

ISSUANCE OF PAY SLIP

The Pay Slip is issued to all BuCor Employees in the National Headquarters, Correctional Institution for Women and the New Bilibid Prison for information, reference and as a supporting document in applying loans.

| | |
|---|---|
| Office or Division | Human Resource Division (HRD) |
| Classification | Simple |
| Type of Transaction | G2G - Government to Government |
| Who may avail | All BuCor employees |
| CHECKLIST REQUIREMENTS | WHERE TO SECURE |
| Principal | |
| None | N/A |
| Representative | |
| Authorization-letter, photocopy of BuCor ID or any valid ID of the BuCor employee | BuCor, BIR, Post Office, DFA, PSA, SSS GSIS, Pag-IBIG |

| | | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------|---|---|-----------------|------------------|------------------------|
| 1. | Sign at the logbook indicating his/her name and time. | Provide the logbook to the client and instruct to fill up the needed details. | None | 1 minute | HRD Staff |
| | | <ul style="list-style-type: none"> Process the request let the document requested be signed. | None | 3 minutes | HRD Staff/ OIC, HRD |
| 2. | Sign in the logbook indicating the time of receipt of the requested document. | Issue the requested document. | None | 1 minute | HRD Staff |
| TOTAL: | | | None | 5 minutes | |