

PROCESSING OF ADMINISTRATIVE CASE

1. RECEIPT OF COMPLAINT IN WRITING



2. SUBMISSION OF COUNTER-AFFIDAVIT / COMMENT UNDER OATH WITHIN 3 DAYS FROM RECEIPT



3. CONDUCT OF PRELIMINARY INVESTIGATION / FACT FINDING INVESTIGATION



4. SUBMISSION OF INVESTIGATION REPORT



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*

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



PROCESSING OF ADMINISTRATIVE CASE

5. ISSUANCE OF FORMAL CHARGE

Note: With Prima Facie Case

Must contain all necessary & relevant facts

Failure to answer waived right thereto

May issue preventive suspension / reassignment within a period of 90 days

Shall not be held not earlier than 5 days nor 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

Within 15 days after the conclusion of the formal investigation

6. SUBMISSION OF ANSWER IN WRITING AND UNDER OATH

7. CONDUCT OF FORMAL INVESTIGATION

8. SUBMISSION OF FORMAL INVESTIGATION



PROCESSING OF ADMINISTRATIVE CASE

9. DECISION OF THE APPOINTING AUTHORITY

Within 30 days from receipt of the Report of Investigation. Decision is considered final, if penalty of suspension is not more than 30 days or fine not exceeding 30 days salary is imposed. Decision may also be considered final if it exceeds 30 days salary after the lapse of the reglementary period for filing of motion for reconsideration or appeal.

10. FILING OF MOTION FOR RECONSIDERATION

To filed to the appointing authority within 15 days from receipt of the decision

11. DECISION ON THE FILED MOTION FOR RECONSIDERATION

12. SUBMISSION OF AN APPEAL

APPELATE BODIES:

- 1.AGENCY
- 2.CSC-RO
- 3.CSC PROPER
- 4.COURT OF APPEALS
- 5.SUPREME COURT





HIRING PROCEDURE

The Human Resource Division prepares budget appropriations for all vacant positions during budget preparation.



The HR Division receives request for filling-up of vacant position (personnel requirement) from the requisitioning division.



The HR Division forwards the request for filling-up of vacant position (personnel requirement) to the Head of the Agency for approval.



Upon approval, the HR Division then submits the request for Publication of Vacant Positions in the CSC Bulletin of Vacant Positions to the CSC Field Office or through other mode of publication and post the same in three (3) conspicuous places in the agency.





HIRING PROCEDURE



The HR Division shall collate all application letters and make a list of applicants and conduct preliminary evaluation. Qualified applicants shall undergo further assessment. The result of the preliminary evaluation shall be posted in three (3) conspicuous places in the agency for at least fifteen (15) calendar days.



The HR Division notifies all applicants of the outcome of the preliminary evaluation.



The Personnel Selection Board shall make systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level of positions. Evaluate and deliberate the qualifications of those listed in the selection line-up.





HIRING PROCEDURE



The PSB then submits the shortlist of candidates recommended for appointment from which the Appointing Authority shall choose the applicant to be appointed.



The HR Division prepares the appointment paper in accordance with the Provisions of the Agency's Merit Selection Plan and have the Head of the Agency sign the appointment paper.



The HR Division shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the agency a day after the issuance of the appointment for at least fifteen (15) days.

