



6. Preparation of Service Contracts for Job Order workers

This is a solidify agreement for a piece of work between the Local Government Unit of Midsayap being the first party and the service provider as the second party.

| Office or Division | Human Resource Development Division | | | |
|---|---|---------------------------------------|-------------------|--|
| Classification | Simple | | | |
| Type of Transaction | G2C-Government to Citizen | | | |
| Who may avail | All offices of this agency | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Manpower Requisition Form (signed by all signatories) 1 original copy | | Department/Division/Section concerned | | |
| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
| 1. Submit approved Manpower Requisition Form at the staff in-charge. | 1. Receive approved Manpower Requisition Form | None | 1 Minute | <i>Administrative Aide II</i> Human Resource Development Division |
| | 1.1 Prepare and print Service Contract. | None | 5 Minutes | |
| | 1.2 The HRMO checks the accuracy of the Service Contract and signs it | None | 2 Minutes | <i>Administrative Officer V</i> Human Resource Development Division |
| | 1.3 Forward the contract to other signatories | None | | <i>Administrative Aide II</i> Human Resource Development Division |
| | 1.4 Forward to Public Attorney's Office for the notarization of the service contract | None | | |
| | 1.5 File for office copy and forward another copy at the Office of the Municipal Accountant | None | 2 Minutes | <i>Administrative Aide II</i> Human Resource Development Division |
| | TOTAL: | None | 10 Minutes | |