

SERVICE RECORD ISSUANCE

The Service Record is a document issued to former and current permanent and casual employees of the City Government of Gingoog for whatever legal purpose it may serve.

Office or Division:	Respective Department/Office 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 and submit the Request Form to the frontline desk.	1. Accept and check the filled-out request form.	None	2 Minutes	Dina A. Jamero <i>Admin. Aide III</i> Jessica Jean L. Bollozos <i>Admin. Asst. IV</i>
None	1.1. Validate if the client was/is an employee of the City Government of Gingoog.	None	5 Minutes	Dina A. Jamero <i>Admin. Aide III</i> Jessica Jean L. Bollozos <i>Admin. Asst. IV</i>
None	1.1. Prepare the <i>Service Record</i> and forward it to the Human Resource Management Officers for review.	None	20 Minutes	Dina A. Jamero <i>Admin. Aide III</i> Jessica Jean L. Bollozos <i>Admin. Asst. IV</i>
None	1.2. Receive and review the Service Record. Affix initial upon verification. Forward to the CGADH I/ HRMO for certification.	None	15 Minutes	Sheila R. Cañosa <i>Supervising Admin. Off.</i> Marilou G. Bacasnot <i>Admin. Off. V (HRMO III)</i> Office of the City Mayor
None	1.3. Certify/Affix signature on the <i>Service Record</i> .	None	5 Minutes	Jessie F. Reyes <i>CGADH I/HRMO</i> Office of the City Mayor
None	1.4. Forward the <i>Service Record</i> to the Office of the City Administrator.	None	5 Minutes	Jessica Jean L. Bollozos <i>Admin. Asst. IV</i> Marilou G. Bacasnot <i>Admin. Officer V</i> Office of the City Mayor
None	1.5. Affix signature on the <i>Service Record</i> .	None	5 Minutes	Dr. Enrique S. Guevarra <i>City Administrator</i> Office of the City Mayor
None	1.6. Forward the <i>Service Record</i> to CMO-HRD and contact Admin. Officer of the client’s respective office.	None	5 Minutes	Jessica Jean L. Bollozos <i>Admin. Asst. IV</i> Marilou G. Bacasnot <i>Admin. Officer V</i> Office of the City Mayor
None	1.7. Retrieve the Service Record from CMO-HRD	None	15 Minutes	<i>Messenger</i> Client’s Respective Office
2. Receive the <i>Service Record</i> .	2. Release the <i>Service Record</i> to the client.	None	2 Minutes	<i>HR Mngt. Asst.</i> Respective Office
TOTAL		None	1 Hour, 19 Minutes	