

## 2. Issuance of Service Record and Other Certifications

This service is applicable to all DepEd employees' request of service record, certificate of employment, verified copy of appointment, certificate of service/leave credits, certificate of leave with or without pay, and other certifications intended for Personnel Unit

<b>Office or Division:</b>	Personnel Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	DepEd Employee/Former Employee			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Transaction slip (1 copy)		Records Section		
2. Letter request (for those personnel no longer connected in the Division)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit transaction slip and letter request if necessary	1.1. Receive and forward submitted complete documents	None	10 minutes	Records Personnel/ Administrative Aide VI
	1.2. Prepare the requested service record or certifications	None	1 day	HR Personnel/ Administrative Assistant III
	1.3 Evaluate and certify the requested document	None	1 day	Administrative Officer IV- Personnel
	1.4 Approve the requested document	None	7 hours	AO V
2. Receive service record or certification requested	2.1 Release the service record or certification	None	30 minutes	Records Personnel/ Administrative Aide VI
<b>TOTAL:</b>		<b>None</b>	<b>3 days</b>	