

## 11. Request for Certificate of Employment with Job Description (via Walk-In application)

This service pertains to the Human Management Resources Management Division processing of requests for Certificate of Employment with Job Description by active and separated officials and employees of OSG<sup>1</sup>.

|  |   |   |                        |  |
|--|---|---|------------------------|--|
| <b>Office or Division:</b>   |   | Human Resource Management Division  |                        |  |
| <b>Classification:</b>   |   | Simple  |                        |  |
| <b>Type of Transaction:</b>  |   | Government to Citizen   |                        |  |
| <b>Who may avail:</b>  |   | Active and Separated Officials and Employees                                  |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                     |   | <b>WHERE TO SECURE</b>  |                        |  |
| Request form (HRMAS-HRMD-TPR-F-20-00) (one copy)                     |   | Leave Administrative and Personnel Records Section, OSG Intranet, OSG Website |                        |  |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTIONS</b>                             | <b>FEES TO BE PAID</b>  | <b>PROCESSING TIME</b> | <b>PERSONS RESPONSIBLE</b>   |
| 1. Fills out request form at the HRMAS Officer of the Day (OD) desk. | 1.1. Receives and records requests in the logbook | None  | 3 working days         | <i>Administrative Officer III and Administrative Assistant III</i><br>Human Resource Management Division |

<sup>1</sup> The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.

|                       |   |  |                             |  |
|-----------------------|---|--|-----------------------------|--|
|                       | 1.2. Forwards all received requests to person/s responsible |  |                             |  |
|                       | 1.3. Prepares requested document/s                          |  |                             |  |
|                       | 1.4. Submits to Service Director for signature              |  |                             |  |
|                       | 1.5. Affixes office dry seal (if necessary)                 |  |                             |  |
|                       | 1.6. Releases document/s requested                          |  |                             |  |
| Total Processing Time |   |  | 3 working days <sup>2</sup> |  |

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<sup>2</sup> Each requested document will be processed within three (3) working days. Request(s) for multiple documents may take more than three (3) working days to process.