



# MABALACAT CITY COLLEGE

## HUMAN RESOURCES MANAGEMENT OFFICE

### 1. Issuance of Certificate of Employment

The office is responsible for the processing of request for certificate of employment needed by Mabalacat City College employees and former employees:

<b>Office or Division:</b>	Human Resources Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	MCC employees and Former Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Employees Request Form (MC-HR Form No. 17)			Human Resources Management Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Employees Request Form (MC-HR Form No. 17) for Certificate of Employment	1.1 Receive request	None	1 minute	Rowena G. Venzon <i>HRMO IV</i>
	1.2 Prepare needed certification	None	5 minutes	
2. Receive duly signed certification	2.1 Sign and release the certification.	None	2 minutes	Rowena G. Venzon <i>HRMO IV</i>





# MABALACAT CITY COLLEGE

## 2. Issuance of Office Memorandum

The office is responsible for the issuance of memorandum to all units/institutes and employees.

<b>Office or Division:</b>	Human Resources Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	MCC employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Employees Request Form (MC-HR Form No. 17)			Human Resources Management Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Receive instruction from the office of the President for the issuance of Memorandum.	1.1 Receive instruction	None	1 minute	Genesis M. Macapagal <i>HRMO II</i>
	1.2 Prepare memorandum	None	5 minutes	
2. Receive prepared memorandum	2.1 Sign and release the memorandum	None	2 minutes	Rowena G. Venzon <i>HRMO IV</i>
3. Received duly signed memorandum	3.1 Submit to Records Office for stamping and recording 3.2 Post memorandum to MS Teams for dissemination.	none	5 minutes	Joanne Castillo Admin. Aide VI





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### 3. Issuance of Service Record, Leave Balance Certification and Certificate of No Pending Administrative Case

The office is responsible for the processing of request for service record, leave balance certification and certificate of no pending administrative case needed by Mabalacat City College employees and former employees:

<b>Office or Division:</b>	Human Resources Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	MCC Employees and Former Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Employees Request Form (MC-HR Form No. 17)			Human Resources Management Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Employees Request Form (MC-HR Form No. 17) for the needed certification (Service Record, Leave Balance Certification, and Certificate of No Pending Administrative Case)	1.1 Receive request	None	1 minute	Rowena G. Venzon <i>HRMO IV</i>
	1.2 Prepare needed certification	None	5 minutes	
2. Receive the certification duly signed by the MCC HRMO to be submitted to the City HRMO for signature	2.1 Sign and release the certification.	None	2 minutes	Rowena G. Venzon <i>HRMO IV</i>





# MABALACAT CITY COLLEGE

## 4. Processing of Application for Leave

The office is responsible for the processing of application for leave needed by Mabalacat City College employees:

<b>Office or Division:</b>	Human Resources Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	MCC Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Application for Leave (CSC Form No. 6)			Human Resources Management Office	
Medical Certificate (if applicable)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished Application for Leave (signed by immediate supervisor) to the HRM Office. Attach a copy of medical certificate, if applicable.	1.1 Receive the client's application for leave and note updated leave credits on the application form	None	5 minutes	Elaine G. Ocampo <i>HRMO I</i>
	1.2 Endorse application for leave to the Office of the Vice President for Administration for initial signature.	None	10 minutes	Elaine G. Ocampo <i>HRMO I</i>
	1.3 Received signed leave application from the Office of the President and submit to City HRMO.	None	10 minutes	Joanne Castillo <i>Admin. Aide VI</i>





# MABALACAT CITY COLLEGE

## 5. Processing of Application for Maternity Leave (Without Claims for Advance Maternity Pay)

The office is responsible for the processing of application for leave needed by Mabalacat City College employees:

<b>Office or Division:</b>	Human Resources Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	MCC Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Application for Leave (CSC Form No. 6)			Human Resources Management Office	
Medical Certificate (with estimated date of delivery)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished Application for Leave (signed by immediate supervisor) to the HRM Office. Attach a copy of medical certificate with estimated date of delivery.	1.1 Receive the client's application for leave with attached medical certificate and note updated leave credits on the application form	None	5 minutes	Elaine G. Ocampo <i>HRMO I</i>
	1.2 Endorse application for leave to the Office of the Vice President for initial signature.	None	10 minutes	Elaine G. Ocampo <i>HRMO I</i>
	1.3 Received signed leave application from the Office of the President and submit to City HRMO	None	10 minutes	Joanne Castillo <i>Admin. Aide VI</i>





