

Issuance of Service Record

ABOUT THE SERVICE

The Human Resource and Management Officer issues Service record to provide details of the employment of a certain employee. Even those who retired from the service asked for Service Record.

CLIENT/S

Employee/Retiree

REQUIREMENT(S)

None

FEE(S)

Free of charge

HOW TO AVAIL OF THE SERVICE

Process/Activities		DURATION	PERSON RESPONSIBLE
Service Provider	Client		
1. Interview the client	Cite the purpose of securing the service record	1 minute	Ms. Efrena Buenafe
2. Prepare/print the service record		5 minutes	Ms. Efrena Buenafe
3. Have it signed by the Mayor		1 minute	Ms. Efrena Buenafe Mayor Fortunato Abrenilla
4. Release the service record		30 seconds	Ms. Efrena Buenafe

TOTAL 7 minutes & 30 seconds