



5. Request for Certificate of Employment with Salary and without Salary, Service Record, Certificate of Leave Credits, Certificate of Leave Without Pay, Certificate of Performance Rating (OPCR/DPCR/IPCR) and Certified True/Xerox Copy of Documents from the 201 Files (Active and Archive) (via Walk In application)

This service pertains to the Human Management Resources Management Division for the processing of requests for documents such as Certificate of Employment with Salary and without Salary, Service Record, Certificate of Leave Credits, Certificate of Leave Without Pay, Certificate of Performance Rating (OPCR/DPCR/IPCR) and Certified True/Xerox Copy of Documents from the 201 Files (Active and Archive) by active and separated officials and employees of OSG¹.

Office or Division:		Human Resource Management Division		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Active and Separated Official and Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request form (HRMAS-HRMD-TPR-F-20-00) (one copy)		Leave Administrative and Personnel Records Section, OSG Intranet, OSG Website		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE

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.



<p>1. Fills out request form at the HRMAS Officer of the Day (OD) desk.</p>	<p>1.1. Receives and records requests in the logbook</p>	<p>None</p>	<p>3 days</p>	<p><i>Administrative Officer III and</i></p> <p><i>Administrative Assistant III</i></p> <p>Human Resource Management Division</p>
<p>1.2. Forwards all received requests to person/s responsible</p>				
<p>1.3. Prepares requested document/s</p>				
<p>1.4. Submits to HRMD SAO, HRMD CAO & Service Director for signature</p>				
<p>1.5. Affixes office dry seal (if necessary)</p>				



	1.6. Releases document/s requested			
Total Processing Time			3 days ²	

² Each requested document will be processed within three (3) working days. Request(s) for multiple documents may take more than three (3) working days to process.