# MABALACAT CITY COLLEGE

## 6. Processing of Application for Maternity Leave (With Claims for Advance Maternity Pay)

The office is responsible for the processing of application for leave needed by Mabalacat City College employees:

<b>Office or Division:</b>	Human Resources Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	MCC Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave (CSC Form No. 6)		Human Resources Management Office		
Clearance Form (CSC Form No. 7)		Human Resources Management Office		
Medical Certificate (with estimated date of delivery)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the accomplished Application for Leave (signed by immediate supervisor) to the HRM Office. Attach a copy of the Clearance Form with complete signatures and a copy of medical certificate with estimated date of delivery.	1.4 Receive the client's application for leave with attached medical certificate and note updated leave credits on the application form	None	5 minutes	Elaine G. Ocampo <i>HRMO I</i>
	1.5 Endorse application for leave to the Office of the Vice President for initial signature.	None	10 minutes	Elaine G. Ocampo <i>HRMO I</i>
	Received signed leave application from the Office of the President and submit to City HRMO	None	10 minutes	Joanne Castillo <i>Admin. Aide VI</i>





# MABALACAT CITY COLLEGE

## 7. Issuance of Travel Order/Permit (Internal)

The office is responsible for the processing of request for travel order/permit needed by Mabalacat City College employees:

<b>Office or Division:</b>	Human Resources Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	MCC Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Employees Request Form (MC-HR Form No. 17)			Human Resources Management Office	
Letter of request or copy of invitation (with immediate supervisor's endorsement) stamped by Records Officer				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the following requirements: a. Employees Request Form (MC-HR Form No. 17) for the request for travel order/permit b. Letter of request or copy of invitation	1.1 Evaluate and receive the requirements submitted	None	2 minutes	Elaine G. Ocampo <i>HRMO I</i>
	1.2 Prepare travel order/permit	None	5 minutes	Elaine G. Ocampo <i>HRMO I</i>
	1.3 Sign and release the travel order/permit to the client to be submitted to the Office of the VPAA for signature	None	2 minutes	Rowena G. Venzon <i>HRMO IV</i>
2. Submit the travel order/permit (signed by the VPAA) to the HRM Office	2.1 Receive the document	None	1 minute	Elaine G. Ocampo <i>HRMO I</i>
	2.2 Issue client's copy of travel order/permit	None	1 minute	Elaine G. Ocampo <i>HRMO I</i>





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## 8. Issuance of Travel Order/Permit with Budget Request

The office is responsible for the processing of application for travel order/permit to attend training with budget request needed by Mabalacat City College employees:

<b>Office or Division:</b>	Human Resources Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	MCC Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Formal letter of invitation to attend the seminar (noted by the VPAA for endorsement and signed by the President for approval) stamped by the Records Officer				
Training Request Form (MC-HR Form No. 7)			Human Resources Management Office	
Travel Order Form (OCA-001)			Human Resources Management Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the following requirements to the HRM Office: a. Formal letter of invitation to attend the seminar (signed by the VPAA and the President) b. Signed Training Request Form (MC-HR Form No. 7) c. Travel Order Form (OCA-001) signed by the VPAA	1.1 Evaluate and receive the requirements submitted	None	5 minutes	Elaine G. Ocampo <i>HRMO I</i>
	1.2 Submit the documents to the City Budget Office for costing and allotment of expenses	None	1 day	Elaine G. Ocampo <i>HRMO I</i>
	1.3 Receive the documents from the City Budget Office then submit them to the City Administrator Office for the approval of Travel Order	None	1 day	Elaine G. Ocampo <i>HRMO I</i>
	1.4 Release the travel order/permit to the client	None	5 minutes	Elaine G. Ocampo <i>HRMO I</i>







