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 employees.
Office or Division	Administrative Services Division - Administrative Department
Classification	Simple Transaction
Type of Transaction	G2C
Who May Avail	Former NTA employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for Documents Form (original)	Administrative Services Division-NTA Central Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up and submit Request for Documents Form (Administrative Dept-4th Fl)	1.1 Accept accomplished Request for Documents Form, log in and indorse to concerned staff	None	2 minutes	*HRMA* Administrative Services Division (ASD)
	1.2 Prepare document/s requested	None	5 minutes	*HRMA* ASD
	1.3 Review & initial prepared document	None	5 minutes	*HRMO IV* ASD
	1.4 Approve/sign document: - Service Record - Certificate of Employment - Certificate of Non-Pendency	None	3 minutes 10 minutes	*HRMO V* ASD, Adminis-trative Dept *DM III* Administrative Dept

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