

EXTERNAL SERVICES

MUNICIPAL GOVERNMENT OF DOÑA REMEDIOS TRINIDAD, BULACAN



1. Processing of Scholarship Application: College (New & Renewal Scholar) & High School (New Scholar)

The agency recognizes the right of each child to education, thus the Scholarship Program. Every semester, scholarship applications are accepted and processed.

Office or Division:	Human Resource Management Unit			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Qualified College and High School students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form (1 Original)	Human Resource and Management Office			
2. 2 x 2 ID picture (White background) (1 Original)	Client			
3. Proof and Enrollment	School where the Scholar is enrolled			
➤ Certificate of Enrollment (1 Certified True Copy)	School where the Scholar is enrolled			
➤ Class Card / Certificate of Grades (1 Certified True Copy)	School where the Scholar is enrolled			
➤ Good Moral Character Certificate (1 Original)	School where the Scholar is enrolled			
4. Barangay Clearance of Scholar (1 Original)	Concerned Barangay			
5. MENRO Clearance (1 Original)	Municipal Environment and Natural Resources Office (MENRO)			
6. Letter of Request addressed to the Municipal Mayor (English) (1 Original)	Client			
7. Sketch Map of Residence (1 Original)	Client			
8. Voter's Verification (Original - Indicated on the Application Form)	Commission on Elections (COMELEC) Office			
9. Community Tax Certificate (Cedula) (1 Photocopy)	Municipal Treasury Office (MTO) / Barangay Hall			
Note:				
• Parent's Community Tax Certificate (Cedula) - if the Scholar is 18 years old and below				
• Scholar's Community Tax Certificate (Cedula) – if the scholar is 18 years old and above				
10. NCIP Certificate (1 Original) (If member of Indigenous People)	National Commission on Indigenous People (NCIP) Office			
11. MSWDO Certificate (1 Original) (If child of Solo Parent or PWD)	Municipal Social Welfare and Development Office (MSWDO)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit completely filled out Application Form together with the complete requirements at the HRMO Office.	1.1 Accepts & review completely filled out application form together with the	None	5 minutes	AA III / AA / Human Resource Management Unit

	<p>prescribed requirements.</p> <p>1.2. Forwards completely filled out application form together with the prescribed requirements to the office of the Municipal Budget Office for processing.</p>	None	5 minutes	
	TOTAL	NONE	10 MINUTES	



2. Processing of Scholarship Application: High School (Renewal)

The agency recognizes the right of each child to education, thus the Scholarship Program. Every semester, scholarship applications are accepted and processed.

Office or Division:	Human Resource Management Unit			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Qualified High School students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form (1 Original)	Human Resource and Management Office			
2. 2 x 2 ID picture (White background) (1 Original)	Client			
3. Proof and Enrollment	School where the Scholar is enrolled			
➤ Certificate of Enrollment (1 Certified True Copy)	School where the Scholar is enrolled			
➤ Class Card / Certificate of Grades (1 Certified True Copy)	School where the Scholar is enrolled			
➤ Good Moral Character Certificate (1 Original)	School where the Scholar is enrolled			
4. MENRO Clearance (1 Original)	Municipal Environment and Natural Resources Office (MENRO)			
5. Letter of Request addressed to the Municipal Mayor (English) (1 Original)	Client			
6. Sketch Map of Residence (1 Original)	Client			
7. Voter's Verification (Original - Indicated on the Application Form)	Commission on Elections (COMELEC) Office			
8. NCIP Certificate (1 Original) (If member of Indigenous People)	National Commission on Indigenous People (NCIP) Office			
9. MSWDO Certificate (1 Original) (If child of Solo Parent or PWD)	Municipal Social Welfare and Development Office (MSWDO)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit completely filled out Application Form together with the complete requirements at the HRMO Office.	1.1 Accepts & review completely filled out application form together with the prescribed requirements.	None	5 minutes	AA III / AA I Human Resource Management Unit
	1.2. Forwards completely filled out application form together with the prescribed requirements to the office of the Municipal Budget Office for processing.	None	5 minutes	
TOTAL		NONE	10 MINUTES	



3. Request or Application for the On-the-Job Training / Work Immersion

The Municipal Government of Doña Remedios Trinidad, Bulacan in coordination with the requesting school accepts On-the-Job Training for college students and Work Immersion for Senior High School (SHS). This aims to acquaint the students formally to a real-life work place environment. This will help to explore the relationship between the knowledge & skills acquired in school with those required in the working situations.

