

7. Issuance of Service Record (SR)

Service record is a collection of either electronic or printed material which provides a documentary history of a person's employment including their filed leave with and without pay as well as their annual salary while serving as an employee of an organization.

| Office or Division: | Personnel Unit | | | |
|---|--|---------------------------|---|---------------------------------|
| Classification: | Simple | | | |
| Type of Transaction: | Government to Government (G2G) | | | |
| Who may avail: | DepEd Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1.Accomplished Transaction/Request Form (2copies) | | Personnel/ Records | | |
| 2.Previous copy of Service Record from previous employment (2 copies) | | Client | | |
| 3.Latest payroll slip (1 photocopy) | | RPSU thru Cashiering Unit | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.Accomplish Transaction/ Request Form | 1.1. Receive and review of request from client | None | 30 minutes – 2 days depending on the size of the division | Personnel Unit Person-in-charge |
| | 1.2. Retrieve of documents from file | None | | |
| | 1.3. Process request | None | | |
| 2. Receive the signed service record | 2.1. Release record | None | | |
| TOTAL: | | None | 30 Minutes to 2 days | |