

# Human Resources Development and Management Department

The HRDMD performs various human resource management programs that focus mostly on recruitment and selection, training and development, performance management, welfare and benefits administration, maintaining human resource information system and other HR management and development services. The HRDMD's function is to implement an organization's human resource requirements effectively, taking into account Philippine labor laws and regulations as well as those rules and regulations that the Civil Service Commission may impose; ethical business practices; and net cost, in a manner that maximizes, as far as possible, employee motivation, commitment and productivity.

Ready to serve and transact with you  
as authorized and properly identified personnel from

**Mondays to Fridays**

**8:00 AM to 5:00 PM**

*Contact Nos:* (046) 481-4143; 481-4100 local 407  
**3<sup>rd</sup> Floor City Government of Bacoor, Bacoor Blvd.  
Brgy. Bayanan, City of Bacoor, Cavite**

**CITIZEN's CHARTER SERVICES**

**City of Bacoor, Province of Cavite**

Responsible Department/Unit **Human Resources Development and Management Department**  
 Service Name **EMPLOYEE HIRING AND APPOINTMENT**

Service Description **All vacant positions are open for application to anyone provided that they meet the qualifications of the vacant positions required. Vacant positions are posted on the HRMD Bulletin Board and in Bacoor Website**

Client **City Employees - Permanent, Co-Terminous, Casual; Interested Individuals**  
 Maximum Duration of Process **Five (5) Days maximum**

Requirements **Application Letter addressed to the City Mayor specifying the position applied for and the office where the vacancy is; Barangay Clearance / Recommendation; Photocopy of Transcript of Records or Diploma duly authenticated by authorized personnel; Photocopy of Certificate of Eligibility, PRC License/ID, Report of Rating; NBI Clearance; Medical Clearance; Photocopy of Training and Seminars attended, if necessary; Updated Personal Data Sheet or Curriculum Vitae/Resume; Other supporting documents, if necessary.**

**How to Avail Service**

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/complete requirements)	Fees	Form/s Use
	Applicant/Client	Frontline Service Unit				
1		Post vacant positions at CSC Bulletin Board and at Bacoor Government Center Bulletin Board				
2	Refer to the HRDMD Bulletin Board for Vacant Positions located at CSC Bulletin Board, HRDMD Bulletin Board of the Municipal Building.  Submit application letters, specifying the position applied for, together with the requirements to the HRDMD office	Receive Application Preliminary Interview and Requirement Verification	Rachelle D. Alcantara Natividad Ludwig I. Ople	10 mins maximum	None	None

3		Preparation of Documents for Convening	Rachelle D. Alcantara	5 mins	None	None
4		Convening / Deliberation of Personnel Selection Board (PSB)	Personnel Selection Board	1 day Quarterly	None	None
5		Forward result of deliberation to the City Mayor for final action / selection	Natividad Ludwig I. Ople	1 day	None	None
6		Prepare notice to selected applicants through letter and telephone call	Rachelle D. Alcantara	5 mins maximum	None	None
6		Ensure that the Personal Data Sheet is answered properly and completely with recent photo, thumb-mark affixed and Community Tax Certificate indicated and review completeness of the requirements in preparation of Appointment papers for signature of the members of the Personnel Selection Board and Department/unit Head concerned	Rachelle D. Alcantara	1 hour	None	None
7	Successful Applicants, assume duty at specified date				None	Assumption of Duty
8		Transmit Appointment and necessary documents to the Civil Service Commission Field Office	Rachelle D. Alcantara	2 hrs every 15th of the month	None	

**CITIZEN's CHARTER SERVICES**

City of Bacoor, Province of Cavite

Responsible Department/Unit **Human Resources Development and Management Department**Service Name **ISSUANCE OF PERSONNEL CERTIFICATIONS AND RECORDS**Service Description **Securing personnel records such as Certificate of Employment, Service Records, Leave Credits and others for various purposes**Client **City Employees - Permanent, Co-Terminus, Casual**Maximum Duration of Process **Six (6) minutes**Requirements **None****How to Avail Service**

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/complete requirements)	Fees	Form/s Use
	Applicant/Client	Frontline Service Unit				
1	Request for Certification - Certificate of Employment - Service Record - others	Prepare Certification, Service Record as requested based on Personnel Record	Fatima S. Dacanay Melanie Joyce G. De Leon Leonor M. Miranda	5 mins	None	None
		Sign Certification and Service Records	Natividad Ludwig I. Ople	1 min maximum	None	None

**CITIZEN's CHARTER SERVICES**

**City of Bacoor, Province of Cavite**

Responsible Department/Unit **Human Resources Development and Management Department**  
 Service Name **PROCESSING OF EMPLOYEE APPLICATION FOR LEAVE OF ABSENCE**  
 Service Description **Employees are granted the right to avail leave of absence with or without pay as provided by law**  
 Client **City Employees - Permanent, Co-Terminus, Casual**  
 Maximum Duration of Process **One (1) Day and Ten (10) minutes**  
 Requirements **Employee should file Application for Leave at least 5 days in advance; Medical Certificate, *when necessary***

**How to Avail Service**

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/complete requirements)	Fees	Form/s Use
	Applicant/Client	Frontline Service Unit				
1	Secure Application for Leave of Absence					Application for Leave
2	Fill up form and submit at the HRMD duly signed by immediate supervisor - <i>for sick leave more than 5 days</i> , attach Medical Certificate issued by physician	Process leave application for - leave credits availability - <i>for sick leave</i> , verify Medical Certificate issued by physician	Virginia M. Fernandez Natividad Ludwig I. Ople	5 mins	None	None
3		Approval of the Mayor	Office of the Mayor	1 day	None	None
4		Record and update leave in control logbook	Virginia M. Fernandez	5 mins	None	Employee Leave Card

**CITIZEN's CHARTER SERVICES**

**City of Bacoor, Province of Cavite**

Responsible Department/Unit **Human Resources Development and Management Department**  
 Service Name **VARIOUS PERSONNEL CONCERNS**  
 Service Description  
 Client **City Employees - Permanent, Co-Terminus, Casual**  
 Maximum Duration of Process **Fifteen (15) Minutes**  
 Requirements **Forms and other documents required by the Agency**

**How to Avail Service**

Step	Action/s to be Taken		Office / Person Responsible	Time to Complete (w/complete requirements)	Fees	Form/s Use
	Applicant/Client	Frontline Service Unit				
1		Attend to queries, complaints and other concerns on personnel matters  - Payroll - BIR/ - GSIS concerns  - PAG-IBIG / - PHILHEALTH - SSS concerns  - Leave  - Correspondents	Natividad Ludwig I. Ople  Editha C. Broas Freddie M. Malayao  Freddie M. Malayao Leonor M. Miranda  Virginia M. Fernandez  Natividad Ludwig I. Ople	15 mins maximum	None	As Required