

CERTIFICATION OF EMPLOYMENT

The Certificate of Employment is a document issued to former and current permanent and casual employees including job order workers of the City Government of Gingoog for whatever legal purpose it may serve.

Office or Division:	Office of the City Mayor (CMO) – Human Resource (HR) Division City Treasurer’s Office (CTO)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Former and Current Employees of the City Government of Gingoog			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished Request Form		Office of the City Mayor – Human Resource Division		
2. Official Receipt (OR) (1 Original)		City Treasurer’s Office (CTO)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Request form	1. Accepts and check the filled-out Request form.	None	1 Minute	<b>Marilou G. Bacasnot</b> <i>Admin. Off. V (HRMO III)</i> <b>Dina A. Jamero</b> <i>Admin. Aide III</i> Office of the City Mayor
None	1.1. Validate if the client was/is an employee of the City Government of Gingoog.	None	5 Minutes	<b>Marilou G. Bacasnot</b> <i>Admin. Off. V (HRMO III)</i> <b>Dina A. Jamero</b> <i>Admin. Aide III</i> Office of the City Mayor
None	1.1. Prepare the <i>Certificate of Employment</i> . Then, forward the said Certificate to HR Mngt. Officer/s for review and/or certification.	None	5 Minutes	<b>Marilou G. Bacasnot</b> <i>Admin. Off. V (HRMO III)</i> <b>Dina A. Jamero</b> <i>Admin. Aide III</i> Office of the City Mayor
None	1.2. Review <i>Certificate of Employment</i> and affix initial upon verification.	None	5 Minutes	<b>Sheila R. Cañosa</b> <i>Supervising Admin. Off.</i> <b>Marilou G. Bacasnot</b> <i>Admin. Off. V (HRMO III)</i> Office of the City Mayor
None	1.3. Certify/Affix signature on the said Certificate.	None	5 Minutes	<b>Ms. Jessie F. Reyes</b> <i>CGADH I / HRMO</i> Office of the City Mayor
None	1.4. Retrieve the said <i>Certificate of Employment</i> from the CGADH I/HRMO.	None	5 Minutes	<b>Marilou G. Bacasnot</b> <i>Admin. Off. V (HRMO III)</i> <b>Dina A. Jamero</b> <i>Admin. Aide III</i> <i>Office of the City Mayor</i>
2. Receive the <i>Certificate of Employment</i>	2. Release the <i>Certificate of Employment</i> to the client.	None	2 Minutes	<b>Marilou G. Bacasnot</b> <i>Admin. Off. V (HRMO III)</i> <b>Dina A. Jamero</b> <i>Admin. Aide III</i> <i>Office of the City Mayor</i>
TOTAL		None	33 Minutes	