



## 20. Request for Certificate of Compensation

This service covers the receipt, processing, and issuance of a certification of an employee's annual salary and benefits, including but not limited to Basic Salary, Personnel Economic Relief Allowance (PERA), Representation and Transportation Allowances (RATA), Longevity Pay, Communication Allowance, Mid-Year Bonus, Year-End Bonus, Cash Gift, Clothing Allowance, and Productivity Enhancement Incentive (PEI), reflecting amounts estimated to be received within the year. For employees who choose to include agency allowances, the certification will indicate the actual allowances received from 01 January to the date of the request.

<b>Office or Division:</b>	Accounting Division, Financial Management Service (FMS)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	Active OSG Officials and Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Request Form</b> - One (1) duly accomplished original request form	Financial Management Service, <a href="#">OSG Intranet</a> , and <a href="#">OSG Website</a>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request:  1.1. In person at the FMS Receiving Window, 2 <sup>nd</sup> Floor, OSG Main Building, Adelantado Wing or 7 <sup>th</sup> Floor, Convergys One Building.	1. Receive and record requests:  1.1. For requests submitted in hard copy:  1.1.1. Receive and record the request in the FMS incoming logbook.  1.1.2. If incomplete, return it or notify the requester.	None	15 minutes	Frontline Personnel  Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.1. Via email at <a href="mailto:fms@osg.gov.ph">fms@osg.gov.ph</a>.</p>	<p>1.2. For requests submitted via Email:</p> <p>1.2.1. Monitor the inbox and review incoming requests.</p> <p>1.2.2. If complete, send an acknowledgment of receipt, then print the email and the attached request form.</p> <p>1.2.3. If incomplete, notify the sender of missing requirements.</p>	None	15 minutes	<p>Administrative Aide VI</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS</p>
<p>2. Wait for confirmation that the requested certificate of compensation is ready for pick-up or release.</p>	<p>2.1. Transmit the client's request to the Administrative Aide VI, if applicable.</p> <p>2.2. Retrieve all necessary data, including payslips and, if applicable, the list of agency allowances.</p> <p>2.3. Prepare the Certificate of Compensation.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>10 minutes</p> <p>5 hours</p> <p>2 hours</p>	<p>Frontline Personnel / Administrative Aide VI</p> <p>Administrative Aide VI</p> <p>Administrative Aide VI</p>



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	2.4. Submit the draft certificate to the Chief Accountant for review and approval.	None	10 minutes	Administrative Aide VI
	2.5. Review the draft Certificate.  2.5.1. If it is in order, sign it.  2.5.2. Otherwise, return it to the drafter for revision.	None	4 hours	Chief Accountant  Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS
3. Claim the Certificate of Compensation at the FMS Receiving Window, 2 <sup>nd</sup> Floor, OSG Main Building, Adelantado Wing or 7 <sup>th</sup> Floor, Convergys One Building.	3.1. For requests received in hard copy, forward the certificate to the frontline personnel and then proceed as follows:	None	10 minutes	Chief Accountant
	3.1.1. Call the client at the provided number to inform them that their request has been processed.	None	15 minutes	Frontline Personnel  Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS
	3.1.2. Release the certificate and have the recipient sign the receiving portion of the request form.			
	3.2. For requests submitted via email, forward them to the Administrative Aide	None	10 minutes	Chief Accountant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>VI, then proceed as follows:</p> <p>3.2.1. Scan and save the signed Certificate of Remittances.</p> <p>3.2.2. Email the scanned certificate to the client.</p> <p>3.2.3. Indicate the appropriate remarks and date on the request form.</p>	None	15 minutes	<p>Administrative Aide VI</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, FMS</p>
<b>TOTAL</b>		<b>None</b>	<b>12 hours</b>	