



5. Request for Certificate of Employment with Salary and without Salary, Service Record, Certificate of Leave Credits, Certificate of Leave Without Pay, Certificate of Performance Rating (OPCR/DPCR/IPCR) and Certified True/Xerox Copy of Documents from the 201 Files (Active and Archive)

This service pertains to the Human Management Resources Management Division for the processing of requests for documents such as Certificate of Employment with Salary and without Salary, Service Record, Certificate of Leave Credits, Certificate of Leave Without Pay, Certificate of Performance Rating (OPCR/DPCR/IPCR) and Certified True/Xerox Copy of Documents from the 201 Files (Active and Archive) by active and separated officials and employees of OSG.

Office or Division:		Human Resource Management Division		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Active and Separated Official and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form (HRMAS-HRMD-TPR-F-20-00) (one copy)		Leave Administrative and Personnel Records Section, OSG Intranet		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE



<p>1. Fills out request form at the HRMAS Officer of the Day (OD) desk.</p>	<p>1.1. Receives and records requests in the logbook</p>	<p>None</p>	<p>3 days</p>	<p><i>Administrative Officer III and</i></p> <p><i>Administrative Assistant III</i></p> <p>Human Resource Management Division</p>
<p>1.2. Forwards all received requests to person/s responsible</p>				
<p>1.3. Prepares requested document/s</p>				
<p>1.4. Submits to HRMD SAO, HRMD CAO & Service Director for signature</p>				
<p>1.5. Affixes office dry seal (if necessary)</p>				



	1.6. Releases document/s requested			
Total Processing Time			3 days	