



12. Service Records

Requesting of personal service records.

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