

**OFFICE OF THE CITY HUMAN
RESOURCE MANAGEMENT OFFICER
External Services**

1. Application for Property, Money and Accountability Clearance (PMA Clearance)

Employees' clearances for all accountabilities, as requested, are required for the following:

- A. Resignation/Retirement/Separation
- B. Transfer of employment to another agency
- C. Vacation leave for more than 30 days
- D. Vacation leave out of the country

Office or Division:	Office of the City Human Resource Management Officer (OCHRMO) Office of the City Treasurer (Business License Tax Division)	
Classification:	Simple	
Type of Transaction:	G2G – Government to Employee/Official	
Who may avail:	Employees (Active/Inactive)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<p>Case 1: Active Employees</p> <ol style="list-style-type: none"> 1. Request Form 2. Official Receipt <p>Case 2: Inactive Employees</p> <ol style="list-style-type: none"> 1. One (1) valid government ID 2. Request Form 3. Official Receipt <p>Case 3: Representative</p> <ol style="list-style-type: none"> 1. Authorization Letter originally signed by employee 2. One (1) valid government ID each from representative & employee represented (Original & 1 photocopy) 3. Request Form 	<p style="text-align: center;">OCHRMO Office of the City Treasurer (Business License Tax Division)</p> <p style="text-align: center;">SSS or GSIS (UMID), DFA (Philippine Passport), PHLPost (Postal ID), LTO (Driver's License), PSA (National ID) OCHRMO Office of the City Treasurer (Business License Tax Division)</p> <p style="text-align: center;">Employee represented</p> <p style="text-align: center;">SSS or GSIS (UMID), DFA (Philippine Passport), PHLPost (Postal ID), LTO (Driver's License), PSA (National ID)</p> <p style="text-align: center;">OCHRMO</p>

4. Official Receipt (In case requested document is for separated employee)		Office of the City Treasurer (Business License Tax Division)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements and fill out request form	1.1. Assess completeness of data & requirements 1.2. Receive request form	None	10 minutes	Admin. Officer III or Admin. Officer II OCHRMO
2. Accept order of payment	2. Issuance of order of payment	None	5 minutes	Admin. Officer III or Admin. Officer II OCHRMO
3. Payment of certification fee to Miscellaneous Counter of the Office of the City Treasurer	3. Issuance of official receipt	Php 130.00 per copy *** 3 copies for PMA Clearance	10 minutes	LRCO IV or LRCO I Office of the City Treasurer (BLT Division)
4.1. Submit official receipt to the OCHRMO	4.1. Preparation of document	None	5 minutes	Admin. Officer III or Admin. Officer II OCHRMO
4.2. Acceptance of requested document	4.2. Release of requested document			Records Officer II/Bookbinder II OCHRMO
TOTAL:		Php 390.00	30 minutes	

2. Certification of Documents Relative to Employment

All documents relative to employment (from hiring to separation from the agency), certified by the highest OCHRMO authority to attest to the validity of all employee documents, such as:

- A. Employment & Compensation
- B. Leave Balances & Leave Without Pay
- C. Service Record
- D. Training list attended
- E. Appointment & other pertinent documents
- F. Authenticated documents
- G. Property, Money & Accountability Clearance (PMA)
- H. Payslip

Office or Division:	Office of the City Human Resource Management Officer (OCHRMO) Office of the City Treasurer (Business License Tax Division)
Classification:	Simple
Type of Transaction:	G2G – Government to Employee/Official
Who may avail:	Employees (Active/Inactive)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Case 1: Active Employees 1. Request Form	OCHRMO
Case 2: Inactive Employees 1. One (1) valid government ID 2. Request Form 3. Official Receipt	SSS or GSIS (UMID), DFA (Philippine Passport), PHLPost (Postal ID), LTO (Driver's License), PSA (National ID) OCHRMO Office of the City Treasurer (Business License Tax Division)
Case 3: Representative 1. Authorization Letter originally signed by employee 2. One (1) valid government ID each from representative & employee represented (Original & 1 photocopy) 3. Request Form	Employee represented SSS or GSIS (UMID), DFA (Philippine Passport), PHLPost (Postal ID), LTO (Driver's License), PSA (National ID) OCHRMO