PROFUND LOAN APPLICATION

RECEIVED COPY OF LOAN APPLICATION

CHECK AS TO THE COMPLETENESS OF DATA IN THE APPLICATION AND AUTHENTICITY OF ATTACHMENTS, IF NEEDED

FOR NEW LOAN APPLICATION: CHECK IF MEMBER IS ELIGIBLE TO APPLY FOR LOAN AND NET TAKE HOME PAY IS WITHIN THE LIMIT

FOR LOAN RENEWAL: CHECK IF APPLICANT HAS PROCEEDS AND NET TAKE HOME PAY IS WITHIN THE LIMIT

FORWARD SIGNED DOCUMENTS TO THE FUND COORDINATOR

ROUTE DOCUMENTS FOR SIGNATURE OF CONCERNED OFFICERS

ROUTE DOCUMENTS FOR ACCEPTANCE AND SIGNATURE OF BORROWER

COMPUTATION OF LOANABLE AMOUNT, NET LOANABLE AMOUNT AND MONTHLY LOAN AMORTIZATION

RECOMPUTE if loanable amount is not acceptable



HDMF LOAN APPLICATION

RECEIVED COPY OF
HDMF LOAN
APPLICATION

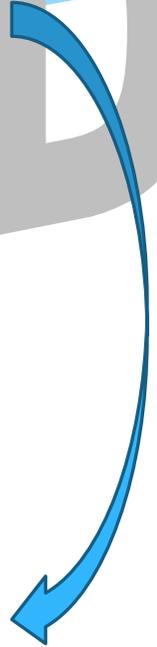


CHECK AS TO THE
COMPLETENESS OF
DATA IN THE
APPLICATION AND
SIGNATURE OF
SIGNATORIES



FOR NEW LOAN APPLICATION:
CHECK RECORD OF
CONTRIBUTION AND NET TAKE
HOME PAY IS WITHIN THE LIMIT

FOR LOAN RENEWAL: CHECK
MONTHLY LOAN AMORTIZATION
AND NET TAKE HOME PAY IS
WITHIN THE LIMIT



PREPARE TRANSMITTAL,
ROUTE FOR SIGNATURE
AND SUBMISSION TO
PAG-IBIG, IMUS BRANCH



ROUTE DOCUMENTS
FOR CHECKING,
VERIFICATION & SIGNING

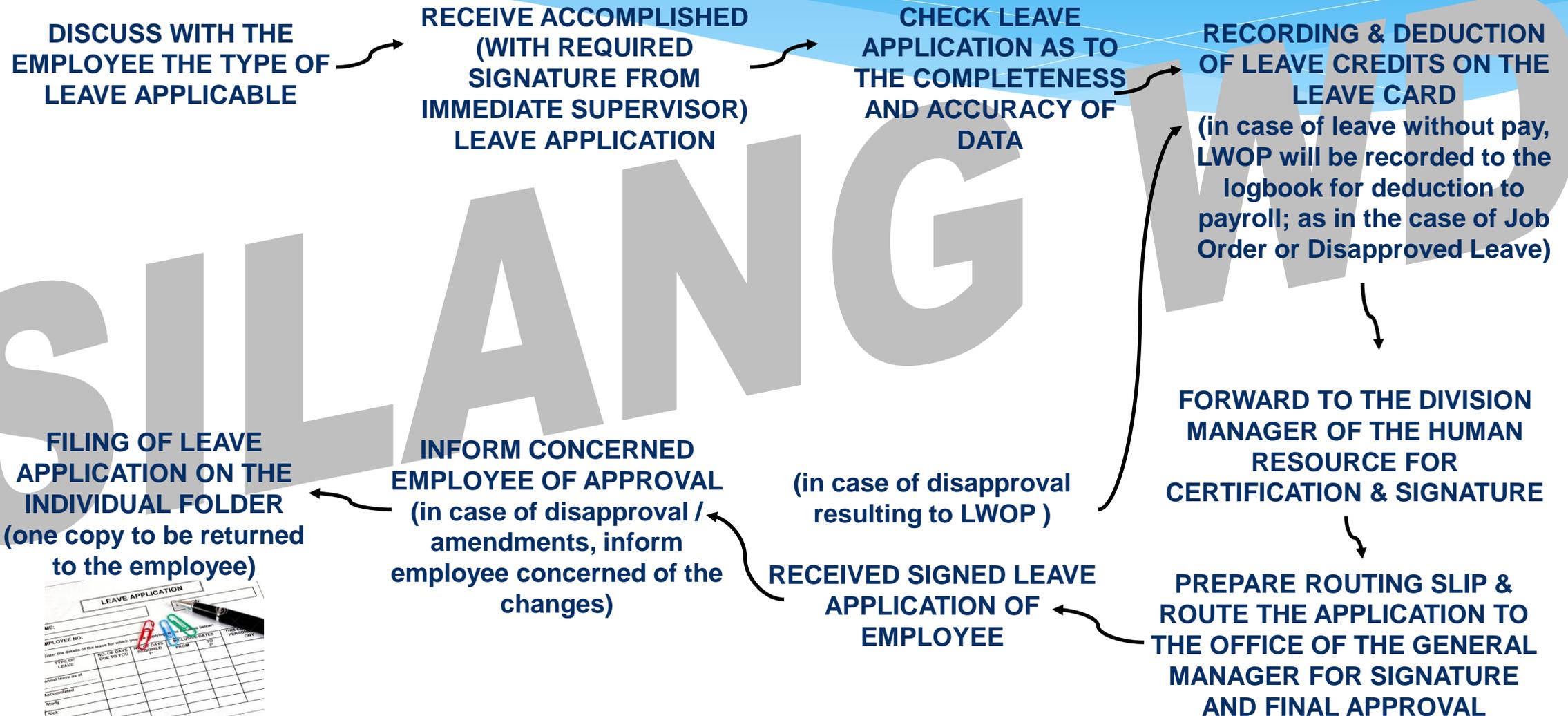


REQUEST ACCOUNTING DIVISION
FOR ATTACHMENTS:

