

The HUMAN RESOURCE DIVISION

PROCESSING OF ADMINISTRATIVE CASE

1. The Human Resource Division receives the complaint in writing.

Requirements:

1. Full name and address of complainant
2. full name and address of the person complained, position & office employment
3. Narration of the relevant and material facts which shows the acts or omissions allegedly committed by the civil servant
4. Certified true copies of documentary evidence & affidavit of his witness, if any
5. Certification or statement of non-forum shopping

Note: Can be dismissed, in the absence of any of the above-mentioned requirements

2. The complained party / person submits counter-affidavit / comment under oath within 3 days from receipt.
3. The Human Resource Division conducts preliminary investigation / fact-finding investigation to commence not later than 5 days from the receipt of complaint & terminated within 30 days thereafter.

Note: Case will be dismissed if Prima Facie Case was not established

4. After the conduct of the preliminary investigation / fact-finding investigation, an investigation report will be submitted to the Human Resource Division Manager.
5. A formal charge will then be issued, must contain all necessary and relevant facts with *Prima Facie Case*.

6. After the formal charge has been issued, the complained party / person submits his answer in writing and under oath.

Note: Failure to answer waived right thereto, may issue preventive suspension / reassignment within a period of 90 days.

7. The Human Resource Division or a special committee then conducts formal investigation.

Note: The formal investigation shall not be held not earlier than 5 days nor not later than 10 days from receipt of the respondent's answer. Investigation shall be completed within 30 days from the issuance of formal charge or receipt of the answer.

8. The result of the formal investigation will then be submitted to the Appointing Authority within 15 days after the conclusion of the formal investigation.

9. After the submission of the result of the formal investigation, the Appointing Authority will then issue his decision within 30 days from receipt of the Report of Investigation.

Note: Decision is considered final, if penalty of suspension is not more than 30 days or fine of exceeding 30 days salary is imposed. Decision may also be considered final if It exceeds 30 days salary after lapse of the reglementary period of filing of motion for reconsideration or appeal.

10. A motion for reconsideration may be filed to the Appointing Authority within 15 days from receipt of the decision.

11. After the motion for reconsideration has been filed, the Appointing Authority will then issue his decision on the filed motion for reconsideration.

12. Submission of an appeal may be submitted to the following appellate bodies:
 - a. The Agency
 - b. CSC Regional Office
 - c. CSC Proper
 - d. Court of Appeals

e. Supreme Court

RECRUITMENT - PROCEDURE ON HIRING

1. The Human Resource Division receives request for filling-up of vacant position (personnel requirement) from the requisitioning division.
2. The Human Resource Division forwards the request for filling-up of vacant position (personnel requirement) to the Head of the Agency for approval.
3. After the Head of the Agency approves the request, the Human Resource Division submits the request for Publication of Vacant Positions in the CSC Bulletin of Vacant Positions to the CSC Field Office.
4. The Human Resource Division collates all application letters, listing of applicants and conduct preliminary evaluation.

Note: All qualified applicants shall undergo further assessment.

5. The Personnel Selection Board makes a systematic assessment of the competence and qualifications of candidates and submission of shortlist of candidates recommended for appointment to the Head of the Agency. The Head of the Agency shall choose the applicant to be appointed.
6. The Human Resource Division prepares the appointment papers. The Head of the Agency signs the appointment papers. The Human Resource Division posts the notice of appointment of an employee after the issuance of an appointment.

LOAN APPLICATIONS:

PROVIDENT FUND

1. The Human Resource Division receives the copy of loan application.
2. The Human Resource Division in-charge checks the completeness of data in the application and authenticity of attachments, if needed.
3. For new loan application:
 - Check if the member is eligible to apply for loan and that the net take home pay is within the limit.

For loan renewal:

- Check if the applicant has loan proceeds and net take home pay is within the limit.
4. The Human Resource Division in-charge then computes the loanable amount, net loanable amount and the monthly loan amortization.
 5. The documents will then be routed to the applicant/borrower for acceptance and signature.

Note: If the loanable amount is not acceptable, recompute the loanable amount.

6. After all the documents have been signed, it will be routed to the concerned officers of the fund for signature.
7. The signed documents will be forwarded to the Fund Coordinator for check issuance and release.

