

Human Resource Management Office
(External)

1. Filing of Sworn Statement of Assets, Liabilities and Net Worth (SALN) of Barangay Officials of Polangui.

SALN is an annual document that all Government Officials and Employee (including barangay official) must complete and submitted to the Human Resource Management Office for it is required under the Republic Act 6713 or the Code of Conduct in the Ethical Standards of the Government Officials and employee. It must be submitted upon the assumption o to office and every year thereafter or on before April 30 of the current year.

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| Office / Division: | HUMAN RESOURCE MANAGEMENT OFFICE | | | |
| Classification: | SIMPLE | | | |
| Type of Transaction: | G2G-Client is a government employee or another government agency | | | |
| Who may avail: | Barangay Officials of Polangui | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1.Filled Out SALN form of the Barangay Officials (3 original copy) 2.In the absence of the co-declarant, a 3-original letter of explanation addressed to the Human Resource Management Officer should be attached to the filled out SALN forms | | Human Resource Management Office From the Declarant | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. The Declarant (Barangay Official) will submit their complete, filled out SALN forms to the Human Resource Management Office | 1. SALN forms will be checked if there is/ are necessary correction/s needed. <i>If there is/are correction that is/are needed to be changed:</i> Filled out SALN forms will be return to the Declarant | None | 5 minutes-declarant | <i>Administrative Officer V / HRMO Staff</i> Human Resource Management Office |

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| | <i>If there will be no correction that has needed to be changed:</i> SALN forms will be collected by the Human Resource Management Office and signed by the Municipal Mayor and submitted the same to the respective repository office | | 2 minutes- declarant | |
| | TOTAL | None | If there is/are correction: 5 minutes No Correction: 2 minutes | |

2. Special Recruitment Activity (SRA)

To carry out full employment and equality of employment opportunities for all. One of the objectives of SRA is to provide a venue where people could explore simultaneously various employment options through the Public Employment Service Office.

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| Office / Division: | HUMAN RESOURCE MANAGEMENT OFFICE/PUBLIC EMPLOYMENT SERVICES OFFICE | | |
| Classification: | SIMPLE | | |
| Type of Transaction: | G2B- Government to Business Entity | | |
| Who may avail: | Local and Overseas Employer | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| For Overseas Employer: 1. Affidavit of Undertaking 2. Job Fair Authority | | Philippine Overseas Employment Administration | |
| 3. Job Order Latest 4. Authority to Conduct 5. Letter of Request address to the Peso Manager | | From the Employer | |
| For Local Employer: 1. Business Permit 2. Job Vacancies Latest 3. Letter of Request address to the Peso Manager | | Employer's Copy | |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|------------------------|------------------------|---|
| 1. The Client will Submit Request Letter for Special Recruitment Activity addressed to PESO Manager | The Office will assess all complete documents needed for the special recruitment activity | None | 5 mins | <i>Admin. Aide III / PESO Staff</i> |
| | Once the assessment is done the office will issue Certificate of No Objection signed by the PESO Manager | | | Human Resource Management Office <i>PESO Manager / Human Resource Management Officer V</i> Human Resource Management Office |
| TOTAL | | None | 5 minutes | |

