



## 2. Issuance of Certificate of Employment

Certificate of Employment are issued upon request of permanent employees and municipal officials for all legal purposes.

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	All permanent employees and municipal officials of the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
NONE		NONE		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Logbook, state the purpose on securing Certificate of Employment	1.Assists employee/official in signing the logbook  1.1.Forwards the request to the Secretary to the Mayor 1.2.Prepare certificate of employment and forwards it to the Municipal Mayor for signature	None	10 minutes	<b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor <b>Gellie B. Marquez</b> OMM- Staff
	1.3Signs the Certificate of Employment	None	2 minutes	<b>Hon. Ma. Caridad P. Clacio</b> – Municipal Mayor
2. Receives Certificate of Employment	2.Releases Certificate of Employment	None	1 minute	<b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor <b>Gellie B. Marquez</b> OMM- Staff <b>Ashley G. Oganía</b> Clerk
<b>TOTAL</b>		NONE	13 minutes	