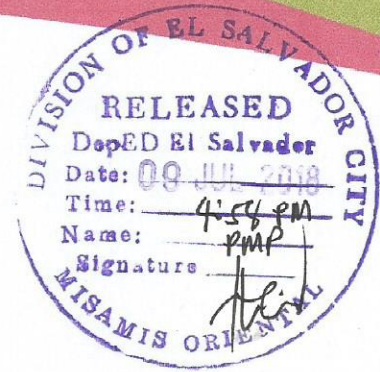




DIVISION MEMORANDUM
No. 196, s. 2018



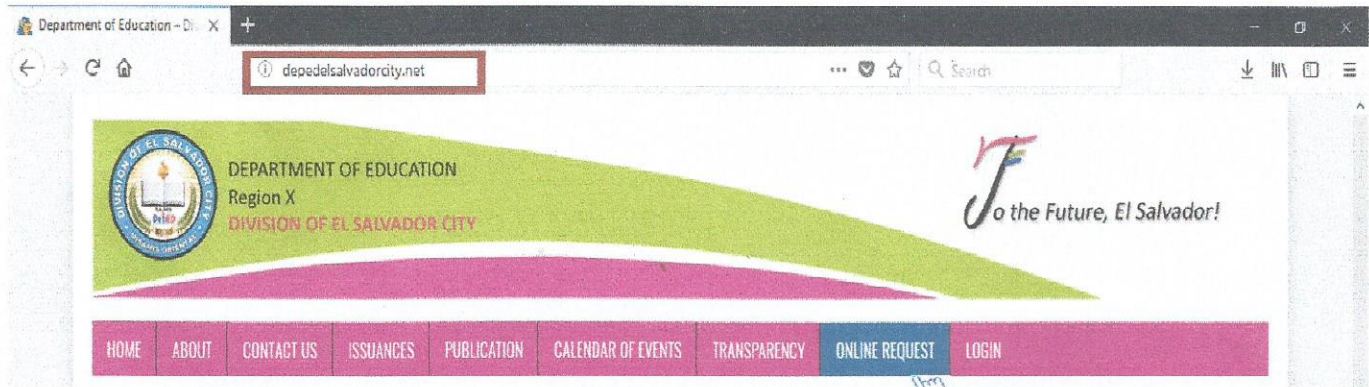
To: ALL EMPLOYEES

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent ✓

Subject: Requests for Certificate of Employment (COE) and Service Records (SR)

Date: July 09, 2018

1. All employees are instructed to make their request for Certificate of Employment (COE) and/or Service Records (SR) via online thru our website (depedsalvadorcity.net), under 'Online Request' menu.



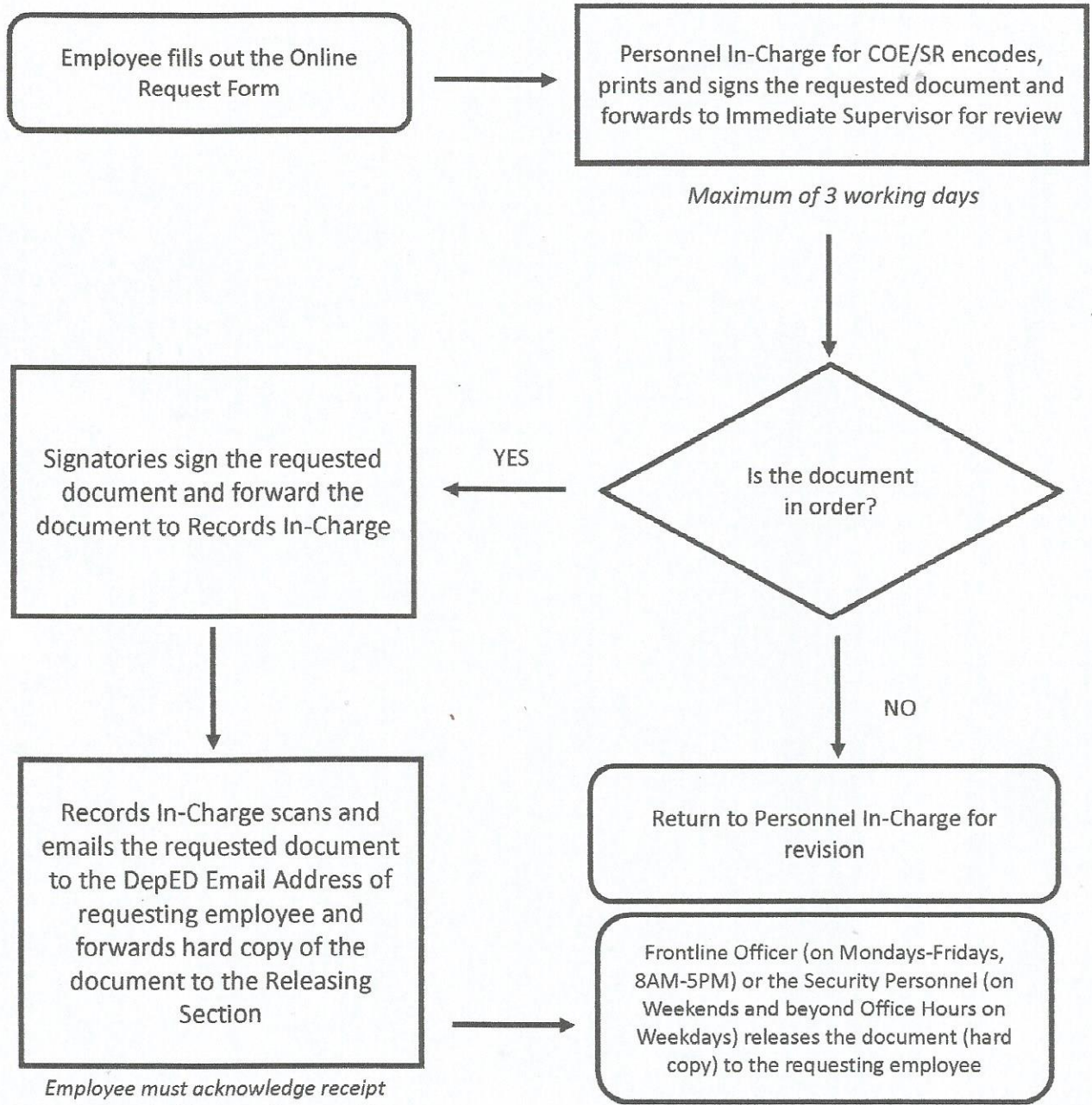
2. Please refer to the attached process flow. Any request received incompliant with the process flow provided shall not be considered for appropriate action by this Office.
3. For information, guidance and strict compliance.

Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters

OSDS/ama



PROCESS FLOW FOR ONLINE REQUESTS FOR CERTIFICATE OF EMPLOYMENT AND/OR SERVICE RECORD



Maximum of 3 working days

Employee must acknowledge receipt of requested document via email

Upon claiming, employee must present any Valid ID; If another person claims for the requesting employee, an authorization letter and valid ID (of the requesting employee and authorized person) must be presented

Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters

OSDS/ama