



4. Issuance of Service Record

The Human Resource Development Division will issue Service Records indicating the inclusive dates of actual service rendered, designation, status of appointment annual salary and its adjustment records of leave without pay.

Office or Division	Human Resource Development Division			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen			
Who may avail	All LGU officials and employees (active and separated)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up requisition form		Human Resource Development Division		
Official Receipt (1 original copy)		Office of the Municipal Treasurer (Windows 1-6)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit filled up requisition form at the staff in-charge.	1. Receive the filled-up requisition form and advice client to pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	None	1 Minute	<i>Sr. Administrative Assistant II</i> Human Resource Development Division
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6) and present the Official Receipt at the Human Resource Development Division	2. Issuance of Official Receipt	PHP 80.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.1 Print the Service Record and forward to the HRMO for signature	None	2 Minutes	<i>Sr. Administrative Assistant II</i> Human Resource Development Division
	2.2 The HRMO certifies the correctness of the printed service record	None	1 Minute	<i>Administrative Officer V</i> Human Resource Development Division
3. Claim the Service Record	3. Record and release the certified Service Record	None	1 Minute	<i>Administrative Aide II</i> Human Resource Development Division
	TOTAL:	PHP 80.00	5 Minutes	