



2. Certificate of Net Pay

Certificate of Net Pay is a document that contains an employee's monthly total earnings, breakdown and total of monthly deductions and summary of net salary received during the month.

Office or Division:	Santa Rosa (NE) Water District / Administrative Services - HR			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	SRWD's Employee with Plantilla Position			
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 Certificate of Net Pay.	2. Prepare and sign the Certificate of Net Pay.	None	4 hours	Division Manager/ Administrative Services
3. Receive Certificate of Net Pay.	3. Issuance of Certificate of Net Pay 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 Net Pay.	None	5 minutes	Administration Services Assistant/ Administrative Services Division
TOTAL:		None	4 hours 15 minutes	
END OF TRANSACTION				