



14. Certificate of Employment

Requesting for the Certificate of Employment

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 Certificate of Employment to the Human Resource Personnel	1. Search the record of the requesting employee.	None	10 minutes	<i>Human Resource Personnel Bernadette E. Paguio – IRDA A</i>
2. None	2. Generate Certificate of Employment of the requesting employee.	None	5 minutes	<i>Human Resource Personnel Bernadette E. Paguio – IRDA A</i>
3. None	3. Validate, approve and release the Certificate of Employment	None	5 minutes	<i>Human Resource Division Manager Loreto Q. Palad – Division Manager B</i>
Total:		None	20 minutes	