4. Official Receipt (In case requested document is for separated employee)		Office of the City Treasurer (Business License Tax Division)		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Case 1: Active Employees/ Representative of Active Employees				
1. Submit request form	1.1. Receive request form 1.2. Preparation of requested document	None	10 minutes	Admin. Officer III or Admin. Officer II OCHRMO
2. Acceptance of requested document	2.1. Approval of document 2.2. Release of requested document	None	5 minutes	City Govt Dept Head I (OCHRMO) or Supervising Admin. Officer OCHRMO Records Officer II/Bookbinder II OCHRMO
TOTAL:		None	15 minutes	
Case 2: Separated Employees/ Representative of Separated Employees				
1. Submit complete requirements and fill out request form	1.1. Assess completeness of data & requirements	None	10 minutes	Admin. Officer III or Admin. Officer II OCHRMO

	1.2. Receive request form			
2. Accept order of payment	2.1. Issuance of order of payment 2.2. Preparation of requested document	None	5 minutes	Admin. Officer III or Admin. Officer II OCHRMO
3. Payment of certification fee to Miscellaneous Counter of the Office of the City Treasurer	3. Issuance of official receipt	Php 130.00 per copy	10 minutes	LRCO IV or LRCO I Office of the City Treasurer (BLT Division)
4.1. Submit official receipt to the OCHRMO	4.1. Approval of document	None	5 minutes	City Govt Dept Head I (OCHRMO) or Supervising Admin. Officer OCHRMO
4.2. Acceptance of requested document	4.2. Release of requested document			Records Officer II/Bookbinder II OCHRMO
TOTAL:		Php 130.00 per copy	30 minutes	

3. Job Application Processing (Permanent Position)

All qualified individuals are welcome to apply for any available vacant positions within the agency.

Office or Division:	Office of the City Human Resource Management Officer (OCHRMO)	
Classification:	Highly Complex	
Type of Transaction:	G2C – Government to Citizens	
Who may avail:	ALL	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Original Appointment/ Re-appointment/Transfer 1. Letter of Intent 2. Birth Certificate (PSA copy, original & 1 photocopy) 3. Birth Certificate of dependents (PSA or Registrar copy, original or certified true copy) 4. Marriage Certificate (PSA copy, original & 1 photocopy) 5. Authenticated Eligibility (2 original copies) 6. Medical Examination (Blood Test, Urinalysis, Chest X-Ray & Drug Test) 7. Psychological Test 8. NBI Clearance 9. Passport size picture (3 pcs) 2x2 size picture (2 pcs) 10. PDS (3 copies) 11. Notarized SALN (4 copies) 12-14. Pag-IBIG ID, TIN ID & PhilHealth ID (Original & 1 photocopy) 15. Scholastic Record (Diploma/TOR, original & 1 photocopy) Promotion 1. Letter of Intent 2. Authenticated Eligibility (2 original copies, if applicable)	Personal PSA PSA or Office of the City Civil Registrar PSA Issuing agency Any registered hospital, DOH accredited drug testing center Any registered psychological testing center NBI Personal Personal Personal Personal, Notary Public Personal School graduated Personal Issuing agency	

<p>3. Psychological Test</p> <p>4. Passport size picture (3 pcs) 2x2 size picture (2 pcs)</p> <p>5. PDS (3 copies)</p> <p>6. Scholastic Record (Diploma/TOR, original & 1 photocopy)</p> <p>7. PMA Clearance (If transfer to new Department)</p>	<p>Any registered psychological testing center</p> <p>Personal</p> <p>Personal</p> <p>Personal</p> <p>School graduated</p> <p>OCHRMO</p>			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Check for any available position thru CSC/Agency Website & Bulletin Boards</p>	<p>1. Publish available vacant positions to CSC Website/CGO-Cavite Website/HR Bulletin Board</p>	<p>None</p>	<p>15 days publication period per CSC MC 14 s. 2018</p>	<p>Supervising Admin. Officer or Admin. Officer II OCHRMO</p>
<p>2. Apply for position</p>	<p>2.1. Accept Application Letter</p> <p>2.2. Conduct initial assessment</p> <p>2.3. Issue letter for qualifying or non-qualifying position</p> <p>2.4. Issue letter for date of examination & submission of requirements</p>	<p>None</p>	<p>1 hour</p>	<p>Supervising Admin. Officer or Admin. Officer II OCHRMO</p>
<p>3. Take written examination</p>	<p>3. Conduct examination</p>	<p>None</p>	<p>2 hours</p>	<p>Supervising Admin. Officer or Admin. Officer II OCHRMO</p>

