



4. Issuance of Certificate of Employment and/or Service Record

Certificate of employment is used to verify employment history of a former or current employee, while service record is a collection of material which provide a document history of a personnel's activities and accomplishments while serving as an employee of the Department.

Office or Division:		Personnel Section		
Classification:		Simple		
Type of Transaction:		Government to Government (G2G)		
Who may avail:		DepEd RO Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 Original Copy)		Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter Request/ Fill up request form	1.1. Prepare the requested Service Record/ Certification of Employment	None	1 hour	Adm. Aide IV/ Authorized Employee
	1.2. Approval of the RD / Authorized Representative	None	1 hour	RD/Authorized Representative
TOTAL:		None	1 hours	