

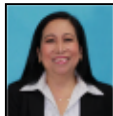





SECSIME NO. R4A-FAD-03. ISSUANCE OF SERVICE RECORD

Office or Division:	Finance And Administrative Division			
Classification:	Simple Transaction			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Officials and Employees of EMB Regional Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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. 1.3 Reviews the content of the Service Record and affix initial.		2 hours	 Marife G. Penano Personnel Officer
	1.4 Signs the Service Record		1 hour	 Cristina D. Come Chief, FAD



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