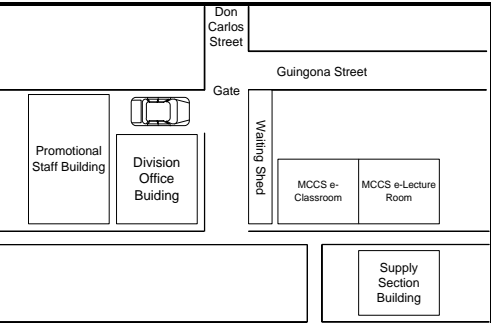
	Issuance of Service Records and Certification		
	Department	Department of Education	
	Division	Division of Malaybalay City	
	Department Head	Edilberto L. Oplenaria	
	Contact No's	(088) 813-2894 / 221-4597	
SERVICE DESCRIPTION			Location: Corner Don Carlos-Guingona Streets, Barangay 3, Malaybalay City
Issuance of updated service records, certificate of employment, compensation, and oneness to all teaching and non-teaching employees in the Division			

CLIENT GROUP	All teaching & non-teaching employees
SERVICE SCHEDULE	Monday – Friday (8:00AM – 12:00 Noon to 1:00PM – 5:00PM)
TOTAL PROCESSING TIME	55 minutes
TOTAL FEES	None
REQUIREMENTS	Letter request For updated service record: Latest payslip For certificate of oneness: Birth Certificate

PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person In-Charge	Fees	Form
1	Submit request with pertinent documents to the Receiving Staff	Receives, records and forwards request to the Records Unit	5 min.	Administrative Aide/Receiving Staff	None	None
2		Receives, records, and checks the records of the Requesting Party	5 min.	Administrative Aide/Records Staff	None	None
3		Prepares the documents requested such as certification and updated service records and forwards to Administrative Officer for signature	25 min.	Records Officer	None	None
4		Receives, reviews and signs documents and forwards back to the Records Unit	10 min.	Administrative Officer V	None	None
5		Receives and records signed service record and certification and forwards to the Releasing Staff for release	5 min.	Administrative Aide/Records Staff	None	None
6		Releases the requested service record and certification to Requesting Party	5 min.	Administrative Aide/Records Staff	None	None

(Pursuant to the provisions of the Anti-Red Tape Act of 2007, also known as the Republic Act No. 9485)