

CITY HUMAN RESOURCE MANAGEMENT OFFICE - Administrative Division

IliganCity Hall, Buhanginan Hills, Pala-o, 9200 IliganCity

Tel.: (063) 223-9395; 223-1533; 223-9680; email: chrmo@iligan.gov.ph

Frontline Service

:

PROVISION OF PHOTOCOPY OF PERSONNEL DOCUMENTS

Schedule of Availability of Service:

8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.

On Mondays provision of services starts after flag raising

Who May Avail of the Service:

Active, Separated or Retired ICG Employees

What are the Requirements:

Request by Employee Himself/Herself:

1. Letter Request
2. Valid ID

Request by Members of the Family or Relatives:

1. Letter Request
2. Proof of Relationship (e.g. marriage contract, birth certificate)
3. Valid ID

Request by Other Parties:

1. Letter Request
2. Other Requirements
 - a. Persons Authorized by the Employee
 - Special Power of Attorney or
 - Authorization Letter
 - b. Parties with case filed in court
 - Court Order to the CHRMO
3. Valid ID

Administrative Division



Duration : 31 minutes

(Note: Time may vary depending on the number of documents requested)

How to Avail the Service:

PROVISION OF PHOTOCOPY OF PERSONNEL DOCUMENTS

| Step | Applicant/Client | Service Provider | Duration of Activity Under Normal Circumstances | Person In- Charge | Fees | Form/s |
|---------------------------|---|---|---|---------------------------------------|------|--------|
| 1 | Submit letter request to the receiving section | Receive and forward letter request to the CHRMO Head for approval, then forward to the Record's Section | 10 minutes | Receiving Clerk or Employee-in-charge | None | None |
| 2 | Proceed to the Record's Section and present the requirements & follow-up the letter request | Check availability and verify the required documents presented | 5 minutes | Records Officer | None | None |
| | | Retrieve & photocopy the documents requested | 15 minutes | Records Officer | None | None |
| 3 | Receive the document/s requested | Release the document/s requested | 1 minute | Records Officer | None | None |
| END OF TRANSACTION | | | | | | |

Records Section



CHRMO Computer Systems