Office or Division:	Human Resource Management Unit			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	Qualified College and High School students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent addressed to the Municipal Mayor (<i>English or Tagalog</i>) (1 Original copy)		Client / Requesting School		
2. Memorandum of Agreement (2 Original copy)		Client / Requesting School		
3. Curriculum Vitae / Resume / Bio-data of Student/s (1 Original copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents to the HRMO Office.	1.1 Accept & review submitted documents	None	5 minutes	AA III / AA / Human Resource Management Unit
	1.2. Endorse the documents to the Office of the Municipal Mayor for approval of the On-the-Job Training / Work Immersion.	None	5 minutes	HRMO III Human Resource Management Unit
2. Accept the Endorsement and Inform the school coordinator when will be the Start of the On-the-Job Training / Work Immersion of the students.	2.1 Release the endorsement documents and Inform the School Coordinator about the Start of the On-the-Job Training / Work Immersion of their students.	None	2 minutes	HRMO III Human Resource Management Unit
TOTAL		NONE	12 MINUTES	

INTERNAL SERVICES

MUNICIPAL GOVERNMENT OF DOÑA REMEDIOS TRINIDAD, BULACAN



1. Request of Certificate of Employment (COE), Service of Record (SR), Leave Credits (LC) and other Certification.

Officials and employees of the Municipal Government of Doña Remedios Trinidad may request for a Certificate of Employment, Service of Record, Leave Credits and other Certification for any legal purposes it may serve them such as for verification of their employment, loan applications, claiming of benefits, etc.

Office or Division:	Human Resource Management Office				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government				
Who may avail:	Incumbent Officials and Municipal Employees				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1. HRMO Request Slip (1 Original)		Human Resource Management Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit completely filled out HRMO request slip.	1.1 Accept and review completely filled HRMO Request Slip.	None	2 minutes	AA III / AA I Human Resource Management Unit	
	1.2 Retrieve 201 file/Leave Record form of the employee.	None	5 minutes		
	1.3 Prepare and print the requested document.	None	3 minutes		HRMO III Human Resource Management Unit
	1.4 Sign the requested document.	None	1 minute		
2. Receive the requested document and sign on the logbook.	2.1 Release the requested document and record on the logbook.	None	2 minutes	AA III / AA I Human Resource Management Unit	
TOTAL		NONE	13 MINUTES		

**MUNICIPAL GOVERNMENT OF
DOÑA REMEDIOS TRINIDAD, BULACAN**



2. Application for Leave

Officials and employees of the Municipal Government of Doña Remedios Trinidad may apply for leave for personal purpose and such other reasons stated at their application form.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Incumbent Officials and Municipal Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Leave Form (CSC Form No. 06) (1 Original)		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit completely filled out Application Leave Form (CSC Form No. 06) duly signed by the concerning Department Head.	1.1 Accept and review completely filled Application Leave Form (CSC Form No. 06).	None	2 minutes	AA III / AA I Human Resource Management Unit
	1.2 Prepare computation of leave credits to be reflected on the Application Leave Form (CSC Form No. 06).	None	3 minutes	AA III / AA I Human Resource Management Unit
	1.3. Sign the Application Leave Form (CSC Form No. 06).	None	2 minutes	HRMO III Human Resource Management Unit
	1.4 Forward the Application Leave Form (CSC Form No. 06) to the Office of the Municipal Mayor for approval and signature.	None	3 minutes	
2. Receive the Approved Application Leave Form (CSC Form No. 06) and submit to HRMO Office.	2.1 Accept the Approved Application Leave Form (CSC Form No. 06) and record it to the Leave folder.	None	2 minutes	AA III / AA I Human Resource Management Unit
TOTAL		NONE	13 MINUTES	