

ISSUANCE OF HR DOCUMENTS (SERVICE RECORDS, CERTIFICATE OF EMPLOYMENT, EARNED LEAVES) AND OTHER HR RECORDS

Schedule of Service Availability: Monday to Friday (8:00 AM – 5:00 PM) NO NOON BREAK

Requirements: Pertinent documents relating to the request

STEPS	CLIENT	SERVICE PROVIDER	DOCUMENTS NEEDED	RESPONSE TIME	CHARGES/ FEES	RESPONSIBLE PERSON/S	LOCATION
1	Client informs the service provider his/her purpose	Instruct the client signs in the visitor's log book indicating therein the purpose	log book	2 minutes	-	Marianne Louise C. Saley(Admin. Aide IV)	PHRMDO receiving area
		Informs client to pay the necessary fee/s at the PTO	-	variable	50.00/ document		
2	Pays the fees	Issues Official Receipt	-	variable	50.00/ document	PTO staff	Land Tax Division, PTO
3	Presents Official Receipt	Receives OR and indicate in the logbook the serial number and amount paid. Give to the concerned staff for the preparation of requested HR document/s	Official Receipt	1 minute	-	Marianne Louise C. Saley, Admin. Aide IV	PHRMDO 2nd floor Main Capitol Building

4	Wait for the issuance of the document/s	Locate 201 file as basis for the preparation of the requested document/s	201 File	Active Files: 12 minutes for current employees Inactive Files: 18 minutes for former employees/others	-	Claire C. Nadugo Admin. Officer II (HRMO I) - Certifications Reynante R. Donato, Admin. Officer V (HRMO III) - Service Records
		Submit prepared document with the attached OR for review/signature			-	
		Reviews and initials prepared document and submit to the PHRMDO for signature		3 minutes	-	Gina D. Salamat, Supervising Admin. Officer
		Reviews and signs document/s	Certification/ Service Record, etc.	1 minute	-	ROSALINE Q. ELAYDA, PHRMDO
5	Receives copy/ies of requested document/s	Instruct the client sign in the duplicate copy of the HR document Release requested document/s to client		1 minute	-	Marianne Louise C. Saley(Admin. Aide IV)

PHRMDO
2nd floor Main
Capitol
Building