**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.

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| **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 | | |
| 1. 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 | **Marilou G. Bacasnot** *Admin. Off. V (HRMO III)*  **Dina A. Jamero** *Admin. Aide III*  Office of the City Mayor |
| None | | 1. Validate if the client was/is an employee of the City Government of Gingoog. | None | 5 Minutes | **Marilou G. Bacasnot** *Admin. Off. V (HRMO III)*  **Dina A. Jamero** *Admin. Aide III*  Office of the City Mayor |
| None | | * 1. Prepare the *Certificate of Employment*. Then, forward the said Certificate to HR Mngt. Officer/s for review and/or certification. | None | 5 Minutes | **Marilou G. Bacasnot** *Admin. Off. V (HRMO III)*  **Dina A. Jamero** *Admin. Aide III*  Office of the City Mayor |
| None | | * 1. Review *Certificate of Employment* and affix initial upon verification. | None | 5 Minutes | **Sheila R. Cañosa** *Supervising Admin. Off.*  **Marilou G. Bacasnot** *Admin. Off. V (HRMO III)*  Office of the City Mayor |
| None | | * 1. Certify/Affix signature on the said Certificate. | None | 5 Minutes | **Ms. Jessie F. Reyes** *CGADH I / HRMO*  Office of the City Mayor |
| None | | * 1. Retrieve the said *Certificate of Employment* from the CGADH I/HRMO. | None | 5 Minutes | **Marilou G. Bacasnot** *Admin. Off. V (HRMO III)*  **Dina A. Jamero** *Admin. Aide III*  *Office of the City Mayor* |
| 1. Receive the *Certificate of Employment* | | 2. Release the *Certificate of Employment* to the client. | None | 2 Minutes | **Marilou G. Bacasnot** *Admin. Off. V (HRMO III)*  **Dina A. Jamero** *Admin. Aide III*  *Office of the City Mayor* |
| **TOTAL** | | | **None** | **33 Minutes** |  |