HDMF LOAN

1. The Human Resource Division receives the copy of loan application.
2. The Human Resource Division in-charge checks the completeness of data in the application and signature of signatories.

3. For new loan application:
 - Check record of contribution and net take home pay is within limit

For loan renewal:

- Check monthly loan amortization and net take home pay is within the limit.

4. Request Accounting Division for attachments: Certificate of Contribution, Certificate of Loan Amortization and Copy of Payroll
5. The documents will then be routed for checking, verification and signature.
6. The Human Resource Division office prepares transmittal, route for signature and submission to Pag-IBIG, Imus Branch.

PROCESSING OF LEAVE APPLICATION

1. The Human Resource Division in-charge discusses with the employee the type of leave applicable.
2. The Human Resource Division receives the accomplished leave application, with required signature from the immediate supervisor.
3. The Human Resource Division in-charge checks the leave application as to the completeness and accuracy of data.
4. The Human Resource Division in-charge then records and deducts leave credits on the leave card.

Note: In case of leave without pay (LWOP), it will be recorded to the logbook for deduction to the payroll.

5. The leave application will then be forwarded to the HR Division Manager for certification and signature.

6. The Human Resource Division in-charge prepares routing slip and routes the leave application to the Office of the general manager for signature and approval.
7. After the approval of the leave application, it will be routed again to the Human Resource Division.

Note: in case of disapproval resulting to leave without pay (LWOP), record to the logbook for deduction to payroll.

8. The Human Resource Division in-charge will then inform the concerned employee of the approval of the leave application.

Note: In case of disapproval / amendments, inform concerned employee of the changes.

9. The Human Resource Division in-charge files the leave application to the individual folder, one copy to be returned to the concerned employee.

PROCESSING OF COMPENSATORY TIME-OFF APPLICATION

1. The Human Resource Division in-charge discusses with the employee the balance of compensatory time-off (CTO).
2. The Human Resource Division receives the accomplished CTO application, with required signature from the immediate supervisor.
3. The Human Resource Division in-charge checks the CTO application as to the completeness and accuracy of data.
4. The Human Resource Division in-charge then records and deducts CTO credits and attachment of overtime ledger card.
5. The CTO application will then be forwarded to the HR Officer for checking of the overtime ledger card and the HR Division Manager for certification and signature.

6. The Human Resource Division in-charge prepares routing slip and routes the CTO application to the Office of the general manager for signature and final approval.
7. After the approval of the CTO application, it will be routed again to the Human Resource Division.
8. The Human Resource Division will then inform the concerned employee of the approval of the leave application.

Note: In case of disapproval / amendments, inform concerned employee of the changes.

9. The Human Resource Division in-charge files the CTO application to the individual folder, one copy to be returned to the concerned employee.

PAYROLL PREPARATION

OVERTIME APPLICATION AND PAYROLL

1. The Human Resource Division receives duly accomplished Overtime Job Services (OTJS) signed by the employee and division Heads together with the Authority to Render Overtime signed (prior to the submission of the OTJS) by the Division Heads and Head of the Agency.
2. The Human Resource Division in-charge checks OTJS with the Daily Attendance Record (print-out from the Biometrics). Stamp OTJS with “Ok

checked with DTR” and indicate if with Rest Day, Extended Duty or Holiday.

3. After checking, the Human Resource in-charge assigns control number and record overtime to the logbook.
4. The Human Resource Division in-charge prepares Tabulated Summary Report of Overtime and Payroll and submit it to the HR Officer for checking. After checking, to the HR Head for verification.
5. The checked and verified Tabulated Summary Report of Overtime and Payroll will then be forwarded to the Accounting Division for recommending approval and voucher preparation; to the Budget Division for preparation of Budget Utilization Report (BUR). The Overtime Job Services will be forwarded to the Office of the General Manager for signature.
6. The Tabulated Summary Report of Overtime and Payroll will then be forwarded to the Office of the General Manager (OGM) for approval.

