

#### 4. Issuance of Service Record (SR)

Service Record is issued upon request of previous and current DepEd employee/s for purposes of employment verification, application, appointment and/or reclassification, availing of loans, PAGIBIG/GSIS reconciliation of government service, and other matters thereof.

<b>Office or Division:</b>	Office of the Schools Division Superintendent – Personnel Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G (Government to Government)			
<b>Who may avail:</b>	Former Employee of the SDO			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Standard Requirement</b>				
Identification Card – one (1) original copy		Applicant/Client		
Letter Request – one (1) original copy		Applicant/Client		
<b>For authorized representative</b>				
Authorization Letter – One (1) original copy		Applicant/Client		
Any valid identification card of the requesting party		Applicant/Client		
Any valid identification card of the authorized representative		Authorized representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all requirements	1.1. Receive and issue a receiving copy, then transmit the documents to Personnel Unit	None	10 minutes	Administrative Officer IV, OSDS-Records Section
	1.2 Verify the completeness of the requirements submitted, then prepare the Service Record	None	30 minutes	Administrative Assistant III, OSDS-Personnel Section
	1.3 Ensure authenticity and correctness of the Service Record and affix signature	None	10 minutes	Administrative Officer IV / Administrative Officer V, OSDS-Personnel Section

	1.4 Release the Service Record to Client	None	3 minutes	Administrative Officer IV / Administrative Officer V, OSDS-Personnel Section
2. Claim the Service Record and affix signature in the logbook	2.1 Review the correctness of Client's entry in the logbook	None	3 minutes	Administrative Officer IV / Administrative Officer V, OSDS-Personnel Section
<b>TOTAL:</b>		<b>None</b>	<b>56 minutes</b>	