Some of which are certification of leave balance, pay slip, certificate of employment with salary and the like

B. REQUEST FORM

C. FEES: NONE REQUIRED

D. DURATION: 10 MINUTES

E. AVAILABILITY OF THE SERVICE: MONDAY TO FRIDAY (8:00 AM to 5:00 PM)

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT	SERVICE PROVIDER	ACTIVITY DUARATION	PERSON RESPONSIBILITY	FEES
1	Fill-out Request Form	Check the details	1 minutes	Abegay A. Santos, admin Aide IV	None
2	Hand-over the request	Prepare the requested document	8 Minutes	Abegay A. Santos, admin Aide IV and Marlyn Danganan	None
3	Wait for the release	Signed the documents by concerned signatures	30 Seconds	Zollo C. Briones (HR Head), abegay A. Santos (Admin Aide V) Marlyn Danganan (Job Order)	None
4	Claim	Record in the logbook as proof of transaction	30 Seconds	Abegay A. Santos, admin Aide IV	None

MONETIZATION OF LEAVE CREDITS

A. ABOUT THE SERVICE

Every employee of the agency is entitled to monetization of leave credits and to be deducted against their accrued leave. This is in accordance with executive Order 292 and other CSC Rules and Policies.

B. REQUEST FORM

C. FEES: NONE REQUIRED

D. DURATION: 5 MINUTES

E. AVAILABILITY OF THE SERVICE: MONDAY TO FRIDAY (8:00 AM to 5:00 PM)

HOW TO AVAIL OF THE SERVICE

STEP	APPLICANT	SERVICE PROVIDER	ACTIVITY DURATION	PERSON RESPONSIBILITY	FEES
1	Fill-out Request Form	Check the details	1 minute & 30 Seconds	Marlon R. Lactaotao (Admin Aide III)	None
2	Hand-over the request	Compute the leave credits balance and indicate the details	1 minute & 30 Seconds	Marlon R. Lactaotao (Admin Aide III)	None
3	Wait for the release	Advise the concern employee to return after both employee and supervisor have signed the form	1 minute	Marlon R. Lactaotao (Admin Aide III)	None
4	Present the signed leave form	Okay for endorsement	30 Seconds	Zoilo C. Briones	
5	Claim	Record in the logbook as proof of transaction	30 Seconds	Marlon R. Lactaotao (Admin Aide III)	None



Republic of the Philippines
MUNICIPALITY OF PANIQUI
 Province of Tarlac

OFFICE OF THE SANGGUNIANG BAYAN

**Accreditation of People's Organizations,
 Non-Government Organizations, Associations**

□ About the Service

Accreditation of People's Organizations (POs), Non-Governmental Organizations (NGOs), and Associations based in the Municipality is to promote the establishment and operation of the same to make them active partners in the pursuit of local autonomy.

□ Who may request

All registered People's Organizations, Non-Government Organizations and Associations who desire to operate in the Municipality.

□ Documents Required (in 3 copies)

- Duly accomplished Application Form
- Board Resolution signifying intention for accreditation
- Certificate of Registration
- List of Current Officers and Members
- Organizational Purpose or Objectives
- Annual Accomplishment Report for the immediate preceding year
- Financial Statement of the immediate preceding year
- Copy of the Minutes of the immediate preceding year's annual assembly
- Organization By-laws

□ Fees- FREE OF CHARGE

□ Schedule of Service Availability

Monday to Friday from 8:00 AM to 5:00 PM

□ Steps in Availing the Service

As Client, You Shall	Office Action To be Taken	It Will Take	Responsible Personnel/Officials
1. Submit Requirements to SB Office staff	❖ Receive and review as to completeness of the required documents and record them in logbook.	10 mins	SB Staff
	❖ Calendar under <i>Communications Received</i> in the Agenda	Succeeding session after receipt of application	SB Secretary
	❖ Refer application to concerned Committee.	During Session	Vice Mayor/Presiding Officer

