

Issuance of Certificate of Employment (CoE) to Separated Officials, Employees and Contract of Service Workers

This process verifies the employment history of a former or current employee. The COE is issued to separated Officials and employees in the Field Office who have been cleared of money, property and legal accountabilities, which certifies their services rendered in the Department. Certificate of Employment (COE) upon request by the employee.

Office or Division:	Personnel Administration Section (PAS)			
Classification:	Complex			
Type of Transaction:	G2C- Government to Transacting Public			
Who may avail:	Separated Officials and employees of Field Office (Permanent, Casual and Contractual)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
HRMDS-PAD Request Form or formal letter or e-mail request		Request form for Documents employees/workers (Request form are available at PAS) at receiving Area or Email: personnel.foncr@dswd.gov.ph		
Regional Clearance Certificate		Client or if none, FILE 201 / PER 16		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send mail/e-mail or for walk-in without any written request, accomplish the HRMDD-PAS Request Form (write contact details as well for courier purposes, if needed) and submit to PAS, together with complete supporting documents.	1.1 Receive the complete documents submitted	None	10 minutes	<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i>
2. Wait for advice of the assigned PAS Focal Person	2.1 Review the documents submitted and check the FILE 201 / PER 16 if needed.	None	2 days, 4 hours (May take longer hours depending on the period of retrieving files, if needed)	<i>Ms. Ria O. Mercado Administrative Officer V – PAS</i>
	2.2 Encode/ check details to COE, print the issuance and attach the necessary documents		30 minutes	
	2.3 Review and Sign/initial the COE		2 hours	
<i>May be extended depending on the volume of transactions handled</i>				
TOTAL		NONE	3 days	