



### 3. Issuance of Service Record/Certificate of Employment to retired/separated employees

Certification of actual government services rendered by an employee.

<b>Office or Division:</b>	Human Resource Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Retired/Separated Municipal Government Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished request form		Office/Department		
2. Official Receipt		Municipal Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out and submit request form.	Receive the request form and review the information provided. Advise the client to proceed to Municipal Treasurer's Office (MTO) and pay the corresponding certification fee.	None	5 minutes	<b>Mary Joy P. Oronan</b> <i>Administrative Asst.</i>
2. Pay the corresponding fee at MTO.	Receive payment and issue Official Receipt (OR).	50.00	10 minutes	<i>Revenue Collection Clerk</i>
3. Go back to HRM Office and present the OR.	Check the OR. Prepare the document and forward the same to HRMO-Designate for signature.	None	10 minutes	<b>Mary Joy P. Oronan</b> <i>Administrative Asst.</i>
	Certify the document.	None	5 minutes	<b>Jocelyn A. Sisperez</b> <i>HRMO-Designate</i>
4. Receive the certification.	Record the certification in the logbook and release the same to the requesting client.	None	5 minutes	<b>Mary Joy P. Oronan</b> <i>Administrative Asst.</i>
<b>TOTAL</b>		<b>50.00</b>	<b>35 minutes</b>	