CERTIFICATE OF CONTRIBUTION,
LOAN AMORTIZATION AND COPY
OF PAYROLL



PROCESSING OF LEAVE APPLICATION



LEAVE APPLICATION			
ME:	DATE:	REASON:	APPROVED BY:
EMPLOYEE NO:			
Enter the details of the leave for which you are applying			
TYPE OF LEAVE	NO. OF DAYS DUE TO YOU	NO. OF DAYS ACCUMULATED	RECORDING DATES TO
			FROM TO
Accumulated			
Safety			

PROCESSING OF COMPENSATORY TIME-OFF APPLICATION

DISCUSS WITH THE EMPLOYEE THE BALANCE OF COMPENSATORY TIME-OFF (CTO)



RECEIVE ACCOMPLISHED (WITH REQUIRED SIGNATURE FROM IMMEDIATE SUPERVISOR) CTO APPLICATION



CHECK CTO APPLICATION AS TO THE COMPLETENESS AND ACCURACY OF DATA



RECORDING & DEDUCTION OF CTO CREDITS AND ATTACHMENT OF OVERTIME LEDGER CARD



FORWARD TO THE HR OFFICER FOR CHECKING OF THE OVERTIME LEDGER CARD AND THE DIVISION MANAGER OF THE HUMAN RESOURCE FOR CERTIFICATION & SIGNATURE



PREPARE ROUTING SLIP & ROUTE THE APPLICATION TO THE OFFICE OF THE GENERAL MANAGER FOR SIGNATURE AND FINAL APPROVAL

FILING OF CTO APPLICATION ON THE INDIVIDUAL FOLDER (one copy to be returned to the employee)



INFORM CONCERNED EMPLOYEE OF APPROVAL (in case of disapproval, inform employee concerned)



RECEIVE SIGNED CTO APPLICATION OF EMPLOYEE



SILANG



OVERTIME APPLICATION & PAYROLL PREPARATION

Receive 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.

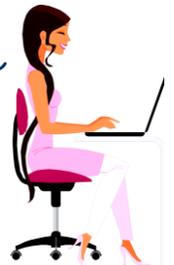
Check OTJS with the Daily Attendance Record (print-out from BIOMETRICS). Stamp OTJS with "OK CHECKED WITH DTR" and indicate if Rest Day, Extended Duty or Holiday.

After checking, assign control number and record overtime to the logbook.

Prepare Tabulated Summary Report of Overtime & Payroll then submit it, together with the OTJS to the HR Officer for checking and then to the HR Head for verification.

Forward the Tabulated Summary of Overtime & Payroll for recommending approval to the Accounting Division (for voucher preparation) and to the Budgeting Division [for preparation of Budget Utilization Receipt (BUR)] and the OTJS to the Office of the General Manager for signature.

Bring the Tabulated Summary of Overtime & Payroll together with the to the Office of the General Manager (OGM) for approval.



JOB ORDER PAYROLL PREPARATION

Retrieve attendance record of Job Order Employees from the 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.

Upload data to the Biometric Attendance System. Check the attendance uploaded from each office.

After checking, prepare Summary of Attendance Report and forward it to the HR Officer concerned for checking and preparation of Job Order Payroll.

Forward the Job Order Payroll with the attached Summary of Attendance Report to the Division Heads concerned for signature and to the Division Manager of the Human Resource for recommending approval.

After approval, route the Job Order Payroll to the Budgeting Division for issuance of Budget Utilization Receipt (BUR) for availability of funds and to the Accounting Division for voucher preparation.

Bring the Job Order Payroll together with all the attached documents to the Office of the General Manager (OGM) for signature and approval.



HUMAN RESOURCE DIVISION
SILANG WATER DISTRICT



REGULAR HELPER PAYROLL PREPARATION

Retrieve attendance record of Regular Helpers from the 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.

Compare and check the attendance to the Accomplished Daily Attendance with the Daily Time Record (DTR) of each Helper. After checking, prepare Payroll of Regular Helpers and attach the copy of the Daily Attendance and DTR.