4. Take initial interview	4. Conduct initial interview	None	1 hour	City Govt Dept Head I (OCHRMO) or Supervising Admin. Officer OCHRMO
5.1. Accept letter for schedule of HRMPSB deliberation (If qualified) 5.2. Accept thank you letter if not qualified for the position	5.1. Issue letter for schedule of HRMPSB deliberation (If qualified) 5.2. Issue thank you letter (If non-qualified)	None	10 minutes	Supervising Admin. Officer or Admin. Officer II OCHRMO
6. Attend HRMPSB final assessment	6. Conduct deliberation & final assessment	None	1 hour	Human Resource Merit Promotion & Selection Board
7. Receive final result of assessment	7.1. Issue letter for qualified applicants with requirements 7.2. Issue 1 st endorsement to Local Chief Executive 7.3. Issue final endorsement	None	10 minutes 15 minutes 10 minutes	Supervising Admin. Officer or Admin. Officer II OCHRMO Human Resource Merit Promotion & Selection Board Local Chief Executive
8. Submission of requirements	8. Acceptance of requirements	None	1-7 days	Supervising Admin. Officer or Admin. Officer II

				OCHRMO
9. Oath Taking	9. Conduct of Oath Taking	None	1 day	Hon. Denver Reyes Chua City Mayor
TOTAL:		None	Maximum of 60 days	

*** Processing of application based on CSC MC 14 s. 2018

4. Release of 201 File

All inactive employees or their immediate families are given the right to pull out their own 201 File, as long as they have been cleared by the agency.

Office or Division:	Office of the City Human Resource Management Officer (OCHRMO) Office of the City Treasurer (Business and License Tax Division)	
Classification:	Simple	
Type of Transaction:	G2G - Government to Employee/Official	
Who may avail:	Employees (Inactive)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Personal Claim (Previous Employee) 1. Request Form 2. Two (2) valid government IDs (Original & 1 photocopy) 3. Official Receipt 2. Representative 1. Request Form 2. Notarized Special Power of Attorney 3. Two (2) valid government IDs each from representative & inactive employee represented (Original & 1 photocopy) 4. Official Receipt		OCHRMO SSS or GSIS (UMID), DFA (Philippine Passport), PHLPost (Postal ID), LTO (Driver's License), PSA (National ID) Office of the City Treasurer (Business and License Tax Division) OCHRMO Public Attorney's Office SSS or GSIS (UMID), DFA (Philippine Passport), PHLPost (Postal ID), LTO (Driver's License), PSA (National ID) Office of the City Treasurer (Business and License Tax Division)

CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out request form & submission of identification cards	1.1. Assess accomplished form & validity of identification cards 1.2. Issuance of order of payment form	None	5 minutes	Admin. Officer III or Clerk IV OCHRMO
2. Payment of miscellaneous fee	2. Acceptance of payment and issuance of official receipt	Php 130.00	15 minutes	LRCO I Office of the City Treasurer
3. Submission of official receipt	3.1. Acceptance and validation of official receipt 3.2. Verification of all documents & approval of release	None	5 minutes 30 minutes	Admin. Officer III or Clerk IV OCHRMO City Govt Dept Head I (OCHRMO) or Supervising Admin. Officer OCHRMO
4. Acceptance of 201 File	4. Release of 201 File	None	5 minutes	Supervising Admin. Officer or Clerk IV OCHRMO
TOTAL:		Php 130.00	1 hour	

**OFFICE OF THE CITY HUMAN
RESOURCE MANAGEMENT OFFICER
Internal Services**

1. Land Bank Salary Loan Processing

Loans from the Land Bank of the Philippines are available to all permanent, elective, and co-terminus employees.

