



## 12. Request for Employment-Related Certifications and Records (Via Email)

This service provides the receipt, processing, and issuance of employment-related certifications and personnel records of separated officials and employees of the Office of the Solicitor General.

These include certificates of employment (with or without salary details, with job description, and with Judicial rank), service records, leave-related certifications, performance ratings, certificates of incumbency, certified true copies or photocopies of documents contained in the employee's 201 files, and other certifications required by government agencies.

<b>Office or Division:</b>	Human Resource Management Division (HRMD), Human Resource Management and Administrative Services (HRMAS)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	Separated OSG Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Request Form</b> – One (1) duly accomplished request form (HRMAS-HRMD-TPR-F-20-00)	<a href="#">OSG Website</a>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out the downloaded request form and email it to <a href="mailto:personnel.records@osg.gov.ph">personnel.records@osg.gov.ph</a> .	1.1. Monitor the email inbox  1.2. Send acknowledgment of receipt.	None	5 minutes	Administrative Officer III and Administrative Assistant III (or any designated HRMD staff  Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS
2. Wait while the HRMD personnel prepares the requested document(s).	2.1. Forward the email request to the designated personnel.	None	4 hours (after the cut-off time for receiving all requests)	Administrative Officer III and Administrative Assistant III (or any designated HRMD staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Prepare the requested document(s).  2.3. Submit the document(s) to the Service Director for signature.  2.4. Affix the office dry seal, if necessary	None  None  None	1 day  15 minutes  5 minutes	Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS
3. Pick up the requested document(s) at the HRMD Front Desk, 2 <sup>nd</sup> Floor, OSG Main Building, Amorsolo Wing.	3.1. Notify the client that the document(s) are ready.  3.2. Release the document(s) to the client.	None	20 minutes	Administrative Officer III and Administrative Assistant III (or any designated HRMD staff  Immediate Supervisor Responsible for Personnel Designation – Director IV, HRMAS
<b>TOTAL</b>		<b>None</b>	<b>1 day and 40 minutes</b>	