

**Issuance of Service Record**

Office or Division:	Human Resource Non-Teaching Unit					
Classification:	Simple					
Type of Transaction:	G2G - Government to Government					
Who may avail:	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		
TOTAL		None	2 days & 14 minutes to 44 minutes			