

CITIZENS' CHARTER- APRD:

1. Certification of Employment and/or Certification of Employment with Compensation

These two (2) types of Certifications are issued to all employees/workers (both current and undercurrent) of the Provincial Government of Davao del Norte as attachment to various loan applications and for other purposes.

Office or Division:	Provincial Human Resource Management Office – Appointment and Personnel Records Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2B- Government to Business Entity			
Who may avail:	Employees and workers of the Provincial Government of Davao del Norte (both current and undercurrent)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition Slip (1 Original)		PHRMO-Administrative Division		
Official Receipt for Payment of Secretary's Fee (if personal purpose)		PTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill up the requisition slip legibly with employee's Name, Position, Office, Status of Employment and mark check (✓) on the space provided opposite to the desired document to be requested.	Accommodate the client / check the significant information stipulated in the requisition slip and return the accomplished requisition slip to the client as payment reference to the PTO	None	5 minutes	<i>Administrative Staff</i> PHRMO-AD
2. Pay the corresponding fee at Cashier's Division of PTO, then submit back to PHRMO the accomplished requisition slip with the payment's Official Receipt.	Draft the certification and submit to PHRMO-AOV/SAO and PHRMO-Payroll Incharge for review of the employment and compensation details respectively.	None	20 minutes	<i>a. Administrative Assistant</i> PHRMO-APRD <i>b. Admin. Officer V and SAO-</i> PHRMO <i>c. Payroll Incharge-</i> PHRMO-CBD (for cert. with compensation).

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Wait while document is being prepared	Effect correction/s (if there's any), finalize the certification and facilitate the signing of the same.	None	5 minutes	<i>Administrative Assistant PHRMO-APRD</i>
	Sign and return the said Certification to the Administrative staff of APRD for release.	None	7 minutes	a) <i>Supervising Administrative Officer of PHRMO-APRD</i> (if the requesting party is below managerial level); b) <i>PHRMO-PG Department Head</i> (if requesting party is holding managerial position and/or an official of the province.)
4. Receive the Certificate of Employment and Compensation	Release the signed/approved certification	None	3 minutes	<i>Administrative Assistant PHRMO-APRD</i>
TOTAL:		Php 12.00-current employees Php 100.00-for under-current	40 minutes	