CITY GOVERNMENT OF MEYCAUAYAN

CITIZEN'S CHARTER

2026 (2ND EDITION)



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OFFICE OF THE CITY HUMAN RESOURCE MANAGEMENT OFFICER

External Services

1. STUDENT INTERNS ADMISSION (WORK IMMERSION / ON-THE-JOB TRAININGS)

The City Government of Meycauayan is accepting work immersion program (Senior High School Students) and on-the-job trainings (College Students) and be partners with educational institutions in the City of Meycauayan as to the required hours for the students by the School.

Office or Division:	Office of the City Human Resource Management Officer			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen ; G2G – Government to Government ; G2B – Government to Business Entity			
Who may avail:	Private or Public Secondary and Tertiary Educational Institutions			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Work Immersion Program:				
1. Letter Request addressed to the City Mayor stating the Full Name of the Student/s, Strand, Number of Required Hours of Training – 1 original copy		School		
2. Memorandum of Agreement signed by the School and the Office of the City Human Resource Management Officer, if applicable – 2 original copies		School		
3. Schedule and Period of Training of the Student/s – 1 original copy		School		
On-the-Job Training:				
1. Letter Request addressed to the City Mayor stating the Student's Name, Course, Number of Required Hours of Training – 1 original copy		School		
2. Resume of the Student – 1 original copy		To be provided by the Student		
3. Schedule and Period of Training of the Student – 1 original copy		School		
4. Memorandum of Agreement signed by the School and the Office of the City Human Resource Management Officer, if applicable – 2 original copies		School		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Submit all required documents	1.1 Receive and review submitted documents for completeness; inform the client to wait for the approval of the request via text or email.	None	30 minutes per client	HR Coordinator Office of the City Human Resource Management Officer
	1.2 Match credentials for office assignment, seek approval of the concerned department head for approval and tasks to be assigned.	None	3 working days	HR Coordinator Office of the City Human Resource Management Officer Concerned Department Head
	1.3 Approve OJT's office and tasks assignment.	None	1 working day	Senior Administrative Assistant II (Designated Alternate) City Human Resource Management Officer Office of the City Human Resource Management Officer
	1.4 Inform the School Administrator of the approval and schedule of student's orientation through text or email.	None	1 working day	HR Coordinator Senior Administrative Assistant II (Designated Alternate) City Human Resource Management Officer Office of the City Human Resource Management Officer
	1.5 Prepare the OJT Acceptance Certificate and forward to the City Human Resource Management Officer for signature or designated alternate			
2. Receive and sign in the logbook.	2.1 Release the OJT Acceptance Certificate, record and file the document.	None	1 working day	HR Coordinator Office of the City Human Resource Management Officer
	Total	**None**	**6 working days and 30 minutes**	

2. TEACHERS' PROFESSIONALIZATION PROGRAM (TPP) APPLICANTS ADMISSION

The Teachers' Professionalization Program is one of the projects of the City Government of Meycauayan that provides educational assistance to our public teachers at the Department of Education Meycauayan and our Faculty Members at the Polytechnic College of the City of Meycauayan to finish their Master's Degree.

Office or Division:	Office of the City Human Resource Management Officer
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen ; G2G – Government to Government
Who may avail:	Public School Teachers of the Department of Education Meycauayan (DepEd Meyc) and Faculty Members of the Polytechnic College of the City of Meycauayan (PCCM) ▪ Age must be from 25 to 50 years old ▪ Resident of the City of Meycauayan for at least 2 years ▪ Appointed permanent, if employed at DepEd Meyc ▪ Appointed permanent, temporary or under Contract of Service, if employed at PCCM ▪ With at least 2 years of continuous service at DepEd Meyc / PCCM ▪ Has good academic record with general weighted average (GWA) not lower than 2.50, or its equivalent ▪ Has not earned any units in Master's Degree or finished any Master's Degree ▪ Has no other scholarship at the time of application ▪ Has no pending/filed administrative/civil case in any court/hearings ▪ Has no immediate family that is presently a beneficiary of the TPP

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized Application Form – 1 original copy & 6 photocopies	Office of the City Human Resource Management Officer, 5th Floor
2. Passport Size ID Photo with Last Name, First Name, Middle Initial to be attached to the application form for notarization – 1 photo	To be provided by the applicant
3. Letter of Intent addressed to: **ATTY. HENRY R. VILLARICA** City Mayor City of Meycauayan, Bulacan - 1 originally signed copy & 6 photocopies	To be provided by the applicant
4. Recommendation Letter from Faculty President or School Head – 1 originally signed copy & 6 photocopies	School where the applicant was employed
5. Birth Certificate – 1 certified true copy or authenticated copy & 6 photocopies	Local Civil Registrar / Philippine Statistics Authority (PSA)

