

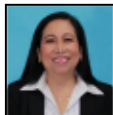





## SECSIME NO. R4A-FAD-02. ISSUANCE OF CERTIFICATE OF EMPLOYMENT

<b>Office or Division:</b>	Finance And Administrative Division			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	Officials and Employees of EMB Regional Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished request form		To be prepared by the requesting employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit accomplished request form	1.1 Receive & records request form.		30 mins	 Nilda C. Balanon Personnel Staff
	1.2 Verifies and prepares Certificate of Employment.		2 hours	 Marife G. Penano Personnel Officer
	1.1 Approves the Certificate of Employment		1 hour	 <b>Cristina D. Come</b> Chief, FAD



	Records in the logbook, retain duplicate copy and release the original certificate to the employee		1 hour	 Nini S. Baguio Personnel Staff
<b>TOTAL:</b>		<b>NONE</b>	<b>Simple</b>	<b>1 day</b>