



Republic of the Philippines
Province of Misamis Oriental

Municipality of Salay

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Human Resource and Management Office

CITIZEN CHARTER SERVICE STANDARD

OFFICE HOUR : MONDAY TO FRIDAY
8:00 AM TO 12:00 NOON
1:00 PM TO 5:00 PM

REQUEST FOR : Service Record
Certificate of Employment
Certificate of Earned Leaved
Travel Form
Application for Leave Form
Accomplishment Form
Daily Time Record
Certification of Good Moral

Follow these Steps	It Will Take	Please Approach
A. Fill-up Request Form or Verbal Request	2 to 5 minutes	Audines A. Baang Andy Aclo Abegail J. Agopra