ISSUANCE OF EMPLOYMENT DOCUMENTS TO FORMER EMPLOYEES

Service Description	The service involves processing of requests for issuance of employment documents like service record, employment certification, etc. to former NTA Branch employees.
Office or Division	Administrative unit – Branch Office
Classification	Simple Transaction
Type of Transaction	G2C
Who May Avail	Former NTA employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Documents Form (1 copy original)	Administrative unit – Branch Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up and submit Request for Documents Form (Administrative-Branch Office (BO)	1.1 Accept accomplished Request for Documents Form, log in and indorse to concerned staff	None	5 minutes	*Administrative Officer* BO
	1.2 Prepare document/s requested	None	10 minutes	*Computer Operator* BO
	1.3 Review & initial prepared document	None	5 minutes	*Administrative Officer* BO
	1.4 Approve/sign document: - Service Record - Certificate of Employment	None	5 minutes	*Branch Manager* BO
2. Receive requested document and sign Release Logbook (Administrative-BO)	2.1 Log-out and issue requested document	None	5 minutes	*Administrative Officer* BO
Total processing time			**0 Day, 0 Hr, 30 Min**	