2. Maybe invited during session or committee hearing to answer queries, if any	❖ Conducts committee meeting to review documents.	Within 2 weeks after the referral	Committee Concerned
	❖ Renders Committee Report	after committee hearings	Committee Concerned
	❖ Filing a Resolution extending accreditation	Succeeding session or the day's session after the Committee Report is rendered.	SB member concerned
	❖ Certificate of Accreditation ❖ Copy of Resolution of Accreditation, print & affix seal ❖ Signs the Resolution & Certificate of Accreditation	5 mins. 10 mins. 3 mins.	SB Staff SB Staff Vice Mayor/ Presiding Officer
3. Claim resolution extending accreditation	❖ Records & Release the resolution	3 mins	SB Staff

BUDGET OFFICE

1. Obligation Request Slips for Local School Board (SEF)

The Municipal Budget Office use Obligation Request Slip for certification of availability of allotment/fund and contains details of the obligation.

Office or Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Public Elementary Schools and High Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed Purchase Request or Payroll (1 original, 1 photocopy)		Municipality of Paniqui, Contractor and Suppliers, Government Agencies and Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the signed Purchase Request or Payroll- Municipal Budget Office	1.1 Obligate the received Purchase Request or Payroll	None	2 Hours	Municipal Budget Officer, Administrative Aide VI
	1.2 Signing the Obligation Request (ObR)	None	1 Hour	Municipal Budget Officer
	1.3 Distribute to the Designated Schools	None	4 Hours	Administrative Aide VI
	TOTAL	None	1 Day	



1. Review of Barangay Annual Budget/Supplemental Budget/Realignment

The Municipal Budget Office review and provide assistance to all 35 barangays of the Municipality of Paniqui in their preparation of Barangay Annual Budget, Supplemental Budgets and Relignments.

Office or Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Barangay Officials of the Municipality of Paniqui			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Annual Budget, Supplemental Budget and Realignment		Requesting Barangay concern		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Barangay Annual Budget, Supplemental Budget, Realignment - Municipal Budget Office	1. Receive the Barangay Annual Budget, Supplemental Budget, Realignment	None	2 Days for Annual Budget 1 Day for Supplemental Budget 1 Day for Realignment	Municipal Budget Officer, Administrative Aide VI
2. Return to the Budget Office for the scheduled review of the Barangay Annual Budget - Municipal Budget Office	2. Conduct review of the Barangay Annual Budget	None	1 Day	Municipal Budget Officer, Administrative Aide VI
TOTAL		None	3 Days/1 Day	



1. Obligation Request Slips for General Fund

The Municipal Budget Office use Obligation Request Slip for certification of availability of allotment/fund and contains details of the obligation.

Office or Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government, G2B - Government to Business, G2C Government to Transact Public			
Who may avail:	Municipal Officials and Employees, Contractor and Suppliers, Government Agencies and Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed Purchase Request or Payroll (1 original, 1 photocopy)		Municipality of Paniqui, Contractor and Suppliers, Government Agencies and Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the signed Purchase Request or Payroll- Municipal Budget Office	1.1 Obligate the received PurchaseRequest or Payroll	None	2 Hours	Municipal Budget Officer, Administrative Aide VI
	1.2 Signing the Obligation ,Request (ObR)	None	1 Hour	Municipal Budget Officer
	1.3 Distribute to the DesignatedOffices	None	1 Hour	Administrative Aide VI
TOTAL		None	1 Day	



1. Obligation Request Slips for Local School Board (SEF)

The Municipal Budget Office use Obligation Request Slip for certification of availability of allotment/fund and contains details of the obligation.

Office or Division:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Public Elementary Schools and High Schools			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed Purchase Request or Payroll (1 original, 1 photocopy)		Municipality of Paniqui, Contractor and Suppliers, Government Agencies and Clients		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the signed Purchase Request or Payroll- Municipal Budget Office	1.1 Obligate the received Purchase Request or Payroll	None	2 Hours	Municipal Budget Officer, Administrative Aide VI
	1.2 Signing the Obligation Request (ObR)	None	1 Hour	Municipal Budget Officer
	1.3 Distribute to the Designated Schools	None	4 Hours	Administrative Aide VI
	TOTAL	None	1 Day	

