
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-HR-0009
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department HUMAN RESOURCE SECTION
Policy Title: POLICY ON REQUEST FOR CERTIFICATION		Page No.1 of 1
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OBJECTIVES: The policy aims to come up with standard procedure on the request for certification.

COVERAGE: This policy covers all personnel of Ospital ng Parañaque.

RESPONSIBILITIES:

- I. It shall be the responsibility of the employee to fill-up request slip form and submit the same to the this office.
- II. It shall be the responsibility of this office to facilitate request submitted and to release the same employee who requested the certification.

POLICY: This policy when implemented shall ensure a systematic flow on request of certificates and other documents needed by staff.

PROCEDURES:

- I. Properly filled-up Request for Certificate of Employment, Good Moral Character, Remittance, Contributions, Service Record, etc. shall be submitted by an employee to this office.
- II. Certificates and other documents prepared at this office shall be released after **five (5)** working days from submission.
- III. Other requests such as Service Records, Leave Credits and others will be forwarded by this office to the offices concerned (Office of the Mayor, HRMO, Accounting and Treasury). Release date will depend on their policy.

However, after seven (7) working days and the document requested is not yet released, the requestor shall do follow-up. Other requests not mentioned above shall be taken on a case to case basis.

Appendix:

Request Slip Form

Implementation Date:

Implemented since 1978 and still practiced upto present.

Review :

Every two (2) years or as deemed necessary