



ISSUANCE OF CERTIFICATE OF EMPLOYMENT (COE)

The certificate of employment is being issued to a requesting employee to certify his/her the period of employment and compensation in this Department

Office or Division:	Administrative Service – Personnel Division
Classification:	Simple
Type of Transaction:	Government-to-Citizen (G2C), Government-to-Government (G2G)
Who may avail:	All organic officials and personnel/Authorized representative

CHECKLIST OF REQUIREMENTS		
Document	No. of Copy(ies)	Where to Secure
1. Valid ID	1	Requesting party
2. Official Receipt	1	Cashier Section
3. Letter of Authorization, if applicable	1	Requesting party

PROCEDURES				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Proceeds to Personnel Division and secure order of payment	Hand order of payment form to be filled-up	None	10 minutes	Personnel Division Staff
2. Presents order of payment	Processes payment and issues Official Receipt	P75.00	-	Cashier Section
3. Submits official receipt	Checks and validates the plantilla, service record or 201 file as to the status of employment.	None	30 minutes	Personnel Division Staff
	Prepares COE	None	15 minutes	Personnel Division Staff
	Signs the COE	None	15 minutes	Authorized official
	Logs signed COE for recording	None	3 minutes	Personnel Division Staff
4. Receives the COE	Release the COE to the requesting party	None	2 minutes	Personnel Division Staff
TOTAL:			1 hour and 15 minutes	

Note: A longer period not exceeding three (3) days shall be allowed in exceptional circumstances such as unavailability of signatory/ies and submission of additional documents.