**ISSUANCE OF SERVICE RECORD TO SEPARATED CENTRAL OFFICE OFFICIALS/EMPLOYEES**

1. **Schedule of Availability of Service**

**\***During office hours at 8:00 A.M to 5:00 P.M. with no noon break

1. **Who may Avail of the Service**

**\***Officials and employees separated from the DSWD Central Office (CO)

1. **What are the Requirements**

**\***Duly accomplished request form and CO Clearance Certificate

1. **Processing Fee (if any)**

**\***None

1. **Processing Time**

**\***3 to 5 working days

***\*Note:*** *If the requesting party cannot provide a copy of his duly accomplished CO Clearance Certificate and if the Personnel Administration Division (PAD) has found in their records that he/she did not have the said document on file[[1]](#footnote-1), the processing time may extend beyond the usual timeline because the requesting party should accomplish/request first his/her CO Clearance Certificate.*

1. **How to Avail of the Service**

|  |  |  |  |
| --- | --- | --- | --- |
| **Steps** | **Person-in-charge** | **Processing Time** | **Location** |
| Fill up a request form | The requesting party |  | PAD’s incoming/receiving area |
| Submit the accomplished form with the copy of CO Clearance Certificate | The requesting party |  | PAD’s incoming/receiving area |
| Prepares service record | PAD |  | PAD’s Leave Admin. Section |
| Signs service record | PAD’s Division Chief (DC) |  | PAD |

1. Non-issuance and/or lacking duly accomplished CO Clearance Certificate may mean that the requesting party has been separated from the service with accountabilities and/or unsettled obligations [↑](#footnote-ref-1)