After the preparation of Payroll of Regular Helpers with attached copy of Daily Attendance & DTR, forward the documents to the HR Officer concerned for checking.

In the absence of the Human Resource Division Manager for recommending approval.

Forward the Regular Helper's Payroll to the Division Manager of the Human Resource for recommending approval.

After approval, route the Regular Helper's Payroll to the Budgeting Division for issuance of Budget Utilization Receipt (BUR) for availability of funds and to the Accounting Division for voucher preparation.

Bring the Regular Helper's Payroll together with all the attached documents to the Office of the General Manager (OGM) for signature and approval.



HUMAN RESOURCE DIVISION
SILANG WATER DISTRICT



RECRUITMENT PROCEDURE OF ON-THE-JOB TRAINEES

DIVISION HEADS ACCOMPLISHES REQUEST FOR THE RECRUITMENT OF ON-THE-JOB TRAINEE FORM

FORWARD THE ACCOMPLISHED FORM TO HR PERSONNEL IN-CHARGE FOR CHECKING OF COMPLETENESS OF DATA

ROUTING OF THE RECRUITMENT OF OJT FORM TO THE DIVISION MANAGER OF HUMAN RESOURCE AND THE GENERAL MANAGER FOR SIGNATURE AND APPROVAL

**IF THERE ARE AVAILABLE OJT APPLICANTS
IF THERE ARE NO AVAILABLE OJT APPLICANTS, INFORM THE DIVISION HEAD CONCERNED AND WAIT FOR POSSIBLE OJT APPLICANTS**

UPON END OF TRAINING, THE HUMAN RESOURCE DIVISION WILL ISSUE COPY OF THE DAILY TIME RECORD (DTR) AND CERTIFICATE OF TRAINING

AFTER ORIENTATION, ENDORSE OJT APPLICANT/S TO ASSIGNED DIVISION

CONTACT AVAILABLE OJT APPLICANT/S FOR ORIENTATION



FACILITATION OF TRAINING INVITATION

**DIVISION HEADS
ACOMPLISHES
TRAINING
NOMINATION FORM
INFORM DIVISION
HEAD CONCERNED**

**HUMAN RESOURCE VERIFIES
TRAINING OF NOMINATED
EMPLOYEE**

**If WITHOUT training or has not
been nominated to the seminar
or training**
**If WITH training or has already
been sent to the training**

**ROUTING OF THE TRAINING
NOMINATION FORM TO THE
OFFICE OF THE GENERAL
MANAGER FOR BOARD OF
DIRECTORS' APPROVAL**
If APPROVED
**If DISAPPROVED, INFORM
DIVISION HEAD**

**PROCESSING OF
REGISTRATION
PROCESSING OF
AIRFARE AND HOTEL
ACCOMODATION (if
needed)**
**FILING OF CASH
ADVANCES**

**FORWARD TRAINING
MATERIALS AND
CERTIFICATES TO HR
PERSONNEL
CONCERNED**

**MONITORS SUBMISSION OF
TRAINING MATERIALS, if
available AND TRAINING
CERTIFICATES
AND ASSISTS IN THE
LIQUIDATION OF CASH
ADVANCES**

**ENDORSEMENT OF
DOCUMENTS TO
CONCERNED
DIVISION AND
EMPLOYEES**

FACILITATION & SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

THE OFFICE OF THE GENERAL MANAGER ISSUES A MEMORANDUM ON THE ACCOMPLISHMENT AND DEADLINE OF SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

THE HUMAN RESOURCE DIVISION DISSEMINATES THE FORMS (EITHER ON SOFT OR HARD COPY) BY DIVISION

**THE HUMAN RESOURCE DIVISION RECEIVES AND CHECKS ALL ACOMPLISHED SALN FORMS
ALL SALN FORMS WITH CORRECTION WILL BE SENT BACK TO THE CONCERNED DIVISION OR EMPLOYEE.**

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

**AFTER ALL THE SALN FORMS ARE ALL SUBMITTED BY THE DIFFERENT DIVISIONS, IT WILL BE FORWARDED TO THE OFFICE OF THE GENERAL MANAGER FOR SIGNATURE TO BE SWORN TO AND SUBSCRIBED
THE GENERAL MANAGER'S ACCOMPLISHED SALN FORM WILL BE SENT TO THE ATTORNEY'S OFFICE FOR NOTARIZATION**