



3. Certificate of Employment

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

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 (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 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
TOTAL:		None	4 hours 15 minutes	
END OF TRANSACTION				