

CITIZEN’S CHARTER NO. FMB-HR-01: ISSUANCE OF CERTIFICATE OF EMPLOYMENT AND COMPENSATION

This certification is issued to authenticate the employment and compensation of the employee.

Office or Division:	Human Resource Unit, Office of the Director
Classification:	Simple
Type of Transaction	G2G - Government to Government
Who may avail?	Plantilla appointees/Employees in the FMB

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Request Certification through the FMB Personnel Portal found in the FMB website or fill up request form in the HR Unit.	1. Check if the entered data in the request form is complete. Retrieve the employee’s Service Record and copy of General Payroll. Prepare and print the Certification. Submit to the HR Chief for review.	None	15 mins.	HR Staff
	2. Review the Certification, affix signature and forward to the HR Staff for releasing.	None	10 mins.	Chief Human Resource Unit
2. Receive the Certification and affix signature on the File Copy as proof of receipt.	3. Release Certification, take the file copy and file in the employee’s 201 Folder.	None	5 mins.	HR Staff
TOTAL		None	30 minutes	