



#### 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.

<b>Office or Division:</b>	Santa Rosa (NE) Water District / Administrative Services - HR			
<b>Classification:</b>	Complex			
<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 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
<b>TOTAL:</b>		None	<b>16 hours 15 minutes</b>	
<b>END OF TRANSACTION</b>				