

Bureau of Fire Protection - NCR Citizen's Charter

Issuance of Service Record

Who may avail?

- BFP active and inactive Personnel.

Requirements:

- Original Service Record from City/District/Regional Offices.
- Bureau Order/Regional Order if applicable

#	<u>Steps</u>	<u>Duration</u>	<u>Person-in-Charge</u>
1	a. Receive Original Service Record from City/District/Regional Offices.	max 5 mins	Personnel Staff
	b. Create service record for newly absorbed BFP personnel.		
2	Review and verify the submitted Service record.	max 10 mins	Personnel Staff
3	Update data in Service Record (if there is any)	max 15 mins	Personnel Staff
4	Signing of updated Service record by the personnel staff.	2 mins	Personnel Staff
5	Signing of updated Service record by the chief.	max 30 mins	Chief Personnel/ Records Section
6	Release of service record to the requesting BFP active and inactive Personnel.	2 mins	Personnel Staff
<i>x-x-x-End of transaction-x-x-x</i>			

