

ISSUANCE OF SERVICE RECORD, CERTIFICATE OF EMPLOYMENT/COMPENSATION

Service Record, Certificate of Employment (COE) and Certificate of Employment with Compensation (COEC) are being issued to BuCor personnel for legal purposes (e.g. application for MERALCO, Maynilad, etc.)

Office or Division	Human Resource Division (HRD)
Classification	Simple
Type of Transaction	G2G - Government to Government
Who may avail	Active and former 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	BIR, Post Office, DFA, PSA, SSS GSIS, Pag-IBIG

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.	Sign at the logbook at the HRD front desk.	None	1 minute	HRD Staff
	<ul style="list-style-type: none"> Process the request and let the document requested be signed. 	None	3 minutes	HRD Staff/OIC, Human Resource Division
2.	Sign in the logbook indicating the time of receipt of the requested document.	None	1 minute	HRD Staff
TOTAL:		None	5 minutes	