Office or Division:	Office of the City Human Resource Management Officer (OCHRMO)	
Classification:	Complex	
Type of Transaction:	G2G - Government to Employee/Official	
Who may avail:	Employees (Active)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
A. Permanent (With 3 yrs of Govt Service & Net Pay of Php 7,000.00)		
1. Loan Details Application Form	Personal	
2. Fiscal Clearance	Office of the City Prosecutor	
3. Municipal Trial Court Clearance	Municipal Trial Court	
4. Regional Trial Court Clearance	Regional Trial Court	
5. Photocopies of 2 valid government ID's with signatures	Personal	
6. Certificate of Employment with Compensation and No Pending Criminal & Admin. Case	OCHRMO	
7. Accomplished Authority to Deduct Form	Personal	
8. Photocopy of last 3 months' payslip	Personal	
9. Land Bank I-access account	Personal	
B. Elective (Net Pay of Php 7,000.00)		
1. Loan Details Application Form	Personal	
2. Fiscal Clearance	Office of the City Prosecutor	
3. Municipal Trial Court Clearance	Municipal Trial Court	
4. Regional Trial Court Clearance	Regional Trial Court	
5. Photocopies of 2 valid government ID's with signatures	Personal	
6. Certificate of Employment with Compensation and No Pending Criminal & Admin. Case	OCHRMO	
7. Accomplished Authority to Deduct Form	Personal	

8. Photocopy of last 3 months' payslip	Personal
9. Photocopy of Oath of Office	Personal
10. Land Bank I-access account	Personal
C. Coterminous (Net Pay of Php 7,000.00)	
1. Loan Details Application Form	Personal
2. Details Application Form Comaker	Personal
3. Fiscal Clearance	Office of the City Prosecutor
4. Municipal Trial Court Clearance	Municipal Trial Court
5. Regional Trial Court Clearance	Regional Trial Court
6. Photocopies of 2 valid government ID's with signatures	Personal
7. Certificate of Employment with Compensation and No Pending Criminal & Admin. Case	OCHRMO
8. Accomplished Authority to Deduct Form	Personal
9. Photocopy of last 3 months' payslip	Personal
10. Photocopy of Oath of Office	Personal
11. Land Bank I-access account	Personal

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	1. Prepare Certificate of Employment/No Pending Admin. & Criminal Case and attached necessary supporting documents	None	10 minutes	Admin. Officer II OCHRMO
	2. Approval of Certificate	None	5 minutes	City Govt Dept Head I (OCHRMO)
2. Wait for further advice for the	3. Encode to Land Bank system details of loan	None	15 minutes	Admin. Officer II OCHRMO

release of payment				
	4.1. Printing of Transmittal	None	30 minutes	Admin. Officer II OCHRMO
	4.2. Approval of Transmittal			City Govt Dept Head I (OCHRMO)/ Office of the City Treasurer/ Office of the City Mayor
	4.3. Forward approved transmittal to Land Bank			Cashier IV Office of the City Treasurer
	5. Process Application	None	1-2 days	Land Bank
3. Acceptance of loan thru crediting to Land Bank payroll account	6. Release of payment	None	1-2 days	Land Bank
TOTAL:		None	Maximum of 5 days	

2. Leave Application

All active employees are allowed to file their leave of absence, whether with or without pay, for whatever valid reason.

- A. Accident Leave
- B. Forced Leave/Vacation Leave/Special Leave Privilege
- C. Magna Carta for Women
- D. Maternity Leave
- E. Monetization
- F. Paternity Leave
- G. Sick Leave
- H. Solo Parent Leave
- I. Terminal Leave
- J. Violence Against Women
- K. COVID Leave

Office or Division:	Office of the City Human Resource Management Officer (OCHRMO)	
Classification:	Simple	
Type of Transaction:	G2G - Government to Employee/Official	
Who may avail:	Employees (Active)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Approved Leave Application Slip	Department Concerned where employee is currently assigned
	A. Accident Leave	
	1. Incident Report (If within office)	Within the department/PACD
	2. Police Report (If outside office)	PNP
	3. Barangay Incident Report (If outside office)	Barangay
	4. Certification from Department Head	Department Head where employee was assigned
	5. Medical Certificate	City Medical Officer
	B. Travel Abroad	
	1. Approved Request Letter by LCE or VM	Office of the City Mayor/Office of the City Vice Mayor
	2. Copy of Itinerary	Personal
	3. Property, Money & Accountability Form	OCHRMO
	* CCSRF (If for more than 3 months travel, and if on official business)	Personal

