

7. Processing of Request for Appointment of Project-Based Job Order Employee

This service processes the appointment of project-based Job Order employee base on the request from the Department Heads.

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| Office or Division: | Human Resource Management Office | | | |
| Classification: | G2G – Government to Government | | | |
| Type of Transaction: | Complex | | | |
| Who may avail: | Department Heads | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| 1. Request Letter duly approved by the Municipal Mayor/Municipal Vice Mayor. | | | Department Head | |
| 2. Program of Works | | | Department Head | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Fill-out Request Form with attached approved Request Letter indicating the names of project-based employees, term of service, daily rate and its corresponding fund charging, and Program of Work. | 1.1 Receive and review all submitted documents. | None | 5 minutes | <i>Process Server</i> Human Resource Management Office |
| | 1.2 Prepare appointment. | None | 1 day | <i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office |

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| | 1.3 Forward appointment to the requesting Department Head for signature recommending approval. | None | 1 hour | <i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office |
| | 1.4 Forward appointment to Municipal Government Department Head I (Human Resource Management Officer) to certify correctness of the details of appointment. | None | 1 hour | <i>Department Head</i> Human Resource Management Office <i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office |
| | 1.5 Forward appointment to Municipal Budget Office for appropriation. | None | 1 hour | <i>Head I (Human Resource Management Officer)</i> Human Resource Management Office |
| | 1.6 Forward appointment to Municipal Accounting Office for confirmation of availability of funds. | None | 1 hour | <i>Senior Administrative Assistant I (Data Controller IV)</i> |

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| | 1.7 Forward appointment to Municipal Treasurer's Office to certify availability of funds. | None | 1 hour | Human Resource Management Office <i>Municipal Budget Officer</i> Municipal Budget Office |
| | 1.8 Forward appointment to Municipal Mayor/Municipal Vice Mayor for approval. | None | 3 days | <i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office <i>Municipal Accountant</i> Municipal Accounting Office |
| | 1.9 Receive approved appointment and forward to notary public for the authentication of government document. | None | 1 day | <i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office |
| | 1.10 Receive notarized appointment and inform the | | | |

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| | <p>Department Beadle the availability of approved appointments.</p> | <p>None</p> | <p>10 minutes</p> | <p><i>Municipal Treasurer</i> Municipal Treasurer's Office</p> <p><i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office</p> <p><i>Municipal Mayor/Municipal Vice Mayor</i> Mayor's Office/Vice Mayor's Office</p> <p><i>Process Server</i> Human Resource Management Office</p> <p><i>Notary Public</i> Public Attorney's Office</p> <p><i>Process Server</i> Human Resource Management Office</p> |
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| 2. Receive approved and notarized appointments. | 3.1 Record into logbook and release the approved and notarized appointments. | None | 10 minutes | <i>Process Server</i> Human Resource Management Office |
| | 3.2 Secure 2 copies of appointments for record and filing. | None | 10 minutes | <i>Process Server</i> Human Resource Management Office |
| 3. Accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box. | 4.1 Request client to accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box | None | 15 minutes | <i>Process Server</i> Human Resource Management Office |
| TOTAL: | | None | 5 days, 5 hours, 50 minutes | |