

**CITIZEN’S CHARTER NO. FMB-HR-02: ISSUANCE OF SERVICE RECORD**

This is issued to certify the actual service rendered of the employee in the government service and in compliance with E.O. 54 dated August 10, 1954.

<b>Office or Division:</b>	Human Resource Unit, Office of the Director
<b>Classification:</b>	Simple
<b>Type of Transaction</b>	G2G - Government to Government
<b>Who may avail?</b>	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 Service Record 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. Prepare and print the Service Record. Submit to the HR Chief for review.	None	15 mins.	HR Staff
	2. Review the Service Record, affix signature and forward to the HR Staff for releasing.	None	10 mins.	Chief Human Resource Unit
2. Receive the Service Record and affix signature on the File Copy as proof of receipt.	3. Release Service Record, take the file copy, and file in the employee’s 201 Folder.	None	5 mins.	HR Staff
<b>TOTAL</b>		<b>None</b>	<b>30 minutes</b>	