

Issuance of Service Record, Certification of Employment, Certificate of Leave Credits and other Personal Records

The LGU Employees and the former employees may request the HRMO for copies of service records, certificate of employment, certificate of leave credits and other personal records used for loans, credit e-card application, step increment/promotions, retirement, terminal leave purposes and employment to other companies/agencies upon the resignation from the government service.

Office or Division:		Human Resource Management Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Employee of Municipal Government of Reina Mercedes		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the Office of the HRMO and request for needed certification (service record, certification of employment, leave credits and other personal records)	1. Prepare the requested certification or documents	None	20 Minutes	<i>Human Resource Management Officer I</i> Human Resource Management Office
2. Wait for the signing of Certification / Documents	2. Check and sign the certification or documents	None	10 Minutes	<i>Human Resource Management Officer I</i> Human Resource Management Office
2. Receives duly signed certification	2. Release duly signed certification or documents	None	2 Minutes	<i>Human Resource Management Officer I</i> Human Resource Management Office
TOTAL:		None	32 Minutes	