



## 25. Service Records

Requesting of personal service records.

<b>Office or Division:</b>		Human Resource Division		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2G - Government to Government		
<b>Who may avail:</b>		All Balanga Water District Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request service records to the Human Resource Personnel	1. Search the service records of the requesting employee.	None	3 minutes	Human Resource Personnel
2. None	2. Print and Validate the Service Record of the employee	None	10 minutes	Human Resource Personnel
3. None	3. Approve and Release the Service Record of the employee	None	3 minutes	Human Resource Division Manager
<b>Total:</b>		None	16 minutes	