* Notarized Self-Affidavit of No Pending Administrative & Criminal Case

* Endorsement Letter to SILG (If for more than 3 months travel, if on official business, and if on leave during state of calamity)

C. Magna Carta for Women

1. Medical Certificate
2. Medical Abstract
3. Certification of fit to work

D. Maternity Leave

1. Certified true copy of Birth Certificate
2. Medical Abstract

E. Monetization

1. Approved Request Letter

F. Paternity Leave

1. Certified true copy of Birth Certificate
2. Certified true copy of Marriage Certificate (If not declared married)

G. Sick Leave

1. Medical Certificate in excess of 5 days
2. Certificate of fit to work (For sick leave more than 5 days)

H. Solo Parent Leave

1. Approved Request Letter
2. Medical Certificate (If applicable)

I. Terminal Leave

1. Certification of Leave Credits
2. Duly Accomplished Property, Money & Accountability Clearance
3. RTC Clearance
4. Fiscal Clearance

Personal

Office of the City Mayor/Office of the City Vice Mayor

Personal Doctor
Hospital
Personal Doctor

Office of the City Civil Registrar

Hospital

Personal/Office of the City Administrator

Office of the City Civil Registrar

Office of the City Civil Registrar

Personal Doctor

Personal Doctor

Personal/Department Head Concerned
Personal Doctor

OCHRMO
OCHRMO

Regional Trial Court
Office of the City Prosecutor

<p>5. Certificate of No Pending Case</p> <p>6. Service Record</p> <p>7. Ombudsman Clearance</p> <p>8. Certificate of Last Day in Service</p> <p>9. GSIS Clearance</p> <p>10. Notarized Self-Declaration of Pendency/Non-Pendency of Case</p> <p>J. Violence Against Women</p> <p>1. Barangay Report</p> <p>2. Police Certificate</p> <p>3. Medical Certificate</p> <p>4. Medico Legal</p> <p>K. COVID/Quarantine</p> <p>1. Health Monitoring Form</p> <p>2. Medical Certificate</p> <p>3. RT PCR/Antigen Test (For COVID positive)</p>	<p>Office of the City Mayor/Office of the City Administrator OCHRMO OCHRMO/Ombudsman OCHRMO OCHRMO/GSIS Personal</p> <p>Barangay where the incident happened PNP Personal Doctor Personal Doctor</p> <p>Health Center Health Center Doctor/Private Doctor DOH accredited testing center</p>
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CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved leave application slip & necessary documents	1. Review submitted leave application slip & documentary requirements	None	5 minutes	Admin. Officer III or Admin. Officer II OCHRMO
	2.1. Record transaction 2.2. Print leave form (2 copies) 2.3. Signature of City Govt Dept Head I (OCHRMO) on leave form	None	5 minutes	Admin. Officer III or Admin. Officer II OCHRMO City Govt Dept Head I (OCHRMO)

2. Place affix signature to leave form	3. Submit leave form to department where employee is assigned	None	5 minutes	Admin. Officer III or Admin. Officer II OCHRMO
	4. Signature of Department Head Concerned on leave form submitted	None	30 minutes	Department Head Concerned
	5.1. Department Concerned submits leave form to the Office of the City Mayor/Office of the City Administrator for final approval 5.2. Forward duly approved leave form to the OCHRMO	None	1 day	Department Concerned Office of the City Mayor/Office of the City Administrator
	6. Received approved leave form: 1 copy retained and 1 copy submitted to the department where the employee is assigned	None	10 minutes	Admin. Officer III or Admin. Officer II OCHRMO
3. Received 1 copy of approved leave form	7. Received duly approved leave application for release to employee concerned	None	5 minutes	Administrative Officer of Department Concerned
TOTAL:		None	Maximum of 2 days	

3. Release of Human Data and Statistics

Authorized employees may request information regarding their employment data and statistics.

