

HUMAN RESOURCE MANAGEMENT OFFICE

“Harmony of Resources and Manpower against Odds must be worked out in order to realize the University’s Vision, Mission, Goals and Objectives”

Service : Issuance of Certification (Employment, Service Record, Leave Credits)
 Service Provider : HRMO
 Schedule : 8:00 AM to 5:00 PM; Monday – Friday (no noon break)
 Clients : BSU Personnel, Employees who were separated from service, Job Order/Contract of Service Personnel
 Requirements : Accomplished Request Form
 : If the request is filed through a representative, an Authorization Letter and/or Special Power of Attorney (SPA) and one (1) valid ID of the representative.
 Processing Time : 24 minutes

PROCEDURES:

STEPS	CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under normal condition)	FEE/S (In Peso)	PERSON RESPONSIBLE	FORMS
1	Accomplish and submit Request Form					
2	Accomplish and submit requisition slip	Receives request form and determine if the purpose is official or personal. Check records of concerned employee. For personal purposes: Issue order of payment and advise client to pay fees For official purposes: Proceed to Step 4	5 minutes 2 minutes	None	HRMO staff	Request form for issuance of personnel record and other documents

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3	Pay to the Cashier’s Office		3 minutes	75.00 for 2 copies (certification); 100.00 for 2 copies (Service Record)	Charlie HRMO Staff	
4		While client pays at the Cashier’s Office, certificate/service record is being prepared	10 minutes		Charlie** Franz** HRMO Staff	
		Process signing of certificate/ service record	2 minutes			
5	Present Official Receipt (OR)	Verifies OR	1 minute		HRMO Staff	
6	Sign in the logbook and receives certificate	Logs and issue certificate/service record	1 minute		HRMO staff	
Total Duration			24 minutes			

** - May be authorized to sign in the absence of the Supervising Administrative Officer