



7. Request for Certificate of Last Salary

Personnel requests for a Certificate of the Amount of Salary that the personnel received in the last payroll period.

Office or Division:	Accounting Division, FMS			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	OSG Employees and former employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (one copy)		FMS		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents properly filled out request form to frontline personnel	1. Frontline Personnel checks if request form is properly filled out	None	5 minutes	<i>Frontline Personnel in FMS Receiving Window</i>



<p>2. Client waits for advice if Certificate of Last Salary is ready for pick up</p>	<p>2.1 Frontline Personnel transmits request to Supervising Administrative Officer</p> <p>2.2 Supervising Administrative Officer checks the documents for computation of AO IV /AO II</p> <p>2.3 AO IV/AO II prepares Certificate of Last Salary and submits to Supervising Administrative Officer for review</p> <p>2.4 Supervising Administrative Officer submits Certificate of Last Salary for the signature of Chief Accountant/ Director</p> <p>2.5 Chief Accountant/ Director signs</p>	<p>None</p>	<p>90 minutes</p>	<p><i>Supervising Administrative Officer</i></p> <p><i>AO IV/ AO II</i></p> <p><i>Chief Accountant</i></p> <p><i>Director</i></p>
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3. Client receives Certificate of Last Salary	3. AO IV/ AO II releases the Certificate of Last Salary	None	5 minutes	<i>AO IV/ AO II</i>
Total Processing Time			1 hour, 40 minutes	