



### 3. Certificate of Employment

Certificate of Employment is used to verify employment history of a former or current employee.

<b>Office or Division:</b>	Santa Rosa (NE) Water District / Administrative Services - HR			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	SRWD's Employee (former or current employee)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
❖ One (1) original copy of Request Form		Administrative Services – HR		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID***</b>	<b>PROCESSING TIME*</b>	<b>PERSON RESPONSIBLE</b>
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 Certificate of Employment	2. Prepare and sign the Certificate of Employment.	None	4 hours	Division Manager/ Administrative Services
3. Receive the Certificate of Employment	3. Issuance of Certificate of Employment to requesting employee.	None	5 minutes	Administration Services Assistant/ Administrative Services Division
3.1 End of Transaction	3.1 File received copy of Certificate of Employment.	None	5 minutes	Administration Services Assistant/ Administrative Services Division
<b>TOTAL:</b>		None	<b>4 hours 15 minutes</b>	
<b>END OF TRANSACTION</b>				