

2. REQUEST FOR CERTIFICATE OF EMPLOYMENT OR CERTIFIED TRUE COPIES OF DOCUMENTS

Office or Division:	HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT DEPARTMENT			
Classification:	Simple transaction			
Type of Transaction:	Government to citizen			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
none				
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out and submits a form	1. Receives form and prepares document	None	5 minutes	HRDD staff
	2. Signature of certification	None	5 minutes	Head of Department of Office
	3. Release of document		1 minute	

END OF TRANSACTION