6. Residence Certificate showing the number of years of residency – 1 original sealed copy & 6 photocopies	Barangay Hall where the applicant is residing
7. Service Record – 1 original copy & 6 photocopies	School where the applicant was employed
8. Bachelor's Degree Transcript of Records (TOR) – 1 certified true copy & 6 photocopies	School where graduated in College
9. Performance Rating for the last two (2) rating periods prior to application – 1 certified true copy & 6 photocopies	School where the applicant was employed
10. Undergraduate Thesis Front Cover – 7 photocopies showing the title / author	To be provided by the applicant
11. Published Educational Articles/Journal/Books – 7 photocopies showing the name of publication/journal/title/author	To be provided by the applicant
12. Seminar/Training/Speakership Certificate – 7 photocopies	To be provided by the applicant
13. Awards/Recognition Certificate or Photos – 7 photocopies	To be provided by the applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all required documents to the Office of the City Human Resource Management Officer, 5th Floor	1.1 Receive and review submitted documents for completeness; inform the applicant to wait for the application status via text or email.	None	30 minutes per applicant	Administrative Aide I Administrative Assistant II Office of the City Human Resource Management Officer
	1.2 Sort and review the documents if meeting the criteria.	None	20 working days	Administrative Aide I Administrative Assistant II City Human Resource Management Officer Office of the City Human Resource Management Officer
	1.3 Forward documents of all shortlisted applicants to the City Human Resource Management Officer for review			
	1.4 Inform all applicants of the result of their application.	None	2 working days	Administrative Aide I Administrative Assistant II

				Office of the City Human Resource Management Officer
2. Attend interview and evaluation	1.5 Conduct interview and evaluation	None	2 working days	Administrative Aide I Administrative Assistant II Office of the City Human Resource Management Officer **Human Resource Development Committee**
	1.6 Prepare minutes of the meeting and evaluation matrix			
	1.7 Deliberate evaluation result and recommend qualified applicants to the City Mayor	None	1 working day	Administrative Aide I Administrative Assistant II Office of the City Human Resource Management Officer **Human Resource Development Committee**
	1.8 Prepare final list of qualified applicants and forward to Human Resource Development Committee and City Mayor for signature/approval	None	3 working days	**Human Resource Development Committee** City Mayor
3. Wait for the application result	1.9 Inform all applicants of the result.	None	1 working days	Administrative Aide I Administrative Assistant II Office of the City Human Resource Management Officer
	1.10 Record and file the documents.			
	Total	**None**	**29 working days and 30 minutes**	

3. TERMINAL LEAVE BENEFITS (TLB) REQUESTS

Terminal leave benefits (TLB) is a monetary compensation to government employees (or their heirs) for all accumulated and unused leave credits upon separation from service due to retirement, resignation, death, or other forms of separation, in accordance with Civil Service Commission (CSC) rules and regulations.

This ensures that employees receive the benefits they have lawfully earned during their government service.

Office or Division:	Office of the City Human Resource Management Officer
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Separated Officials and Employees of the City Government of Meycauayan or their beneficiary

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Clearance Form (CS Form No. 7 Revised 2018) – 3 originally signed copies and 2 photocopies	Office of the City Human Resource Management Officer, 5th Floor
2. Ombudsman Clearance – 1 original copy & 2 photocopies	Office of the Ombudsman
3. Certified Employee's leave card as of last date of service duly audited by the City Human Resource Management Officer – 2 certified true copies and 1 photocopy	Office of the City Human Resource Management Officer, 5th Floor
4. Leave Application (Civil Service Form No. 6 Revised 2020) - 2 original copy & 1 photocopy/duplicate copy	Office of the City Human Resource Management Officer, 5th Floor
5. Complete Service Record – 2 original copy & 1 photocopy	Office of the City Human Resource Management Officer, 5th Floor
6. Duly Notarized Statement of Assets, Liabilities and Net Worth (SALN) as of Last Day in Government Service – 2 notarized copies and 2 photocopy	To be provided by the requestee / Notary Public or Office of the City Human Resource Management Officer, 5th Floor
7. CSC-approved appointment – 1 certified true copy and 2 photocopies or Latest Notice of Salary Adjustment / Increment (NOSA/NOSI) showing the highest salary received if the salary under the last appointment is not the highest – 1 certified true copy and 2 photocopies	To be provided by the requestee or Office of the City Human Resource Management Officer, 5th Floor To be provided by the requestee or Office of the City Human Resource Management Officer, 5th Floor
8. Computation of terminal leave benefits duly signed/certified by the City Accountant – 2 original copy & 1 photo copy	Office of the City Accountant, 3rd Floor
9. Duly Notarized Affidavit of Applicant authorizing the City Government of Meycauayan to deduct all financial obligations – 3 notarized copies and 2 photocopies	To be provided by the requestee / Notary Public

