


**ADMINISTRATIVE AND FINANCE SERVICE
INTERNAL SERVICES**

1.ISSUANCE OF CERTIFICATIONS (For Active Employees)

This process covers the issuance of various certifications: Certificate of Employment, Certificate of Compensation and Benefits, Certificate of Duties and Responsibilities, Certificate of Good Moral, Certificate of No Scholarship, updated Service Record and other certificates not mentioned as may be required. These certifications are requested for various specific purposes such as employment, loan application, scholarship application and other legal purposes.

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|------------------------|---|---|
| Center/Office/Division | : | Administrative and Finance Service - Human Resource Development Division (HRDD) |
| Classification | : | Simple |
| Type of Transaction | : | Government-to-Citizen |
| Who May Avail | : | All Active FDA Officials/ Employees |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|--|---|
| Submission of Online Request through MS Forms/QR code | https://forms.office.com/r/NVXw9wnbpN or scan the QR code posted at the HRDD window  |
| For Service Record (SR): Existing Service Record Data (For SR updating) One (1) copy of Assumption paper – For new entrant employee One (1) Certified True Copy (CTC) of Service Record issued by previous employer – For transfer employee One (1) photocopy of approved Resignation/Retirement Letter – For closing of Service Record Birth Certificate – for corrections in name, birthdate in COE or SR | 2.1 Provided by the HRDD 2.2 Provided by the Recruitment Selection and Placement section of HRDD 2.3 Provided by the employee 2.4 Provided by the employee 2.5 Provided by the employee |

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| Republic Act No. 11466 (Modified Salary Schedule for Civilian Personnel in National Government) | Official Gazette of the Republic of the Philippines |
| Copy of General Payroll (For Certificate of Compensation and Benefits) | Provided by the Payroll and Benefits section of HRDD |
| One (1) copy of Position Description Form (For Certificate of Duties and Responsibilities) or Statement of Current Duties and Responsibilities (SOC DAR) | Provided by the Recruitment Selection and Placement section of HRDD Provided by employees |
| Application for Scholarship (Certificate of No Scholarship) | Provided by the employees |

| INTERNAL CLIENT STEP | OFFICE ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|---------------------------------------|
| Accomplishes the online request form | 1.1 Receives request from online form | None | 2 minutes | AFS/HRDD/Admin. Aide VI |
| | 1.2 Retrieves employee's available data | None | 5 minutes | AFS/HRDD/Admin. Aide VI |
| Waits for the processing of the requested certificate/s | 2.1 Prepares requested certificate/s | None | 5 minutes | AFS/HRDD/ Admin. Aide VI |
| | 2.2 Review certificate/s | None | 2 minutes | AFS/HRDD/Admin. Aide VI |
| | 2.3 Submits the certificate/s to the authorized signatory | None | 1 minutes | AFS/HRDD/ Admin. Aide VI |
| | 2.4 Signs the certificate/s | None | 2 minutes | AFS/HRDD/Chief Administrative Officer |
| | 2.5 Informs respective employee of the availability of requested certificate/s | None | 2 minutes | AFS/HRDD/ Admin. Aide VI |
| Claims the requested certificate/s | Releases certificate/s (Through email (electronic copy) or hard copy) | None | 1 minute | AFS/HRDD/ Admin. Aide VI |
| | TOTAL: | None | 20 minutes | |