JOB ORDER PAYROLL

1. The Human Resource Division in-charge retrieves attendance record of Job Order Employees from SWD Main & Annex Building and Bulihan & Lumil Unit Offices every 16th of the month and 1st day of the succeeding month from the Biometrics machine.
2. The HR Division in-charge uploads the data to the Biometric Attendance System and check the attendance uploaded from each office.
3. After checking, The HR Division in-charge prepares Summary of Attendance Report and forwards it to the HR Officer concerned for checking and preparation of Job Order Payroll.
4. The Job Order Payroll with the attached Summary of Attendance Report will be routed to the Division heads concerned for signature and to the HR Head for recommending approval.

5. After approval, the Job Order Payroll will be routed to the Budgeting Division for issuance of Budget Utilization Receipt (BUR) for availability of funds and to the Accounting Division for voucher preparation.
6. The Job Order Payroll together with all the attached documents will be brought to the Office of the General Manager (OGM) for signature and final approval.

REGULAR HELPER PAYROLL

1. The Human Resource Division in-charge retrieves attendance record of Regular Helpers from SWD Main & Annex Building and Bulihan & Lumil Unit Offices every 16th of the month and 1st day of the following month from the Daily Time Record.
2. The HR Division in-charge compares and checks the attendance to the Accomplished Daily Attendance with the Daily Time Record (DTR) of each helper.
3. After checking, the HR Division in-charge prepares Payroll of Regular Helpers and attaches the copy of Daily Attendance and DTR.
4. The Job Order Payroll with the attached Summary of Attendance Report will be routed to the Division heads concerned for signature and to the HR Head for recommending approval.
5. After approval, the Job Order Payroll will be routed to the Budgeting Division for issuance of Budget Utilization Receipt (BUR) for availability of funds and to the Accounting Division for voucher preparation.
6. The Job Order Payroll together with all the attached documents will be brought to the Office of the General Manager (OGM) for signature and final approval.

RECRUITMENT PROCEDURE OF ON-THE-JOB TRAINEES

1. The Human Resource Division receives accomplished Request for the Recruitment of On-the-Job Trainee Form from the Division Heads.
2. The HR Division in-charge checks the accomplished Request for the Recruitment of On-the-Job Trainee Form for completeness of data.
3. The HR Division in-charge routes the checked Request for the Recruitment of On-the-Job Trainee Form to the HR Division Manager and the Office of the General Manager for signature and approval.
4. Once approved and if there are available OJT applicants, contact available OJT applicant/s for orientation. Otherwise, inform the Division Heads concerned and wait for possible OJT applicants.
5. After the orientation, endorse the OJT applicant/s to the assigned division.
6. Upon end of training, the Human Resource Division in-charge will issue a copy of the Daily Time Record (DTR) and Certificate of Training.

FACILITATION OF TRAINING INVITATION

1. The Human Resource Division receives accomplished Training Nomination Form
2. The Human Resource Division in-charge verifies training of the nominated employee.

Note: If without training, or has not been nominated to the seminar or training, proceed to the next step.

If with training or has already been sent to the training, inform Division Head concerned.

3. The HR Division in-charge routes the checked Training Nomination Form to the Office of the General Manager for Board approval.

Note: If approved, proceed to the next step.

If disapproved, inform Division Head concerned.

4. After the approval of the Training Nomination, the HR Division in-charge processes the registration and the airfare & hotel accommodation (if needed). The HR Division in-charge files cash advance.
5. After all necessary documents have been processed; the HR Division in-charge endorses the documents to the concerned division and employee.
6. After the training, the HR Division in-charge monitors the submission of training materials (if available) and training certificates and assists in the liquidation of cash advances.
7. The HR Division in-charge forwards the training materials and certificates to the HR Division personnel concerned.

FACILITATION & SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH

1. The Office of the General Manager issues a memorandum on the accomplishment and deadline of submission of the Statement of Assets Liabilities and Net Worth (SALN).
2. The Human Resource Division disseminates the forms (either on soft or hard copy) by division.
3. The HR Division receives and checks all accomplished SALN forms.
Note: All SALN forms with correction will be sent back to the concerned division or employee.
4. After all the SALN forms are all submitted by the different divisions and checked, it will be forwarded to the Office of the General Manager for signature to be sworn to and subscribed.

Note: The General Manager's accomplished SALN form will be sent to the attorney's office for notarization.

5. After all the SALN forms are all signed and sworn in to and subscribed, it will be submitted to the Office of the Ombudsman not later than June 30 of every year.

SLANG MD