



HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)



CITIZEN'S CHARTER

FRONTLINE SERVICE : REQUEST FOR CERTIFICATION OF EMPLOYMENT, SERVICE RECORD, NO PENDING ADMINISTRATIVE CASE, NO LEAVE OF ABSENCE WITHOUT PAY, LEAVE CREDITS AND LAST DAY OF SERVICE

STEP	CLIENT	PROVIDER	DURATION	REQUIREMENTS	FEES	PERSON RESPONSIBLE	LOCATION/ CONTACT NO.
1	Fill out Request Form	Receive Request	5 minutes	Request form	none	Geraldine S. Blanca/ Agnes A. Dorado <i>HRMO Staff</i>	<p style="text-align: center;">HRMO Cavite Provincial Capitol, Trece Martires City (046) 419-2930</p>
2		Prepare order of payment	5 minutes		P50 per page/ document	Geraldine S. Blanca/ Agnes A. Dorado <i>HRMO Staff</i>	
3	Submit Official Receipt	Receive Official Receipt and process the request	15 minutes to 1 hour	Official Receipt and Request Form	none	Geraldine S. Blanca/ Agnes A. Dorado <i>HRMO Staff</i>	
4		Signature of HRMO Chief	5 minutes	none	none	Ms. Lourdes G. Camero <i>Chief Administrative Officer</i>	
5	Receive the Service Record, Certification of Employment et.al.	Release the Service Record, Certification of Employment et.al.	5 minutes	none	none	Geraldine S. Blanca/ Agnes A. Dorado <i>HRMO Staff</i>	

Total Duration: 35 minutes to 1 hour