

# Issuance of Certificate of Employment

## ABOUT THE SERVICE

Some employees ask for Certificate of Employment to prove their employment in the municipal government and to support some transactions. The Human Resource Management Officer facilitates the issuance of the said certificate which will be signed by the Municipal Mayor.

## CLIENT/S

Employee

## FEES

P50.00

## HOW TO AVAIL OF THE SERVICE

Process/Activity		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1. Interview the client	Cite the purpose of securing the certificate of employment	1 minute	Ms. Efrena Buenafe
2. Advise client to pay at the Treasurer's Office	Proceed to Treasurer's Office	1 minute	Ms. Efrena Buenafe
3. Prepare the certificate		5 minutes	Ms. Efrena Buenafe
4. Have the certificate signed by the Mayor		10 minutes	Ms. Efrena Buenafe/ Mayor Fortunato Abrenilla
5. Ask for the Official Receipt		1 minute	
6. Release the Certificate		30 seconds	Ms. Efrena Buenafe

**TOTAL      18 minutes & 30 seconds**