



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF CAPIZ

Issuance of Certificate of Employment

Certificate of employment is issued upon request of the employee which will be used to verify employment history of a certain employee of a former or current employer.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employee/ Former Employee			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Copy of Appointment (1 Copy)			Personal or form 201 File	
2. Certificate of Employment from Previous Employment (1 Original Copy)			Personnel Section	
3. Accomplished Transaction/Request Form (1 copy)			Personnel Section	
4. Letter request (for those personnel no longer connected in the Division)			Client	
5. Identification Card (1 Original copy)			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Accomplished Transaction/Request Form with other Required documents with Attached pay slip	1. Receive and review request from client	None	2 minutes	Personnel Section
	2. Prepare and sign Certificate of Employment	None	10 minutes	Personnel Section
	3. Release Certificate of Employment to Client	None	2 minutes	Personnel Section
TOTAL:		None	14 minutes	