Office or Division:	Office of the City Human Resource Management Officer (OCHRMO)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Employee/Official			
Who may avail:	Employees (Active)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Form			OCHRMO	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out request form	1.1. Provide request form 1.2. Check data requested	None	5 minutes 5 minutes	Supervising Admin. Officer OCHRMO
2. Return after 2 days	2. Process request and advice Client to return after 2 days for release of requested document	None	2 days	Supervising Admin. Officer OCHRMO
3. Accept requested document	3. Release requested document	None	10 minutes	Supervising Admin. Officer OCHRMO
TOTAL:		None	2 days and 20 minutes	

4. Retirement/Resignation Processing

All employees are entitled to separation from the agency, whether by retirement or resignation.

Office or Division:	Office of the City Human Resource Management Officer (OCHRMO)
Classification:	Highly Complex
Type of Transaction:	G2G - Government to Employee/Official
Who may avail:	Employees (Active)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Clearances that must be processed 100 days prior to separation date:</p> <ol style="list-style-type: none"> 1. Letter of intention to separate due to non-mandatory retirement, whether for early retirement or resignation 2. Acceptance of separation due to non-mandatory retirement, whether for early retirement or resignation 3. Exit Survey Interview (For resigned employees only) 4. Ombudsman Clearance (Photocopies of 2 valid ID's w/ 3 signatures) 5. CSC Certification of No Pending Administrative Case (2 photocopies, photocopies of 2 valid ID's w/ 3 signatures) 6. Notarized Affidavit of Undertaking for Authority to Deduct Accountabilities (2 photocopies) 7. Property, Money & Accountability Clearance (4 original copies) 8. Fiscal Clearance (2 photocopies) 	<p>Personal</p> <p>Office of the City Mayor/Office of the City Administrator</p> <p>OCHRMO</p> <p>OCHRMO/Ombudsman</p> <p>OCHRMO/Civil Service Commission</p> <p>Personal</p> <p>OCHRMO</p> <p>Office of the City Prosecutor</p>

<p>9. Municipal Trial Court Clearance (2 photocopies)</p> <p>10. Regional Trial Court Clearance (2 photocopies)</p> <p>11. CGO – Cavite No-Pending Administrative Case Certification (2 photocopies)</p>	<p>Municipal Trial Court</p> <p>Regional Trial Court</p> <p>Office of the City Mayor/Office of the City Administrator</p>
<p>To be done on the last day of service:</p>	
<p>12. GSIS Application Form (For Claims)</p> <p> 12.1. Service Record</p> <p> 12.2. Certificate of Last Day of Service</p> <p> 12.3. Certificate of Leave w/o Pay</p>	<p>OCHRMO/GSIS</p>
<p>13. GSIS Member’s Request Form/Clearance (2 photocopies)</p>	<p>OCHRMO/GSIS</p>
<p>14. Exit SALN as of the last day of service (4 original copies)</p>	<p>Personal</p>
<p>15. Notarized Declaration of Pendency/Non-Pendency of Case as of last day of service for City (2 photocopies)</p>	<p>Personal</p>
<p>16. Notarized Declaration of Pendency/Non-Pendency of Case as of last day of service for GSIS (2 photocopies, once separated employees receive a message from GSIS)</p>	<p>Personal</p>
<p>17. Land Bank Payroll Closure Letter</p>	<p>OCHRMO/Land Bank</p>
<p>18. Special Power of Attorney for authorized representative of separated employee (If applicable, 1 original copy)</p>	<p>Personal</p>
<p>19. GSIS Pensioner’s Request Form (For employees who have extended their service and want to claim their extra share)</p>	<p>OCHRMO/GSIS</p>

