



19. PROCESSING OF REQUEST FOR SERVICE RECORD, CERTIFICATE OF EMPLOYMENT AND CLEARANCE FORM

It refers to the documents requested by employees that are used for official or personal purposes.

Office/Division:	Administrative Support Division (ASD), Administrative and Finance Services Department (AFSD)			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	PRA employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter or email request from Employee		Not Applicable		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits memorandum for request	1.1. Receives and acknowledge receipt of request from employees	None	2 Minutes	Kimberly Mae Ambo-an-Manese, HRMO II - ASD
None	1.2. Preparation of requested document/s for submission to DM III, AFSD/ Administrative Officer V/OIC, ASD	None	1 Day	Kimberly Mae Ambo-an-Manese, HRMO II - ASD
None	1.3. Review and signature of Department Manager III, AFSD/ Administrative Officer V/OIC, ASD	None	2 Hours	Philip John Moreno, Department Manager III - AFSD



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.4. Release of signed requested document	None	10 Minutes	Kimberly Mae Ambo-an-Manese, HRMO II - ASD
None	1.5. Filing of received copy to 201 file	None	30 Minutes	Lita Rebamontan, Jr. Admin. Clerk II - ASD
TOTAL		None	1 Working Day, 2 Hours, 42 Minutes	