



Office of the City Human Resource and Management Officer

Internal Services



Mandate

Shall design and implement Cotabato City organizational structure and staffing pattern taking into consideration the services requirements and financial capability subject to the minimum standard and guidelines prescribed by the Civil Service Commission and by the Department of Budget and Management.

Vision

To provide a strong empowered organization of pro-active and innovative employees committed to deliver excellent, efficient and effective services to the constituents of Cotabato City and its clients.

Mission

To ensure excellent managerial and leadership capability building programs while fostering an understanding and observance of regulatory requirements as it attracts, retains and rewards talented and diverse workforce to enable departments /offices to efficiently meet organizations objectives and missions.

Service Pledge

We commit to a quality of services to all employees of city government and pledge to achieve the herein stated undertaking:

SERVICES AND HOW TO AVAIL THEM

Office/Division	Office of the City Human Resource & Management Officer			
Classification	Simple			
Type of Transaction	G2G – Government to Govt. employee or agency			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓ Certification Slip HDMF, GSIS, LBP, and others			✓ OCHRMO	
✓ Application form LBP, GSIS, HDMF			✓ LBP, GSIS, HDMF	
✓ Service Record			✓ OCHRMO	
✓ Certification of Employment			✓ OCHRMO	
✓ Certification of Employment with compensation			✓ OCHRMO	
✓ Document Authentication			✓ OCHRMO	
✓ Leave Credits			✓ OCHRMO	
✓ Good Moral			✓ OCHRMO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the head of office	Attends to queries, complaints, and	None	15 minutes	CHRMO & Supervising Administrative



stating queries or concerns.	other concerns on personnel matters and other frontline services on the city			Officer
Submits documents to clerk in charge for records	Records all incoming document in control logbook;	None	1 minute	HRM Aide
None	Process leave applications, claims, payables and other personnel benefits;	None	10 minutes	Administrative Officer II & V Administrative Aide III
Settle payments at the Officer of the City Treasurer's cashier windows	Prepares/issues service records, certificates of employment and other certifications on personnel record;	✓ Service Record: 15.00 Php ✓ Certification of Employment: 15.00 Php ✓ Certification of Employment with compensation: 15.00 Php ✓ Document Authentication: 15.00 Php (per document) ✓ Leave Credits: 15.00 Php ✓ Good Moral: 15.00 Php	10 minutes	Administrative Officer II Senior Computer Operator I Administrative Aide III
Submits application and letter of intent address to the City Mayor and thru to the OCHRMO	Prepares, Post & Submit to CSC list of vacant positions;	None	20 minutes	Administrative Aide III Supervising Administrative Officer
Wait for the information send through text for interview	Prepare documents for PSB Screening & Interview of applicants;	None	30 minutes	Administrative Aide III
Attend the	Conduct Screening	None	1 hour	CHRMO & Supervising



scheduled screening	& Interview of applicant;			Administrative Officer
None	Records proceedings & Transcribe minutes of PSB;	None	1 hour	Administrative Aide III Supervising Administrative Officer
None	Prepares Annual Training programs, materials, assist in the implementation and submit post training report;	None	1 hour	Supervising Administrative Officer Administrative Officer IV
Complies all pertinent documents on the given checklist	Prepares/process appointments;	None	1 hour	Administrative Aide III Supervising Administrative Officer
None	Reviews and acts on appointments	None	30 minutes	CHRMO & Supervising Administrative Officer
None	Signs appointments, service records and other certification on personnel records;	None	1 minute	CHRMO
Submits application and other pertinent documents needed	Confirms/certifies loans applications with GSIS, Pagibig, Land Bank and other loan facilities	None	5 minute	Administrative Officer V Administrative Officer III CHRMO
TOTAL		None	5 hours and 2 minutes	

PERSONNEL SERVICES

Applying for job with the City Government

APPLICATIONS FOR work at the City Government is open to anyone provided that they meet the qualifications required for the job opening.



Job openings are posted at the Bulletin boards and in the city website. Applications should be submitted to the CHRMO. A Personnel Selection Board (PSB) screens applicants.

The PSB Members are:

- The City Mayor or the City Administrator (Chairman)
- City Planning Development
- City Human Resource Management Officer
- Heads of the Department which has the vacancy
- President of the Cotabato City Government Employee Association (CCGEA)

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Who may avail:		All		
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
✓ Application				✓
✓ Personal Data Sheet (PDS) with latest 2”x2” ID picture				✓
✓ Photocopy of Eligibility (ies)				✓
✓ Photocopy of Transcript of Records				✓
✓ Other supporting documents, if any				✓
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



TOTAL	None	minutes
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