

CITY HUMAN RESOURCE MANAGEMENT OFFICE - Administrative Division

Iligan City Hall, Buhanginan Hills, Pala-o, 9200 Iligan City
 Tel.: (063) 223-9395; 223-1533; 223-9680; email: chrmo@iligan.gov.ph

Frontline Service : ISSUANCE OF SERVICE RECORD

Schedule of Availability of Service:

8:00AM-5:00PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.

*On Mondays provision of services starts after flag raising

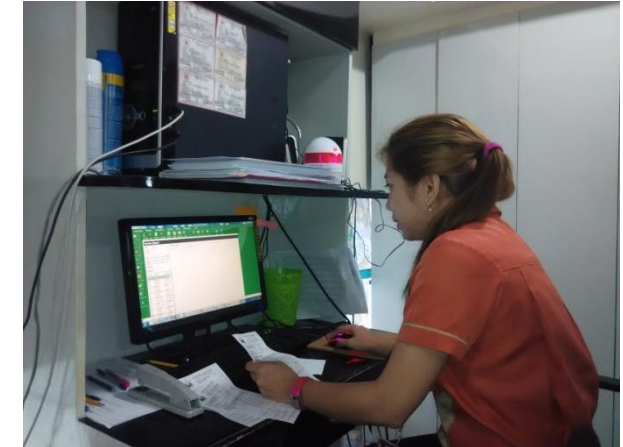
Who May Avail of the Service:

Iligan City Government Employees (Active and separated)

What are the Requirements:

Official Receipt in the amount of P25.00 (paid at the Cash Receipts Division, City Treasurer's Office)

Duration : 10 minutes



How to Avail the Service:

Step	Applicant/Client	Service Provider	Duration of Activity Under Normal Circumstances	Person In- Charge	Fees	Form/s
1	Present Official Receipt	Receive Official Receipt	30 seconds	Encoder	P25.00	OR
2		Print Service Record	30 seconds	Encoder	None	Service Record
3		Verify & validate & information based on the records	1 minute	Encoder	None	None
4		Check, review and initial Service Record	1 minute	Records Officer	None	None
5		Review Service Record as to Leave Without Pay incurred and initial	3 minutes	Head - Welfare & Benefits Division	None	None
6		Approve/Sign Service Record	3 minutes	Head of Office	None	None
7	Receive Service Record & sign logbook	Record and release Service Record	1 minute	Receiving/Releasing In-charge	None	Logbook
END OF TRANSACTION						

