



**Internal/External**

**4. SERVICENAME: SERVICE RECORD, CERTIFICATIONS, TRAVEL ORDER**

**Description of the Service:** Service Record & certifications is issued to employees needing this document to certify the employment status & affirm the official business/ whereabouts of an employee

<b>Office or Division:</b>	City Human Resource Management Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Government
<b>Who may avail:</b>	Employees

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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Request Letter Travel Order	Client/ employee City Human Resource Management Office
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<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for Service Record, Certifications or Travel Order	Prepare the Service Record, Certifications or Travel Order	None	10 minutes	Norie M. Liban HRMO III  Narice Bernadette V. Bravo Admin. Officer V  Grace V. Lugo Admin. Asst. IV  Mark Elison B. Cabasal Admin. Officer I  Noemi R. Simon



					Admin. Asst. I
2. Get the Service Records, Certification or Travel Order	Release of Service Records, Certifications or Travel Order	None	10 minutes		Norie M. Liban HRMO III  Narice Bernadette V. Bravo Admin. Officer V  Grace V. Lugo Admin. Asst. IV  Mark Elison B. Cabasal Admin. Officer I  Noemi R. Simon Admin. Asst. I
	<b>TOTAL</b>		<b>20 minutes</b>		