

3. Processing of the Issuance of Certificate of Employment and Service Record

This service caters the request for employment certificate or employment records of both current and former employees of LGU Tagoloan.

Office or Division:	Human Resource Management Office			
Classification:	G2C – Government to Client and G2G – Government to Government			
Type of Transaction:	Simple			
Who may avail:	Current and former employees of LGU Tagoloan.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. For Certificate of Employment: <ul style="list-style-type: none"> Official Receipt for Certificate of Employment (Php130.00) 			Municipal Treasurer's Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Request Form for Certificate of Employment with attached Official Receipt or for Service Record.	1 Receive and review Request Form (with attached OR for Certificate of Employment) and advise the applicant to come back a day after.	None	5 minutes	<i>Process Server</i> Human Resource Management Office
	2 Prepare Certificate of Employment or Service Record.	None	10 minutes	<i>Senior Administrative Assistant I (Data Controller IV)</i>

	3 Forward Certificate of Employment or Service Record to Municipal Government Department Head I (Human Resource Management Officer) for review and signature.	None	1 day	Human Resource Management Office <i>Senior Administrative Assistant I (Data Controller IV)</i> Human Resource Management Office <i>Municipal Government Department Head I (Human Resource Management Officer)</i> Human Resource Management Office
2. Receive Certificate of Employment or Service Record.	1 Record into logbook and release the Certificate of Employment or Service Record.	None	5 minutes	<i>Process Server</i> Human Resource Management Office
3. Accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box.	1 Request client to accomplish Client Satisfaction Survey Form and drop into the Feedback Drop Box	None	15 minutes	<i>Process Server</i> Human Resource Management Office
TOTAL:		None	1 day, 35 minutes	