Securing Service Record, Certificate of Employment and other Personnel Records

ABOUT THE SERVICE

City Government employees may request with the CHRMO for copies of their service records, certificate of employment and other certifications.

These are usually a requirement for:

- GSIS, BIR, SSS Membership
- Housing loan
- Salary loans and other forms of loans
- Credit card applications
- Step Increment/Promotions
- Retirement and terminal leave purposes
- Employment to other firms/agencies upon resignation from the city government

Department / Office:		CITY HUMAN RESOURCE MANAGEMENT OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizens		
Who may avail		Government Employees		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
• Letter request for the purpose				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Register in Logbook Register in the Request for Service Records logbook indicating the purpose for the document requested.	Receives employee's request for a copy of Service Record	None	2 minutes	NAPOLEON V. SARTO, JR. Administrative Aide IV
	2. Print Record CHRMO staff prepares and prints the service record	None	3 minutes	MARIA CONCEPCION F. MADRIDANO Administrative Assistant II (HRMA)
	Prepare and print the Certificate of Employment, or other documents stated in the request.	None	3 minutes	MARIA LOURDES A. RODRIGUEZ Senior Administrative Assistant II
	3. Approval of the Record Receives, approve and affix signature in the Service Record /	None	2 minutes	NOLASCO E. JESALVA CGADH I (Acting CHRMO)

	Certificate of Employment.			
	4. Issuance of Record to client	None	2 minutes	NAPOLEON V. SARTO, JR. Administrative Aide IV
	TOTAL	None	12 minutes	

CITY HUMAN RESOURCE MANAGEMENT OFFICE
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