

**PHILIPPINE BROADCASTING SERVICE**  
(BUREAU OF BROADCAST SERVICES)

**ADMINISTRATIVE DIVISION**

**ISSUANCE OF SERVICE RECORD**

Monday – Friday  
8:00 a.m. – 5:00 p.m. (with noon break 12:00-1:00 pm)

Prospective Client:

Employees of PBS-BBS

Requirements:

Letter Request

Duration: 20 minutes

How to avail of the service

<b>Type of Service</b>	<b>Client/Requesting Party</b>	<b>Steps/Procedure</b>	<b>Duration</b>	<b>Person in Charge</b>
Request for Service Record	PBS-BBS Employee	Present Letter Request.	2 minutes	Administrative Assistant
		Verify the records of the employee.	5 minutes	Administrative Assistant
		Printing of Service record.	2 minutes	Administrative Assistant
		Review of the printed Service Record for initial.	8 minutes	Administrative Officer II/Administrative Assistant II
		Signing of Service Record.	1 minute	Chief, Personnel
		Releasing of Service Record to the Client/employee.	2 minutes	Administrative Assistant
		<b>End of Transaction</b>		

## ISSUANCE OF CERTIFICATE OF EMPLOYMENT

Monday – Friday

8:00 a.m. – 5:00 p.m. (with noon break 12:00-1:00 pm)

Prospective Client:

Employees of PBS-BBS

Requirements:

Letter Request

Duration: 10 minutes

How to avail of the service

Type of Service	Client/Requesting Party	Steps/Procedure	Duration	Person in Charge
Request for Certificate of Employment	PBS-BBS Employee	Present Letter Request.	2 minutes	Administrative Assistant
		Endorsement of the Request.	2 minutes	Administrative Officer II
		Verify the records of the employee.	2 minutes	Administrative Assistant
		Printing of Certificate.	1 minute	Administrative Assistant
		Review of the printed Certificate for Initial.	1 minute	Administrative Officer II/Administrative Assistant II
		Signing of Certificate.	1 minute	Chief, Personnel
		Releasing of the Certificate to the client/employee.	1 minute	Administrative Assistant
		<b>End of Transaction</b>		

## ISSUANCE OF CERTIFICATE OF EMPLOYMENT AND COMPENSATION

Monday – Friday

8:00 a.m. – 5:00 p.m. (with noon break 12:00-1:00 pm)

Prospective Client:

Employees of PBS-BBS

Requirements:

Letter Request

Duration: 10 minutes

How to avail of the service

Type of Service	Client/Requesting Party	Steps/Procedure	Duration	Person in Charge
Request for Certificate of Employment & Compensation	PBS-BBS Employee	Present Letter Request.	2 minutes	Administrative Assistant
		Endorsement of the Request.	2 minutes	Administrative Officer II
		Verify the records of the employee.	2 minutes	Administrative Assistant
		Printing of Certificate.	1 minute	Administrative Assistant
		Review of the printed Certificate for Initial.	1 minute	Administrative Officer II/Administrative Assistant II
		Signing of Certificate.	1 minute	Chief, Personnel
		Releasing of the Certificate to the client/employee	1 minute	Administrative Assistant
		<b>End of Transaction</b>		

## ISSUANCE OF CERTIFICATE OF LEAVE W/O PAY

Monday – Friday

8:00 a.m. – 5:00 p.m. (with noon break 12:00-1:00 pm)

Prospective Client:

Employees of PBS-BBS

Requirements:

Letter Request

Duration: 30 minutes

How to avail of the service

Type of Service	Client/Requesting Party	Steps/Procedure	Duration	Person in Charge
Request for Certificate of Leave Without Pay	PBS-BBS Employee	Present Letter Request.	2 minutes	Administrative Assistant
		Endorsement of the Request.	3 minutes	Administrative Officer II/Administrative Assistant II
		Review & check Leave Card.	15 minutes	Administrative Officer II/ Administrative Assistant II
		Printing of Certificate.	1 minute	Administrative Assistant
		Review of the printed Certificate for Initial.	6 minutes	Administrative Officer II/Administrative Assistant II
		Signing of Certificate.	1 minute	Chief, Personnel
		Releasing of the Certificate to the client/employee	2 minutes	Administrative Assistant
		<b>End of Transaction</b>		

## ISSUANCE OF CERTIFICATE OF LAST DAY OF SERVICE

Monday – Friday

8:00 a.m. – 5:00 p.m. (with noon break 12:00-1:00 pm)

Prospective Client:

Employees of PBS-BBS

Requirements:

Letter Request

Duration: 20 minutes

How to avail of the service

Type of Service	Client/Requesting Party	Steps/Procedure	Duration	Person in Charge
Request for Certificate of Last day of Service	PBS-BBS Employee	Present Letter Request.	2 minutes	Administrative Assistant
		Endorsement of the Request.	2 minutes	Administrative Officer II/Administrative Assistant II
		Verification of Records/201 file.	10 minutes	Administrative Assistant
		Printing of Certificate.	1 minute	Administrative Assistant
		Review of the printed Certificate for Initial.	2 minutes	Administrative Officer II/Administrative Assistant II
		Signing of Certificate.	1 minute	Chief, Personnel
		Releasing of the Certificate to the client/employee	2 minute	Administrative Assistant
		<b>End of Transaction</b>		

