**PREPARATION OF CERTIFICATE OF EMPLOYMENT OF SEPARATED CENTRAL OFFICE OFFICIALS, EMPLOYEES AND MOA WORKERS WITH COMPLETE SUPPORTING DOCUMENTS AND DETAILS**

1. **Schedule of Availability of Service**

* Monday to Friday 8:00 AM to 5:00 PM (no noon break)

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

* Central Office Officials and employees who are separated from the service or their authorized representatives

1. **What are the Requirements**

* Duly accomplished Central Office Clearance Certificate from Money, Property and Legal Accountabilities (CO Clearance);
* Duly accomplished Request for Personnel Transaction Documents

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

* None

1. **Processing Time**

* If complete supporting documents with correct details, and needed personnel file are already on hand: 4 working hours per transaction
* Processing time varies or may be extended due to the following: volume of requests received, retrieval of documents specially for those who were separated several years ago; or no CO clearance on file.
* Should there be no CO clearance/documents are for retrieval, requesting person is advised of the same to expect additional processing time covering period of CO clearance signing by concerned OBSUs or 2-3 days to retrieve files.

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

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| **Steps** | **Person-in-charge** | **Processing Time** | **Location** |
| Submits complete supporting documents with correct details to Personnel Administration Division (PAD) | Separated official/employee or authorized representative |  | Personnel Admin. Division, 1st Flr. Magiliw Bldg. DSWD Central Office  (PAD) |
| Checks completeness/correctness of supporting documents required | Issuing Officer |  | PAD |
| Retrieves documents if the same is already in the PAD Records Rooms | Records Officer |  | PAD Records Room, 2nd Flr., Magiliw Bldg. DSWD Central Office (PAD Records Room) |
| If reference documents are not readily available, informs requesting party to provide his contact details to be contacted should requested document/s be available | Issuing Officer |  | PAD |
| Issues Certificate of Employment (COE) | Issuing Officer |  | PAD |
| Reviews and Initials the COE with attached complete supporting documents | ComBen/MOA Section Head |  |
| Approves and signs COE | OIC-Division Chief |  | Office of the OIC-Division Chief of PAD |
| Should be needed, informs requesting party that the document is already available | Issuing Officer |  | PAD |
| Claims/Receives the signed COE | Separated official/employee or authorized representative |  | PAD |