

Request for Personal/Employment Related Documents

Schedule of Availability of Service:

Monday to Friday
8:00 AM – 5:00 pm

Who may avail of the Service:

Resigned/Separated from the service employees

What are the Requirements:

Requisition Form
Other required documents to support claim, if necessary

Duration: Within the day

Steps	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person In Charge	Fees	Forms
1	Individual fills up Requisition Form	Human Resource Management Officer (HRMO) receives the form and evaluate contents and requirements	5 mins.	Admin-PSD/Receiving Personnel	none	Requisition Form
2		Prepares the requested document/s Type and print the requested document/s	½ day	HRM Officer		
3		Evaluates/Review completeness and accuracy of data in the requested document/s.	Within 2 hours	Chief of the Personnel Services Division		
4		Records the document to be released to the requesting individual	Within 30 mins	HRM Officer		
5	Individual Receives his/her requested document/s					

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