



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

**Issuance of Service Record**

Service record is a collection of either electronic or printed material which provides a documentary history of a person's employment including their filed leave with and without pay as well as their annual salary while serving as an employee of an organization.

<b>Office or Division:</b>		Personnel Unit		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government (G2G)		
<b>Who may avail:</b>		DepEd Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Google Form Online request		Front Desk/Information or <a href="https://forms.gle/riJ5k4cPamyucbYx7">https://forms.gle/riJ5k4cPamyucbYx7</a>		
2. Previous Service Record or copy of appointment (for those personnel whose record are not merge)		Client		
3. Identification Card (1 Original copy)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 Service Record and QR Code and submit to Administrative Officer V for Signing	None	30 minutes to 2 days depending on the number of requesting personnel	Personnel Section Personnel In-Charge in the Preparation
	1.3 Check and Service Record	None	2 minutes	Administrative Officer V
	1.4 Forward Signed Service Record to Releasing of the Records Section	None	2 minutes	Administrative Aide VI of the Administrative Office
2. Receive Service Record	2.1 Release Service Record to Client	None	2 minutes	Records Section Personnel In-Charge of Releasing
<b>TOTAL</b>		<b>None</b>	<b>38 minutes to 2 days</b>	