10. Employee's Letter of Resignation, in case of resignation – 1 original copy & 2 certified true copies	To be provided by the requestee or Office of the City Human Resource Management Officer, 5th Floor
11. Acceptance of Resignation, in case of resignation – 1 original copy & 2 certified true copies	To be provided by the requestee or City Human Resource Management Office, 5th Floor
12. Government Service Insurance System (GSIS) Clearance – 1 original copy & 2 photocopies	Government Service Insurance System (GSIS)
Additional Requirements:	
1. Approved Letter of Intent to Retire/Claim Terminal Leave Benefits by the City Mayor – 1 original copy & 2 photocopies	To be provided by the requestee
2. Land Bank Certification of Loan Balance or Full Payment, if applicable – 1 original copy & 2 photocopies	Land Bank of the Philippines
3. Employee's Cooperative Certification of Loan Balance or Full Payment, if applicable – 1 original copy & 2 photocopies	Meycauayan City Government Employees' Multi-purpose Cooperative (MCGE-MPC)
If claimant is an authorized Representative:	
1. Duly Notarized Special Power of Attorney – 1 notarized copy and 2 photocopies	To be provided by the requestee / Notary Public
2. Valid government issued ID of requestee – 3 photocopies with 3 original specimen signatures	Social Security System (SSS) Government Service Insurance System (GSIS) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Commission on Election (COMELEC) Bureau of Internal Revenue (BIR) Department of Foreign Affairs (DFA) Philippine Post Office National Bureau of Investigation (NBI) Office of the Municipal/City Social Welfare & Development Officer (M/CSWDO) Barangay Hall
3. Valid government issued ID of authorized representative – 3 photocopies with 3 original specimen signatures	
In case of death of employee:	
1. Death Certificate – 1 authenticated copy and 2 photocopies	Local / City Civil Registrar / Philippine Statistics Authority (PSA)
2. Marriage Certificate – 1 authenticated copy and 2 photocopies	Philippine Statistics Authority (PSA)
3. Birth Certificates of all surviving legal heirs – 1 authenticated copy and 2 photocopies	Philippine Statistics Authority (PSA)
4. Duly Notarized Special Power of Attorney for Designation of Next-of-Kin – 1 notarized copy and 2 photocopies	Philippine Statistics Authority (PSA) To be provided by the requestee / Notary Public
5. Duly Notarized Affidavit of Waiver of Rights of Children 18 years old and above – 1 notarized copy and 2 photocopies	To be provided by the requestee / Notary Public

Additional Requirements for CHRMO personnel record:	
1. Employee's ID – original ID	To be provided by the requestee
2. Exit Interview – 1 original copy	To be conducted by the CHRMO staff
3. IPCR/DPCR as of last day of service (if not less than 3 months services rendered) – 1 originally signed copy	To be provided by the requestee
4. Employee Hand Over Form – 1 originally signed copy	To be provided by the requestee
5. Certificate of PPE Clearance – 1 original and 1 photocopy	Office of the City General Services Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Get forms to be accomplished. 1.2 Receive and accomplish required forms and seek approval of concerned department head (clearance and leave form)	1.1 Issue clearance form, leave form and SALN form.	None	10 minutes	Administrative Aide III Office of the City Human Resource Management Officer
2. Submit all required documents to the Office of the City Human Resource Management Officer, 5th Floor	2.1 Check completeness of documents, attach other required documents, sort and forward to the City Human Resource Management Officer for review and signature.	None	3 working days	Administrative Aide I Office of the City Human Resource Management Officer
	2.2 Review and sign the clearance form.	None	1 working day	Senior Administrative Assistant II (Designated Alternate) City Human Resource Management Officer Office of the City Human Resource Management Officer
	2.3 Record to logbook and forward to the Office of the City Administrator for initial.	None	2 working days	Administrative Aide III Driver / Support Staff Administrative Aide I Office of the City Human Resource Management Officer

				City Administrator Office of the City Administrator
	2.4 Record to logbook and forward to the Office of the City Mayor for approval.	None	3 working days	Administrative Assistant I Clerk Office of the City Administrator City Mayor Office of the City Mayor
	2.5 Prepare Terminal Leave Benefits payroll report and forward to the City Human Resource Management Officer for review and signature.	None	1 working day	Administrative Aide I Office of the City Human Resource Management Officer
	2.6 Review and sign.	None	1 working day	Senior Administrative Assistant II (Designated Alternate) City Human Resource Management Officer Office of the City Human Resource Management Officer
	2.7 Record to logbook and forward to the Office fo the City Accountant for processing of voucher.	None	1 working day	Driver / Support Staff Administrative Aide III Administrative Aide I Office of the City Human Resource Management Officer
	2.8 Inform requestee through call/text of the status of request. 2.9 File documents.			Administrative Aide I Office of the City Human Resource Management Officer
	Total	**None**	**12 working days and 10 minutes**	