ACCOUNTING OFFICE

1. Processing of Monthly Philippine Public Sector Accounting Standards (PPSAS) Report of Barangay

The Municipal Accounting Office receives the monthly Philippine Public Sector Accounting Standards (PPSAS) report of the concerned barangay submitted by the Barangay Treasures on or before 10th day of the following month for recording in the barangay books of accounts and financial reporting.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	LGU Paniqui - Brgay Treasurers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Transmittal Letter		Concerned Barangay of Paniqui		
2. Monthly Barangay Report		Concerned Barangay of Paniqui		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Brgy. Treasurer Submits the report with complete documentary requirements	1.1 Verify the completeness of the report and the supporting documents and the number copies needed.	None	1 - 3 hours	<i>Brgy. Bookkeeper Records Officer I Accounting Office</i>
	1.2 Stamp "Received By" and sign Transmittal Letters.	None	2 - 5 Minutes	<i>Records Officer I Municipal Accountant Accounting Office</i>
	1.3 return copies of Transmittal Letter, PBC, Bank reconciliation, and other PPSAS report to Brgy. Treasurer for submission to COA.	None	1 - 2 Hours	<i>Records Officer I Accounting Office</i>
2. Brgy. Treasurer proceeds to COA.	1.4 Update the schedule of submission of reports and file COA and Accounting Copy.	None	1 - 2 Hours	<i>Records Officer I Accounting Office</i>

ACCOUNTING OFFICE

2. Processing of Accountant's Advice for Local Cheque Disbursements

The Municipal Accounting Office prepares the Accountant's Advice for local cheque disbursements to be forwarded to government depository bank to ensure that the cheques are for legitimate local government expenditures as prescribed in COA Circular No. 96-007 dated May 15, 1996.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Government Depository Bank			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Signed cheques		Municipal Treasury Office		
2. JEV and DV with complete required documents		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forwards the signed cheques along with the required documents.	1.1 Receives the issued cheque and verify the completeness of the signature and the amount stated.	None	2 - 3 Minutes	<i>Admin Aide. III</i> Accounting Office
	1.2 Prepare the Accountant's Advice	None	2 - 5 Minutes	<i>Admin Asst. III</i> Accounting Office
	1.3 Verify the accuracy of the Advice versus the cheques data and sign the Accountant's Advice.	None	2 - 3 Minutes	<i>Municipa Accountant</i> Accounting Office
	1.4 Forward the issued Accountant's Advice to the Government Depository Bank.	None	2 - 3 Minutes	<i>Admin Aide. III</i> Accounting Office

ACCOUNTING OFFICE

3 Processing of Disbursement Voucher

The Municipal Accounting Office verifies the completeness of the disbursement voucher with regards to the authorized signatures and the supporting documents attached. Checks the accuracy of the amount and the proper recording of the journal entries in the books of accounts.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government, G2B -Government to Business, G2C - Government to Citizens			
Who may avail:	All concerned individuals and entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Obligation Request		Budget Office		
2. Purchase Request		Office Concerned		
3. Purchase Order		BAC		
4. Request for Quotation		Supplier		
5. Abstract of Quotation		BAC		
6. Invoice/Delivery Receipt/Official Receipt		Supplier		
7. Inspection & Acceptance Report		Property Officer/ General Service Officer		
8. Other required attachments under COA Circular No. 2012-001, June 14,2012 - Revised Documentary Requirements for Common Government transactions				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the transaction for processing with complete documentary requirements.	1.1 Verify the completeness of the required documents.	None	2 - 5 Minutes	<i>Municipa Accountant</i> Accounting Office
	1.2 Prepare the Disbursement Voucher and check the accuracy of the computations.	None	2 - 5 Minutes	<i>Admin Aide. III</i> Accounting Office
	1.3 Preparation of the Journal Entry voucher.	None	2 - 3 Minutes	<i>Admin Asst. III</i> Accounting Office
	1.4 Preparation of BIR forms 2306 and 2307 for applicable disbursements.	None	2 - 3 Minutes	<i>Admin Aide. IV</i> Accounting Office
	1.5 Review and sign the JEV and DV as to completeness of the required documents.	None	2 - 5 Minutes	<i>Municipa Accountant</i> Accounting Office
	1.6 Forward the verified DV to the treasury Office to prepare Cheque.	None	1 Minute	<i>Admin Aide. III</i> Accounting Office