



Issuance of Certificate of Employment

Office or Division:		Human Resource Non-Teaching Unit		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		DepEd SDO, QC Employee/ Former Employee		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request (1 copy)			HR Non-Teaching Unit	
2. Photocopy of latest Payslip (1 copy)			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request with other required documents	1.1. Receive submitted complete documents	None	2 minutes	HR Non-Teaching Unit Staff
	1.2. Verify the complete documents submitted	None	5 minutes	HR Non-Teaching Unit Staff
	1.3. Prepare and sign Certificate of Employment	None	5 minutes	HR Non-Teaching Unit Staff/HRMO
2. Receive Certificate of Employment	2.1. Release Certificate of Employment to Client	None	2 minutes	HR Non-Teaching Unit Staff
TOTAL		None	14 minutes	