



CITIZEN'S CHARTER

Head Office Internal Services

7. Request for Certificate of Employment

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LBRDC issues employee Certificate of Employment upon request.

Office/Division: Personnel Unit

Classification: Simple

Type of Transaction: C2C – Citizen to Citizen

Who may avail: LBRDC Employees

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Checklist Requirements

Request Letter

Certificate of Employment

Where to Secure

Requesting party

Personnel Unit



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a request letter addressed to the Admin Manager, stating the purpose and data needed to be indicated in the certificate.	Review and take action (approve or disapprove) upon receipt.	None	1 Day	Administrative and Gen. Services Manager
2. Endorsement of the request letter to the Personnel Unit	If the request is approved, prepare the Certificate of Employment and issue it to the requesting party.	None	1 Day	HR Personnel
TOTAL		None	2 Days	