

SECURING SERVICE RECORD, CERTIFICATE OF EMPLOYMENT AND OTHER PERSONNEL RECORDS

ABOUT THE SERVICE

CITY GOVERNMENT employees may request the CHRMO for copies of service records, certificates of employment and other certifications.

These are usually required for:

- Salary loans and other forms of loans
- Credit card applications
- Step increment/promotions
- Payment of loyalty pay
- Retirement and terminal leave purposes
- Employment by other firms/agencies upon resignation from the city government

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Register in Logbook</p> <p>Register in the Request for Services Records logbook.</p>	5 minutes	RAMILYN C. AGUAS Admin. Asst. II
<p>2. Printing of Record</p> <p>Wait while the employee-in-charge prints the Service Record, Certificate of Employment, or other request specified.</p>	10 minutes	JUNALD M. VILLANUEVA Casual
<p>3. Approval of the Record</p> <p>The staff forwards the printed record to the City Human Resource management Officer for signature.</p>	3 minutes	MARILYN G. ALBARAN City Gov't Asst. Dept. Head I (HRMO)
<p>4. Issuance of Record</p> <p>The requested record released.</p>	2 minutes	RANILO A. VIDAL Admin. Aide IV