

MUNICIPALITY OF TRINIDAD

I. REQUEST FOR PERSONNEL RECORDS

Personnel Records are **records** pertaining to employees of LGU-Trinidad. These **records** are accumulated, factual and comprehensive information related to concern **records** and detained. All information with effect to human resources in the organization is kept in a systematic order in the MHRMD Office.

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All existing officials and employees of LGU-
	Trinidad
CHECKLIST	WHERE TO SECURE
 Authorization Letter from the employee concerned if he/she is not personally requesting the document, I original copy 	Requesting party concerned
2. Accomplished Request Form, 1 original copy	MHRMD Office
3. Official Receipt	Municipal Treasurer's Office

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CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON
	ACTION	BE PAID	TIME	RESPONSIBLE
I.INQUIRE AND FILLING UP OF REQUEST FORM. Approach any of the MHRMDO staff and inquire about the document/s you want to request.	I. If the document/s is/are available in the office, the attending MHRMDO staff gives the requesting party a Request Form.	None	5 minutes	JHON MJ A LAVISJHON MJ A LAVISAdministrative AideJIN NA B C C CNIÑO B C C C Administrative Assistant I

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				REX PAUL R. LOFRANCO HRM Assistant
2. PAYMENT OF REQUIRED FEES. Pay the required fees at the MTO. Ask for an Official Receipt (OR), attached it to the filled-up Request Form and submit the same to any of the MHRMO staff.	2. The requesting party is advised to pay the required fees at the Municipal Treasurer's Office.	PhP 55.00	5 minutes	Wichael B. MumaeAdministrative Aide IMichael S. MumaeMichael S. MumaeMariatrative Aide IMariatrative BalucaMariatrative BalucaRevenue Collection Clerk

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3.RECEIVING OF FILLED-UP REQUEST FORM. The attending MHRMDO staff receives the filled- up Request Form, pull-out the 201 File and forward the same to the MHRMDO.	3. The MHRMDO update, print and attest his signature of the requested document and forward the same to the Office of the Mayor for her appropriate actions.	None	5 minutes	DR. QUIRINO T. NUGAL, JR. Municipal Human Resource Management and Development Officer
4. APPROPRIATE ACTIONS OF THE MAYOR The Mayor signs the requested documents/s or makes some remarks if it needs some verification. The Mayor's Office staff forwarded the document to the MHRMD Office for release.	4. Mayor signs the document.	None	I day	ATTY. ROBERTO C. CAJES, PH.D. Municipal Mayor

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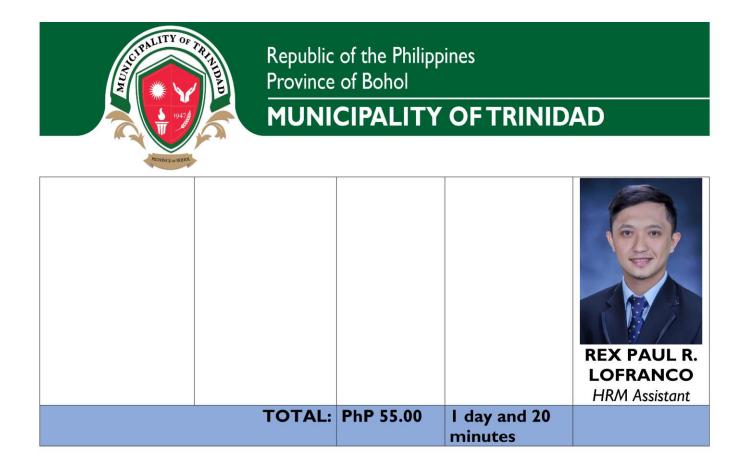
5.RELEASING OF THE REQUESTED DOCUMENT The client / requesting party claims the document requested.	5. The MHRMDO Staff file the duplicate copy and release the original copy to the requesting party/client.	None	5 minutes	JHON MJ A. LAWISAdministrative AideJINANANANANANANANANANANANANANANANANANANA
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