29. Request for Certificate of Incumbency (Application via Electronic Mail)

This service pertains to the Human Management Resources Management Division (HRMD) for the processing of requests for documents such as Certificate of Incumbency and/or Certificate of no Existing Service Obligation by active and separated officials and employees of OSG[1].

Office or Division:	Human Resource Management Division
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Active and Separated OSG Officials and Employees

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form (HRMAS-HRMD-TPR-F-20-00) (one copy)		OSG Website and OSG Intranet		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fills out the downloaded request form and sends filled up request form to personnel.records @osg.gov.ph.	1.1. Prepares requested document/s 1.2. Submits to Service Director or HRMD Chief Administrative Officer for review and signature.	None	2 working days	*Administrative Officer III and Administrative Assistant III* Human Resource Management Division

	1.3. Affixes office dry seal (if necessary)			
	1.4. Releases document/s requested			
Total Processing Time		2 working days[2]		

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[2] Each requested document will be processed within two (2) working days. Request(s) for multiple documents may take more than two (2) working days to process.

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