



## Issuance of Service Record

| <b>Office or Division:</b>  |   | Human Resource Non-Teaching Unit |  |                            |
|---|---|----------------------------------|--|----------------------------|
| <b>Classification:</b>  |   | Simple                           |  |                            |
| <b>Type of Transaction:</b>   |   | G2G - Government to Government   |  |                            |
| <b>Who may avail:</b>   |   | DepEd SDO, QC Employees          |  |                            |
| CHECKLIST OF REQUIREMENTS   |   |                                  | WHERE TO SECURE  |                            |
| 1. Letter request (2 copies)  |   |                                  | Client   |                            |
| 2. Previous copy of Service Record, if previously employed in other agency (2 copies) |   |                                  | Previous/Current employer                              |                            |
| 3. Photocopy of present Appointment (1 copy)  |   |                                  | Client   |                            |
| 4. Latest Payroll Slip (1 photocopy)  |   |                                  | 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. Retrieve of documents from file                      | None                             | 5 minutes  | HR Non-Teaching Unit Staff |
|   | 1.3. Process request                                      | None                             | 30 minutes – 2 days depending on the length of service | HR Non-Teaching Unit Staff |
|   | 1.4. Forward to the administrative services for signature | None                             | 5 minutes  | HR Non-Teaching Unit Staff |
| 2. Receive the signed service record  | 2.1. Release service record                               | None                             | 2 minutes  | HR Non-Teaching Unit Staff |
| <b>TOTAL</b>  |   | <b>None</b>                      | <b>2 days &amp; 14 minutes to 44 minutes</b>           |                            |