



## 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

<b>Department / Office:</b>		<b>CITY HUMAN RESOURCE MANAGEMENT OFFICE</b>		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C - Government to Citizens		
<b>Who may avail</b>		Government Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Letter request for the purpose</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up the request form.  Submits the request using the form by checking the requested documents and the purpose thereof.	2. Receives employee's request.	None	2 minutes	MARIA CIELO G. SORSONA Administrative Aide VI (Data Controller I)
	3. Print Record  CHRMO staff prepares and prints the service record of employee.	None	3 minutes	MARIA CIELO G. SORSONA Administrative Aide VI (Data Controller I)  CRISTINA L. VIBAL Administrative Assistant II (HRMA)
	4. Prepare and print the Certificate of Employment, or other documents stated in the request.	None	3 minutes	MARIA CIELO G. SORSONA Administrative Aide VI (Data Controller I)  GERALDINE S.J. CASTILLO Administrative



				Assistant II (HRMA)  MARY JANE F. CAPONGA Administrative Officer II (HRMO I)
	5. Approval of the Record.  Receives, approve and affix signature in the Service Record / Certificate of Employment.	None	2 minutes	NOLASCO E. JESALVA CGADH I (Assistant City HRMO I)
	6. Issuance of Record to client.	None	2 minutes	NAPOLEON V. SARTO, JR. Administrative Aide IV (Bookbinder II)
<b>TOTAL</b>		None	12 minutes	

**CITY HUMAN RESOURCE MANAGEMENT OFFICE**

Room 207, 2/F Main Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, NagaCity

Nolasco E. Jesalva, City Government Assistant Department Head I / Acting CHRMO

Tel No. (054) 205-2980 loc 2070

Fax (054) 473-0467

E-mail: [chrmo@naga.gov.ph](mailto:chrmo@naga.gov.ph)