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of intent to separate	1.1. Receive letter of intent to separate	None	5 minutes	Admin. Officer III OCHRMO
	1.2. Endorse resignation letter to the Office of the City Mayor/ Office of the City Administrator		5 minutes	
	2.1. Acceptance of letter of intent to separate	None	5 minutes	Office of the City Mayor/ Office of the City Administrator
	2.2. Approval of acceptance of separation		5 minutes	
	2.3. Return to the OCHRMO the accepted separation letter		5 minutes	
2. Apply for Fiscal, RTC, and MTC Clearance	3. Advice client to secure the following: Fiscal Clearance RTC Clearance MTC Clearance	Php 230.00 Php 50.00 Php 50.00 (All payable to	15 minutes	Office of the City Prosecutor Regional Trial Court Municipal Trial Court

		respective agencies)		
3.1. Fill out application form for Ombudsman Clearance & submit requirements	4.1. Provide application form for Ombudsman Clearance	None	5 minutes	Admin. Officer III, Admin. Officer II, or Clerk IV OCHRMO
	4.2. Accept application form and requirements			
	4.3. Submit to Ombudsman the application of employee	<p>Php 150.00 application fee (Inclusive of 1 original copy, and 2 certified true copies)</p> <p>Php 50.00 transaction fee via Land Bank LinkBiz</p> <p>Php 200.00 mailing fee via LBC</p>	20 days including postal	Admin. Officer III, Admin. Officer II, or Clerk IV OCHRMO/ Ombudsman
3.2. Acceptance of Ombudsman Clearance	4.4. Release of Ombudsman Clearance	None	5 minutes	Admin. Officer III, Admin. Officer II, or Clerk IV OCHRMO

<p>4.1. Fill out application form for CSC Certification of No Pending Administrative Case & submit requirements</p> <p>4.2. Acceptance of CSC Certification of No Pending Administrative Case</p>	<p>5.1. Provide application form for CSC Certification of No Pending Administrative Case</p> <p>5.2. Accept application form and requirements</p> <p>5.3. Submit to CSC the application of employee</p> <p>5.4. Release of CSC Certification of No Pending Administrative Case</p>	<p>Php 100.00</p> <p>None</p>	<p>1 month</p> <p>5 minutes</p>	<p>Admin. Officer III, Admin. Officer II, or Clerk IV OCHRMO</p> <p>Admin. Officer III, Admin. Officer II, or Clerk IV OCHRMO/ CSC</p> <p>Admin. Officer III, Admin. Officer II, or Clerk IV OCHRMO</p>
<p>5.1. Submit complete requirements and fill out request form for PMA Clearance</p> <p>5.2. Accept order of payment</p>	<p>6.1. Assess completeness of data & requirements</p> <p>6.2. Receive request form</p> <p>6.3. Issuance of order of payment</p> <p>6.4. Preparation of requested document</p>	<p>None</p>	<p>15 minutes</p>	<p>Admin. Officer III, Admin. Officer II, or Clerk IV OCHRMO</p>

6.1. Payment of miscellaneous fee to Miscellaneous Counter of the Office of the City Treasurer	7.1. Issuance of official receipt	Php 390.00	10 minutes	LRCO I Office of the City Treasurer
6.2. Submit official receipt to the OCHRMO	7.2. Verification of official receipt	None	5 minutes	Admin. Officer III, Admin. Officer II, or Clerk IV OCHRMO
6.3. Acceptance of PMA Clearance	7.3. Release of PMA Clearance			
7.1. Accomplishment of PMA Clearance	8.1. Waiting for submission of approved PMA Clearance	None	1 day	Employee/ Representative Concerned to different Dept Heads Concerned
7.2. Submit accomplished PMA Clearance	8.2. Acceptance of PMA Clearance			Admin. Officer III OCHRMO
8.1. Fill out GSIS Application Form & GSIS Member's Request Form	9.1. Provide GSIS Application Form (For Claims) & GSIS Member's Request Form (For Clearance)	None	14 days after last day in service	Admin. Officer III, Admin. Officer II, or Clerk IV OCHRMO
Fill out GSIS Pensioner's Request Form (For Reconciliation)	Provide GSIS Pensioner's Request Form (To employees who made their choice 2 weeks		GSIS Clearance processing depending on GSIS Citizen's Charter	

<p>8.2. Submission of GSIS Application Form and GSIS Member's Request Form to GSIS</p> <p>Submission of GSIS Pensioner's Request Form to GSIS on the 15th or 20th day after remittance on the 10th day of the following month</p> <p>8.3. Submission of GSIS Clearance</p>	<p>before separation)</p> <p>9.2. Acceptance of GSIS Clearance</p> <p>9.3. Preparation of Terminal Leave Application</p>		<p>5 minutes</p>	<p>Admin. Officer III OCHRMO</p>
<p>TOTAL:</p>		<p>Php 1,220</p>	<p>Maximum of 2 months</p>	

*** GSIS Processing as per RA 8291

5. Terminal Pay Voucher Processing

All retired, resigned, or separated employees are entitled to receive their tax-free terminal pay upon completing all required documentation, depending on their total available leave balance as of their last day of service.

