



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. of active NTA Branch employees			
Office or Division	Administrative unit – Branch Office			
Classification	Simple Transaction			
Type of Transaction	G2C			
Who May Avail	Active NTA employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Request for Documents Form (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	<i>Administrative Officer</i> BO
	1.2 Prepare document/s requested	None	10 minutes	<i>Computer Operator</i> BO
	1.3 Review & initial prepared document	None	5 minutes	<i>Administrative Officer</i> BO
	1.4 Approve/sign document: - Service Record - Certificate of Employment	None	5 minutes	<i>Branch Manager</i> BO
2. Receive requested document and sign Release Logbook (Administrative-BO)	2.1 Log-out and issue requested document	None	5 minutes	<i>Administrative Officer</i> BO
Total processing time			0 Day, 0 Hr, 30 Min	