



CAVITE STATE UNIVERSITY – CCAT CAMPUS
HUMAN RESOURCE AND DEVELOPMENT OFFICE
External and Internal Services



3. Processing and Issuance of HR Records				
This procedure shows how requests for HR Records are processed and issued.				
Office or Division:	Human Resource Development Office			
Classification:	Complex			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Record Request Form			Human Resource Development Office ONSITE and ONLINE via email: cvsuccat.hrmo@gmail.com	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests and fill-out Record Request Form. For online submission, scan and attach the document(s) to: cvsuccat.hrmo@gmail.com	1.1 Review the duly accomplished form for completeness of entries.	None	3 Minutes	<i>HR Staff</i>
	1.2 Check and verify from file the requested record as to the correctness and accuracy.	None	3 Days (Certificate of Employment)	<i>HR Staff</i>
	1.3 Encode and print the requested record and Endorse to the Director for Administration for signature.	None	3 Days (Service Record)	<i>HR Staff</i>
	1.4 Review and sign the documents.	None	10 Minutes	<i>Director for Administration</i>
	1.5 Release the requested record to the faculty member or employee.	None	1 Minute	<i>HR Staff</i>



	TOTAL:	None	6 Days 14 Minutes	
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4. Preparation and Processing of Employee’s Retirement Documents for GSIS Purposes				
The procedures cover the processing of documents for <i>retirement pay, pensions, gratuities</i> and other <i>benefits</i> of retiring <i>government employees</i> .				
Office or Division:	Recruitment, Selection and Placement (RSP) Unit			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Retiring/retired personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Three (3) copies of the following: - Agency Clearance of No Pending Admin. Case - Certification of Last Day of Service Filled-up application form for retirement from GSIS		Requesting client		
Original service record		HRMO		
Certificate of Last day of service		HRMO		
Leave form		HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSO N RESPONSIBLE
1. Retirees submits the application for retirement.	1.1 HRMO Receives employee’s application for retirement approved by the President.	None	3 Minutes	<i>HR Staff</i>
	1.2 Prints and verifies Service Record of retiring employee indicating last day of service and Leave of Absence Without Pay (LWOP).	None	20 Minutes	<i>HR Staff</i>



	1.3 Reviews and Signs Service Record.	None	15 Minutes	<i>HR Staff</i>
	1.4 Prepares Certificate of Leave of Absence Without Pay (if any).	None	10 Minutes	<i>HR Staff</i>
	1.5 Reviews supporting documents.	None	15 Minutes	<i>HR Staff</i>
	1.6 Forwards the application for retirement to the President’s Office for signature with supporting documents. (hard copies sent to be sent to the Main Campus).	None	15 Minutes via email/ Hard copies to be sent to the Main Campus 1 Day	<i>HR Staff</i>
	1.7 Receives back the documents signed by the President.	None	7 Working Days	<i>HR Staff</i>
	1.8 Released to the concerned employee, the approved documents	None	1 Day	<i>HR Staff</i>
	TOTAL:	None	9 Days 1 Hour 18 Minutes	