Office or Division:	Office of the City Human Resource Management Officer (OCHRMO)	
Classification:	Complex	
Type of Transaction:	G2G - Government to Employee/Official	
Who may avail:	Employees (Active)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Terminal Pay supporting documents: A. ObR B. Disbursement Voucher 1. Terminal Pay Computation (Signed by the OCHRMO & City Accountant) 2. Statement of Account from Land Bank and CCGECC for members w/ existing loans (If any) 3. Approved Terminal Leave Application 4. Certified photocopy of Leave Card as of last date of service 5. Service Record 6. Photocopy of latest Appointment, NOSA, or NOSI 7. Accomplished Property, Money & Accountability Clearance 8. Fiscal Clearance 9. Municipal Trial Court Clearance 10. Regional Trial Court Clearance 11. CGO – Cavite No-Pending Administrative Case Certification 12. Exit SALN as of the last day of service 13. GSIS Clearance 14. Notarized Declaration of Pendency/Non-Pendency of Case as of last day of service for City	OCHRMO OCHRMO OCHRMO/Office of the City Accountant Land Bank/CCGECC OCHRMO OCHRMO OCHRMO OCHRMO OCHRMO Office of the City Prosecutor Municipal Trial Court Regional Trial Court Office of the City Mayor/Office of the City Administrator Personal OCHRMO/GSIS Personal	

<p>15. Notarized Declaration of Pendency/Non-Pendency of Case as of last day of service for GSIS (If possible)</p> <p>16. Notarized Affidavit of Undertaking for Authority to Deduct Accountabilities</p> <p>17. Certificate of Last Day of Service</p> <p>18. Certificate of Leave w/ or w/out Pay</p> <p>19. CSC Certification of No Pending Administrative Case</p> <p>20. CCGECC Clearance</p> <p>21. Ombudsman Clearance</p> <p>22. Letter of intention to separate due to non-mandatory retirement, whether for resignation or early retirement.</p> <p>23. Acceptance of separation due to non-mandatory retirement, whether for resignation or early retirement.</p> <p>Additional requirements in case of death of claimant:</p> <p>1. Death Certificate authenticated by PSA or Registrar</p> <p>2. Marriage Contract authenticated by PSA</p> <p>3. Birth Certificate of all surviving legal heirs authenticated by PSA</p> <p>4. Designation of next kin</p> <p>5. Waiver of rights of children 18 years old and below</p>	<p>Personal</p> <p>Personal</p> <p>OCHRMO OCHRMO</p> <p>OCHRMO/Civil Service Commission</p> <p>CCGECC OCHRMO/Ombudsman Personal</p> <p>Office of the City Mayor/Office of the City Administrator</p> <p>PSA or Office of the City Civil Registrar</p> <p>PSA</p> <p>PSA</p> <p>Representative Representative</p>			
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements	1. Prepare voucher for terminal pay and attached necessary supporting documents	None	30 minutes	Admin. Officer III OCHRMO

	2. Check and verify completeness of documents		10 minutes	City Govt Dept Head I (OCHRMO)
2. Wait for further advice of the release of payment	3. Submit voucher with all requirements to department where employee was last assigned during their employment	None	10 minutes	Admin. Officer III OCHRMO
	4.1. Record terminal pay to salary card of employee 4.2. Approval of voucher for payment 4.3. Forward voucher to the Office of the City Accountant for processing of payment	None	1 day	Department Concerned Department Head Concerned Department Concerned
	5. Process voucher	None	5 days	Office of the City Accountant/ Office of the City Budget Officer/ Office of the City Treasurer/ Office of the City Mayor
3. Acceptance of terminal pay	6. Release of payment	None	10 minutes	Cashier IV Office of the City Treasurer
TOTAL:		None	6 days and 1 hour	