



4. Service Record

Service Record is a collection of either electronic or printed material which provides a documentary employment history of a person's activities and accomplishments while serving as a member of a given organization.

Office or Division:	Santa Rosa (NE) Water District / Administrative Services - HR			
Classification:	Complex			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	SRWD's Employee (former or current employee)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
❖ One (1) original copy of Request Form		Administrative Services – HR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID***	PROCESSING TIME*	PERSON RESPONSIBLE
1. Proceed to HR and submit request form	1. Receive the request form.	None	5 minutes	Administration Services Assistant / Administrative Services Division
2. Wait for the issuance of Service Record.	2. Prepare the Service Record.	None	8 hours	Division Manager / Administrative Services
2.1 None	2.1 Signing of the Service Record by the General Manager.	None	8 hours	General Manager
3. Receive the Service Record.	3. Issuance of Service Record to requesting employee.	None	5 minutes	Administration Services Assistant / Administrative Services Division
3.1 End of Transaction	3.1 File received copy of Service Record.	None	5 minutes	Administration Services Assistant / Administrative Services Division
TOTAL:		None	16 hours 15 minutes	
END OF TRANSACTION				