

CITIZENS' CHARTER- CBD:

1. Processing of Pay slip for Loan Purposes

Pay slip for loan purposes issued to individuals who will avail loans in Pag Ibig Fund, Land Bank of the Philippines, Tagum Cooperative and other Lending Institutions.

Office or Division	Provincial Human Resource Management Office- Compensation and Benefits Division			
Classification	Simple			
Type of Transaction	G2G- Government to Government Employee			
Who may avail:	<p>1. Co- Terminous, Job Order, Contract of Service & Honorarium employees- loan application for Pag-Ibig Salary and Calamity loan and other lending institution.</p> <p>2. Permanent and Casual employees- loan application for Davao Province Government Employees Association (DPGEA), Davao del Norte Government Employees Cooperative (DAGOEMC) and other lending institution.</p>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt (1 Original)		PTO		
Request for Pay slip form		PHRMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Employee will pay the fee at Provincial Treasurer's Office (PTO)	1. Review the Official Receipt	PHP 12.00	1 minute	<i>Admin. Officer</i> PTO
2. Fill out and sign request form found at Admin. Division table and submit it to Compensation and Benefits Division- Payroll Section	2. Received and review the submitted request form for verification purposes	None	1 minute	<i>Admin. Officer</i> PHRMO-CBD
3. Wait while documents are being processed	3. Print pay slip as requested and let it signed by PG Dept. Head or CBD- Supervising Officer	None	1 minute	<i>Admin. Officer</i> PHRMO-CBD

CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receives the pay slip	4. Releases the approved pay slip	None	30 seconds	<i>Admin. Officer</i> PHRMO-CBD
	TOTAL:	PHP 12.00	3 minutes and 30 Seconds	