






SECSIME NO. BEN-02. ISSUANCE OF SERVICE RECORD/ CERTIFICATE OF EMPLOYMENT AND COMPENSATION




Service Record/ Certificate of Employment and Compensation are documents being issued by the Management Services Division to personnel of PENRO Benguet, CENRO Baguio and CENRO Buguias (Regular Employee and Contract of Service) for personal and legal purpose.

Office or Division:	Administrative Section, Management Services Division DENR PENRO Benguet Region CAR	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Internal: Regular Employee of DENR PENRO Benguet, CENRO Baguio and CENRO Buguias External: Contract of Service Personnel of DENR PENRO Benguet, CENRO Baguio and CENRO Buguias	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Form/Letter (1 original)		Receiving/Releasing Unit or Requesting Party
2. Government issued ID (present 1 original)		Requesting Party
Additional if from the Government Sector		
Additional if Requesting Party is a representative		






CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>1. Fills up the request form/letter and receives back the receiving copy with stamp received (date, time and initial)</p> <p><i>Client may wait or come back within the processing time for the release of the document</i></p>	<p>1. Check the completeness of documents</p> <p>Receives the document and stamps' received (date, time and initial) on the document</p> <p>Enters the document to the PENRO Document Tracking System (PDATS)</p> <p>Print a Document Tracking system routing slip</p> <p>Forwards to the PENR Officer</p>	None	2 Minutes	<p>EMILY B. ATOLBA <i>Admin Assistant</i> Receiving/Releasing Unit Office of the PENR Officer</p>  <p>Or</p> <p>CHER AMI A. PUL-AGAN <i>Admin. Aide I</i> Receiving/Releasing Unit Office of the PENR Officer</p> 
1.1. None	1.1. Review the request and refer with instruction to the Management Services Division	None	5 Minutes	<p>EDGARDO S. FLOR <i>OIC PENR Officer</i> Office of the PENR Officer</p> 




CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.2. None	1.2. Enters the actions to the PENRO Document Tracking System (PDATS) Routes the request to the Management Services Division	None	2 Minutes	<p>EMILY B. ATOLBA <i>Admin Assistant</i> Receiving/Releasing Unit Office of the PENR Officer</p>  <p>Or</p> <p>CHER AMI A. PUL-AGAN <i>Admin. Aide I</i> Receiving/Releasing Unit Office of the PENR Officer</p> 
1.3. None	1.3. Receives document and forwards to the Office of the Chief Administrative Officer, Management Services Division	None	1 Minute	<p>CRISTY LANE V. BAGGAY <i>Data Encoder</i> Receiving/Releasing Unit Management Services Division</p> 



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.4. None	1.4. Review the request and refer with instruction to the Administrative Section	None	2 Minutes	<p>JOSEPH L. MAUTING <i>OIC Chief</i> <i>Administrative Officer</i> Management Services Division</p> 
1.5. None	1.5. Prepare two (2) copies of the certification requested based on records; one for the requestee and the other for office file Affix initials in the certification	None	10 Minutes	<p>HOLDA A. PUL-AGAN <i>Administrative Officer IV/HRMO II</i> Administrative Section</p> 
1.6. None	1.6. Review the completeness of the information in the certification and signs	None	2 Minutes	<p>JOSEPH L. MAUTING <i>OIC Chief</i> <i>Administrative Officer</i> Management Services Division</p> 



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Receives document requested	2. Records the certification in the logbook Release the certification to the requestee Enters the actions taken on the request in the PENRO Document Action Tracking System	None	2 Minutes	CRISTY LANE V. BAGGAY <i>Data Encoder</i> Receiving/Releasing Unit Management Services Division 
TOTAL:		None	Simple	26 Minutes