



Republic of the Philippines  
Province of Bohol

## 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.

<b>Office or Division:</b>	<b>MUNICIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE</b>
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	All existing officials and employees of LGU-Trinidad
<b>CHECKLIST</b>	<b>WHERE TO SECURE</b>
1. Authorization Letter from the employee concerned if he/she is not personally requesting the document, 1 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 ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>I. INQUIRE AND FILLING UP OF REQUEST FORM.</b>  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	 <b>JHON MJ A. LAWIS</b> <i>Administrative Aide</i>   <b>NIÑO B. CRODUA</b> <i>Administrative Assistant I</i>



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				 <p><b>REX PAUL R. LOFRANCO</b> <i>HRM Assistant</i></p>
<p><b>2. PAYMENT OF REQUIRED FEES.</b></p> <p>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.</p>	<p>2. The requesting party is advised to pay the required fees at the Municipal Treasurer's Office.</p>	PhP 55.00	5 minutes	 <p><b>MICHAEL B. MUMAR</b> <i>Administrative Aide I</i></p>  <p><b>MARIALYN P. BALUCA</b> <i>Revenue Collection Clerk</i></p>



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<p><b>3. RECEIVING OF FILLED-UP REQUEST FORM.</b></p> <p>The attending MHRMDO staff receives the filled-up Request Form, pull-out the 201 File and forward the same to the MHRMDO.</p>	<p>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.</p>	<p>None</p>	<p>5 minutes</p>	 <p><b>DR. QUIRINO T. NUGAL, JR.</b> Municipal Human Resource Management and Development Officer</p>
<p><b>4. APPROPRIATE ACTIONS OF THE MAYOR</b></p> <p>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.</p>	<p>4. Mayor signs the document.</p>	<p>None</p>	<p>1 day</p>	 <p><b>ATTY. ROBERTO C. CAJES, PH.D.</b> Municipal Mayor</p>



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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.  
LAWIS**  
*Administrative  
Aide*



**NIÑO B.  
CRODUA**  
*Administrative  
Assistant I*



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## MUNICIPALITY OF TRINIDAD

				
				<b>REX PAUL R. LOFRANCO</b> <i>HRM Assistant</i>
<b>TOTAL:</b>		<b>PhP 55.00</b>	<b>1 day and 20 minutes</b>	



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## MUNICIPALITY OF TRINIDAD



**REX PAUL R. LOFRANCO**  
*HRM Assistant*

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5 minutes



**MICHAEL B. MUMAR**  
*Administrative Aide I*





**MARIALYN P. BALUCA**  
*Revenue Collection Clerk*



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<p><b>4. APPROPRIATE ACTIONS OF THE MAYOR</b></p> <p>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.</p>	<p>4. Mayor signs the document.</p>	<p>None</p>	<p>1 day</p>	 <p><b>ATTY. ROBERTO C. CAJES, PH.D.</b> <i>Municipal Mayor</i></p>



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