

## Issuance of Certificate of Employment (CoE) to Current Officials, Employees and Contract of Service (COS) Workers

This is a sub service for issuance of certificates. The COE is issued to current Officials, employees, and COS Workers in the Central Office, which certifies their services rendered.

<b>Office or Division:</b>	Personnel Administration Section (PAS)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	Current Officials and Employees (Permanent, Casual, Contractual, MOA and JO)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request for Documents form or formal letter or email request		Request form for Documents employees/workers (Request form are available at PAS) at receiving Area or Email: <a href="mailto:personnel.foncr@dswd.gov.ph">personnel.foncr@dswd.gov.ph</a>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send mail/e-mail or accomplish the HRMDD-PAS Request Form and submit to PAS	1. Receive the complete documents submitted	None	10 minutes	<i>Ms. Ria O. Mercado AO V – Personnel Administration Section</i>
2. Wait for advice of the Personnel Officer assigned	2.1 Review the documents submitted and check the FILE 201 if needed.	None	2 days, 5 hours (may take longer hours depending on the period of retrieving files, if needed)	<i>Ms. Ria O. Mercado AO V – Personnel Administration Section</i>
	2.2 Encode/check details to COE, print the issuance and attach the necessary documents		30 minutes	<i>Ms. Ria O. Mercado AO V – Personnel Administration Section  Dir. Benchie B. Gonzales Dir. III OIC, HRMDD</i>
	2.3 Review and Sign/initial the COE		2 hours	
	2.4 Inform the client that COE is ready through the HRMIS (or either through chat, e-mail, or phone call)		10 minutes	<i>Ms. Ria O. Mercado AO V – Personnel Administration Section</i>
May be extended depending on the volume of transactions handled				
<b>TOTAL</b>		<b>NONE</b>	<b>3 days</b>	