

FUNCTIONAL CHART

HUMAN RESOURCE MANAGEMENT DIVISION

LEAVE ADMINISTRATION SECTION

- 1) Maintaining a systematic file of leave cards for each employee indicating the leave credits, absences and tardiness.
- 2) Process leave application (sick, vacation, forced leave, maternity leave, paternity leave and other leave & other specified leave benefits)
- 3) Process terminal leave pay benefits of retired, resigned & separated employees.
- 4) Process leave application & terminal leave pay Benefits of Barangay officials.
- 5) Monthly updating of employees leave cards
- 6) Prepare/issue certification of leave credits balance to requesting employee.

WELFARE & BENEFITS SECTION

- 1) Prepare schedule of officials and employees who have applied for retirement.
- 2) Consolidate/review documents submitted by retiring employees to ascertain completeness of information or requirements.
- 3) Conduct pre-retirement counseling
- 4) Prepare & submit to the GSIS & Pag-ibig the application for retirement.
- 5) Prepare voucher for gratuity benefits & terminal Leave pay.
- 6) Process application/documents for membership w/ GSIS, Pag-ibig & Philhealth.
- 7) Process/issue supporting papers of Philhealth (Member) application when an employee or his/her beneficiary become hospitalized.
- 8) Prepare and submit reports of resigned, separated & transferred employees every quarter of the year to the Civil Service Commission.
- 9) Prepare notice of salary adjustment in case of salary increases.
- 10) Prepare service record of officials & employees when needed.

ADMINISTRATIVE SECTION

- 1) Maintaining/safekeeping/ a systematic file of all personnel records.
- 2) Receiving & recording of incoming communication/documents.
- 3) Recording & releasing of outgoing communication /documents.
- 4) Prepare/issue certificate of employment & certificate of appearance.
- 5) Aides in personnel related functions of the office.
- 6) Typed letters, endorsement & memorandums when requested.
- 7) Does Messengerial & Janitorial Works

RECRUITMENT, PLACEMENT & APPOINTMENT SECTION

- 1) Published vacant positions
- 2) Receive applications & all requirements for Employment.
- 3) Conduct initial interview to applicants.
- 4) Secretariat to the Personnel Selection Board.
- 5) Prepare/Process appointment
- 6) Prepare/issue certifications such as, detail order, reassignment, return to mother office order & other related personnel actions.
- 7) Prepare/Process Job Orders & Contract of Services.
- 8) Submit to the Civil Service Commission the appointment of hired employees.
- 9) Liaisoning with CSC, Pag-ibig & Philhealth
- 10) Conduct orientation to new employees.