



Frontline Services

Issuance of Various Certifications

HRMO

Issuance of Various Certifications

Schedule of Availability of Service

Monday to Friday
8:00am – 5:00pm

Who may avail of the Service:

Current and former employees of the University

What are the requirements:

Official Receipt

Duration:

Five (5) minutes

How to avail of the Service

Step	Client	Office Activity	Duration of Activity	Person In-Charge
1	Submit Official Receipt and fill-up the Request Slip	Verify records according to the request	2 minutes	<ul style="list-style-type: none"> • Vicente B. Mamauag • Corazon R. Batarao • Norma B. Delos Santos • Georgina M. Dioses
2		Prepares Certification	2 minutes	<ul style="list-style-type: none"> • Johoana B. Corbe
3		Signing of Clearance	30 seconds	<ul style="list-style-type: none"> • Vicente B. Mamauag • Corazon R. Batarao • Norma B. Delos Santos • Georgina M. Dioses
4	Receives the Requested Certification	Release the Certification	30 seconds	<ul style="list-style-type: none"> • Johoana B. Corbe
End of Transaction (HRM Office)				