

Bureau of Fire Protection - NCR Citizen's Charter

Request for Issuance of Service Rendered

Who may avail?

- BFP active and inactive Personnel.

Requirements:

- Indicated purpose
- If inactive, must bring a copy of service record needed for data verification.

#	<u>Steps</u>	<u>Duration</u>	<u>Person-in-Charge</u>
1	Determine purpose of requesting BFP personnel.	max 2 mins	Personnel Staff
2	Review and verify the BFP Personnel data.	max 15 mins	Personnel Staff
3	Encoding and printing of service rendered.	max 5 mins	Personnel Staff
4	Signing of updated Service rendered by the chief.	max 30 mins	Chief Personnel /Records Section
5	Release of service rendered to the requesting BFP active and inactive Personnel.	2 mins	Personnel Staff
<i>x-x-x-End of transaction-x-x-x</i>			

