



5. Request for Employment-Related Certifications and Records (Via Walk-In)

This service provides the receipt, processing, and issuance of employment-related certifications and personnel records of active officials and employees of the Office of the Solicitor General.

These include, but are not limited to, certificates of employment (with or without salary details, with job description, and with Judicial rank), service records, leave-related certifications, performance ratings, certificates of incumbency, certified true copies or photocopies of documents contained in the employee's 201 files, and other certifications required by government agencies.

Office or Division:	Human Resource Management Division (HRMD), Human Resource Management and Administrative Services (HRMAS)
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Active OSG Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Form - One (1) duly accomplished request form (HRMAS-HRMD-TPR-F-20-00)	Leave Administration and Personnel Records Section, OSG Intranet , and OSG Website

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out and submit the request form at the HRMD Front Desk, 2 nd Floor, OSG Main Building, Amorsolo Wing.	1.1. Receive the request form. 1.2. Record the request in the logbook.	None	5 minutes	Administrative Officer III and Administrative Assistant III (or any designated HRMD staff Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS
2. Wait while the HRMD personnel prepares the requested document(s).	2.1. Forward the logged request to the designated personnel.	None	4 hours (after the cut-off time for receiving all requests)	Administrative Officer III and Administrative Assistant III (or any designated HRMD staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Prepare the requested document(s).	None	1 day	Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS
	2.3. Submit the document(s) to the Service Director for signature.	None	15 minutes	
	2.4. Affix the office dry seal, if necessary	None	5 minutes	
3. Pick up the requested document(s) at the HRMD Front Desk, 2 nd Floor, OSG Main Building, Amorsolo Wing.	3.1. Notify the client that the document(s) are ready. 3.2. Release the document(s) to the client.	None	20 minutes	Administrative Officer III and Administrative Assistant III (or any designated HRMD staff Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS
TOTAL		None	8 hours and 45 minutes	