



Title of Frontline Service: **ISSUANCE OF
CERTIFICATE OF EMPLOYMENT**

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
Monday to Friday 8:00 a.m. - 5:00 p.m.	All DepEd Cebu City Employees	✓ Latest copy of Payslip	8 hours

How to Avail of the Service?

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Emails request to records.cebucity@deped.gov.ph or submits duly accomplish tracking form with copy of latest payslip.	Receives request with attached copy of payslip.	2 hours	Mary Antoniette Torrejos / Joy Marie Baculi / Ritchell May Camino	None	Copy of latest payslip
		Prepares and countersigns Certificate of Employment.	4 hours	Ardiana Mahusa (Elem) Ave Criste Aguilar (JHS/SHS)	None	
2		Signs Certificate of Employment.	1 hour	Araceli Gudelosao	None	
3	Receives Certificate of Employment.	Releases/email Certificate of Employment to the applicant.	1 hour	Ritchell May Camino/ Andy Bonnin Opone	None	
END OF TRANSACTION						