



Republic of the Philippines
Department of Education
 REGION X
SCHOOLS DIVISION OF MISAMIS OCCIDENTAL

Issuance of Certificate of Employment

Certificate of employment is issued upon request of the employee which will be used to verify employment history of a certain employee of a former or current employer.

Office or Division:		Personnel Unit		
Classification:		Simple		
Type of Transaction:		Government to Government (G2G)		
Who may avail:		DepEd Employee/ Former Employee		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Google Form Online request		Front Desk/Information or https://forms.gle/riJ5k4cPamyucbYx7		
2. Letter request (for those personnel no longer connected in the Division)		Client		
3. Identification Card (1 Original copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request online	1.1. Assist Client to request online	None	2 minutes	Officer of the Day
	1.2 Verify if completely filled-up the online request form and prepare Certificate of Employment and QR Code and submit to Administrative Officer V for Signing	None	20 minutes	Personnel Section Personnel In-Charge in the Preparation
	1.3 Check and Sign Certificate of Employment	None	2 minutes	Administrative Officer V
	1.4 Forward Signed Certificate of Employment to Releasing of the Records Section	None	2 minutes	Administrative Aide VI of the Administrative Office
2. Receive Certificate of Employment	2.1 Release Certificate of Employment to Client	None	2 minutes	Records Section Personnel In-Charge of Releasing
TOTAL		None	28 minutes	