# MABALACAT CITY COLLEGE

## 9. Processing of Application for Non-Teaching Personnel

The office is responsible for the processing of all employment application outside and inside Mabalacat City College:

<b>Office or Division:</b>	Human Resources Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	MCC Employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter of Application				
PDS and Resume with picture				
Transcript of Records (TOR) – Bachelor’s Degree and Master’s (if applicable)				
Certificate of enrollment in a graduate school (if applicable)				
Photocopy of civil service eligibility or PRC license and authenticated copy of board rating for board passers (if applicable)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Applicant who submitted the complete requirements and met the basic qualifications will attend the interview and accomplish the Application Form on the schedule sent by the HRMO through SMS and/or Email.	1.1 Receive and review the accomplished Application Form	None	5 minutes	Charisse Morales HRMO II
	1.2 Conduct applicant’s initial interview ( face to face or online)	None	30 minutes	
	1.3 Conduct applicant’s second interview	None	30 minutes	
2. Applicant who passed the interviews will take the examination and actual assessment (if applicable).	2.1 Administer examination (IQ and Personality Test)	None	60 minutes	Charisse Morales HRMO II
	2.2 Facilitate actual assessment of applicant (if applicable)	None	60 minutes	<i>Immediate Supervisor</i>





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<p>3. Applicant who passed the examination and actual assessment will submit the following requirements:</p> <ul style="list-style-type: none"><li>a. One (1) pc. passport size picture</li><li>b. Photocopy of training/seminar certificates (within the last 2 years)</li><li>c. Employment certificate (previous employment)</li><li>d. Clearance – Original and photocopy (previous employer)</li><li>e. PSA Birth Certificate (original and photocopy)</li><li>f. PSA Marriage Certificate (if applicable)</li><li>g. NBI Clearance (Original and photocopy)</li><li>h. Medical Certificate (stool exam, urine, drug test, and x-ray)</li></ul>	<p>3.1 Check and receive the requirements.</p>	<p>None</p>	<p>10 minutes</p>	<p>Charisse Morales HRMO II</p>
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## 10. Processing of Application for Faculty Personnel

The office is responsible for the processing of all employment application outside and inside Mabalacat City College:

<b>Office or Division:</b>	Human Resources Management Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Clients			
<b>Who may avail:</b>	MCC Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Application				
PDS and Resume with picture				
Transcript of Records (TOR) – Bachelor’s Degree and Master’s (if applicable)				
Certificate of enrollment in a graduate school (if applicable)				
Photocopy of civil service eligibility or PRC license and authenticated copy of board rating for board passers (if applicable)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Applicant who submitted the complete requirements and met the basic qualifications will attend the interview, take the examination and accomplish the Application Form on the schedule sent by the HRMO through SMS and/or Email.	1.1 Receive and review the accomplished Application Form	None	5 minutes	Charisse Morales HRMO II
	1.2 Conduct applicant’s initial interview(face to face or online)	None	30 minutes	
	1.3 Administer examination (IQ and Personality Test	None	60 minutes	
2. Applicant who passed the examination and interview will attend the classroom teaching demonstration and second interview.	2.1 Observe and assess the classroom teaching demonstration of the applicant	None	60 minutes	VPAA, Dean, Field of Study Head, HRM Officer
	2.2 Conduct second interview	None	30 minutes	Immediate Supervisor/Dean





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<p>3. Applicant who passed the teaching demonstration and second interview will submit the following requirements:</p> <ul style="list-style-type: none"><li>a. Three (3) pcs. passport size picture</li><li>b. Photocopy of training/seminar certificates (within the last 2 years)</li><li>c. Employment certificate (previous employment)</li><li>d. Clearance – Original and photocopy (previous employer)</li><li>e. PSA Birth Certificate (original and photocopy)</li><li>f. PSA Marriage Certificate (if applicable)</li><li>g. NBI Clearance (Original and photocopy)</li><li>h. Medical Certificate (stool exam, urine, drug test, and x-ray)</li></ul>	<p>3.1 Check and receive the requirements</p>	<p>None</p>	<p>10 minutes</p>	<p>Charisse Morales HRMO II</p>
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