

### CITIZENS CHARTER OF HUMAN RESOURCE MANAGEMENT OFFICE

List of Transactions	Categorization of Transaction	Maximum Processing Time	FEES	REQUIREMENT	PERSON RESPONSIBLE
1. Issuance of: a. Service Record b. Certificate of Employment c. Other certification of records	Simple	15 minutes	P 80.00	1. Fill-up logbook 2. Official Receipt	HRMO and Staff
2. Application of Leave of Absence	Simple	15 minutes	None	1. Fill-up logbook 2. Medical Certificate for sick leave exceeding 5 days	HRMO and Staff
3. Other documents requested by the clients/employees	Simple/Complex	1 day	None	1. Fill-up logbook	HRMO and Staff

Submitted By:



**CHERUBIN CLAIRE D. BUMIDANG**  
Administrative Officer IV (HRMO II)