30. Request for Certificate of No Existing Service Obligation (Application via Electronic Mail)

This service pertains to the Human Management Resources Management Division (HRMD) for the processing of requests for documents such as Certificate of Incumbency and/or Certificate of no Existing Service Obligation by active and separated officials and employees of OSG[1].

Office or Division:	Human Resource Management Division
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Active and Separated OSG Officials and Employees
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request form (HRMAS-HRMD-TPR-F-20-00) (one copy)	OSG Website and OSG Intranet

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Fills out the downloaded request form and sends filled up request form to	1.1. Prepares requested document/s	None	2 working days	*Administrative Officer III and Administrative Assistant III*

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[1] The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.

personnel.records @osg.gov.ph.	1.2. Submits to Service Director or HRMD Chief Administrative Officer for review and signature.			Human Resource Management Division
	1.3. Affixes office dry seal (if necessary)			
	1.4. Releases document/s requested			
	Total Processing Time	2 working days[2]		

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[2] Each requested document will be processed within two (2) working days. Request(s) for multiple documents may take more than two (2) working days to process.