



ISSUANCE OF EMPLOYMENT DOCUMENTS TO ACTIVE EMPLOYEES				
Service Description	The service involves processing of requests for issuance of employment documents like service record, employment certification, etc. to active employees			
Office or Division	Administrative Services Division - Administrative Department			
Classification	Simple Transaction			
Type of Transaction	G2C			
Who May Avail	NTA employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request for Documents Form (1 original)			Administrative Services Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up and submit Request for Documents Form (Administrative Dept-4 th FI)	1.1 Accept accomplished Request for Documents Form, log in and indorse to concerned staff	None	2 minutes	<i>HRMA</i> Administrative Services Division (ASD)
	1.2 Prepare document/s requested	None	5 minutes	<i>HRMA</i> ASD
	1.3 Review & initial prepared document	None	5 minutes	<i>HRMO IV</i> ASD
	1.4 Approve/sign document: - Service Record - Certificate of Employment - Certificate of Non-Pendency	None	3 minutes 10 minutes	<i>HRMO V</i> ASD, Administrative Dept <i>DM III</i> Administrative Dept



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receive requested document and sign Release Logbook (Administrative Dept-4 th FI)	2.1 Log-out and issue requested document	None	5 minutes	HRMA ASD
Total processing time			0 Day, 0 Hr, 30 Min	