

4. Certification of Actual Duties and Responsibilities

The Certification of Actual Duties and Responsibilities is issued to both current and former employees of the Provincial Government of Davao del Norte as one of the requirements for obtaining PRC eligibility/PRC License and for employment application both in local and abroad and other personal purposes.

Office or Division:	Provincial Human Resource Management Office – Appointment and Personnel Records Division			
Classification:	Simple			
Who may avail:	Current and former employees of the Provincial Government of Davao del Norte			
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 request	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 for correction/ verification. Use approved IPCRs and other documents as reference for the actual tasks and functions.	None	1 hour	<i>Administrative Assistant</i> PHRMO-APRD Admin. Officer VI/ SAO- APRD

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 Officer V</i> PHRMO-APRD <i>Administrative Assistant</i> PHRMO-APRD
	Sign the Certification	None	5 minutes	<i>PG Department Head-</i> PHRMO
4. Receives the Certificate of Actual Duties and Responsibilities	Release the signed/approved certification	None	5 minutes	<i>Administrative Assistant</i> PHRMO-APRD
TOTAL:		Php 12.00 current employees Php 100.00 former employees	1 hour & 20 minutes	