## ISSUANCE OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE

Monday – Friday

8:00 a.m. – 5:00 p.m. (with noon break 12:00-1:00 pm)

Prospective Client:

Employees of PBS-BBS

Requirements:

Letter Request

How to avail of the service

Type of Service	Client/Requesting Party	Steps/Procedure	Duration	Person in Charge
Request for Certificate of No Pending Administrative Case	PBS-BBS Employee	Present Letter Request.	2 minutes	Administrative Assistant
		Endorsement of the Request.	3 minutes	Administrative Officer II
		Verification of 201 Files	One (1) day	Administrative Assistant
		Printing of Certificate	1 minute	Administrative Assistant
		Review of the printed Certificate for Initial.	2 minutes	Chief, Personnel
		Signing of Certificate.	1 minute	Chief, Administrative Division
		Releasing of the Certificate to the client/employee	1 minute	Administrative Assistant
		<b>End of Transaction</b>		

## ISSUANCE OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE

Monday – Friday

8:00 a.m. – 5:00 p.m. (with noon break 12:00-1:00 pm)

Prospective Client:

Employees of PBS-BBS

Requirements:

Letter Request

How to avail of the service

Type of Service	Client/Requesting Party	Steps/Procedure	Duration	Person in Charge
Request for Certificate of No Pending Administrative Case	PBS-BBS Employee	Present Letter Request.	2 minutes	Administrative Assistant
		Endorsement of the Request.	3 minutes	Administrative Officer II
		Verification of 201 Files	One (1) day	Administrative Assistant
		Printing of Certificate	1 minute	Administrative Assistant
		Review of the printed Certificate for Initial.	2 minutes	Chief, Personnel
		Signing of Certificate.	1 minute	Chief, Administrative Division
		Releasing of the Certificate to the client/employee	1 minute	Administrative Assistant
		<b>End of Transaction</b>		

**Philippine Broadcasting Service**  
(BUREAU OF BROADCAST SERVICES)

**FINANCE DIVISION**

Issuance of Certificate of Payments/Remittances (Pag-IBIG Loan):

**Schedule of Availability of Service:**

Monday to Friday  
7:00 am 4:00 pm with noon break

**Who May Avail of the Service?:**

All PBS-BBS employees.

**Requirement/s:**

Accomplished request form

**Duration:** 30 minutes

**How to Avail of the Service?:**

<b>Step</b>	<b>Applicant/Client (PBS-BBS employee)</b>	<b>Service Provider</b>	<b>Duration of Activity</b>	<b>Person in Charge</b>
1	Submit duly accomplished request form	Examines the request from what year/s is/are being requested. And get the document from the files.	5 minutes	Accounting personnel
2		Verify the name of the requesting PBS-BBS employee from the files if his/her payments were remitted.	15 minutes	Accounting personnel
3		Encodes the period covered, Official Receipt Nos., date of O.R. and the amount.	7 minutes	Accounting personnel
4		Print and affix the initials of the person preparing the certificate at the lower portion of the name of the Head of the Finance Division.	1 minute	Accounting personnel
5		Signature of the Head of the Finance Division	1 minute	Head of the Finance Division
6		Release the Certificate of Payments/Remittances to PBS-BBS employee who requested the document.	1 minute	Accounting personnel
<b>End of Transaction</b>				



**Philippine Broadcasting Service**  
(BUREAU OF BROADCAST SERVICES)

**FINANCE DIVISION**

Request for Payment of Terminal Leave benefits:

**Schedule of Availability of Service:**

Monday to Friday  
7:00 am 4:00 pm with noon break

**Who May Avail of the Service?:**

All retired PBS-BBS employees

**Requirement/s:**

Complete required documents as per DBM-COA Circulars

**Duration:** 2 weeks and 1 hour

**How to Avail of the Service?:**

<b>Step</b>	<b>Applicant/Client (Retired PBS-BBS employee)</b>	<b>Service Provider</b>	<b>Duration of Activity</b>	<b>Person in Charge</b>
1	Upon receipt of the complete required documents from the Administrative Division - Personnel Section.	Prepares the Disbursement Voucher (DV) for Terminal Leave benefits payment.	5 minutes	Accounting personnel
2		Prepares the request-letter for the release of SARO and NCA to DBM for the said payment.	10 minutes	Head of the Finance Division
3		Waiting for the DBM to release the funds thru SARO and NCA.	2 weeks	Department of Budget and Management (DBM)
4		Upon receipt of the SARO and NCA from the DBM, the bureau will process the Disbursement Voucher by preparing the Obligation Request (ObR).	5 minutes	Chief of the Budget Section
5		Posts the said obligation to its registry then submit the Disbursement Voucher to the Accounting Section.	3 minutes	Budget personnel
6		Upon submission of the DV with the attached approved ObR, posts the	6 minutes	Accounting personnel

		said payment to the Index of Payment, numbered the DV and its attached documents and prepares the Journal Entry Voucher (JEV).		
7		Signature of the Acting Chief of the Finance Division.	1 minute	Head of the Finance Division
8		Submits DV and its attached documents to the Cash Section for preparation of payment.	1 minute	Accounting personnel
9		Verifies completeness of the attached documents and the authorized signatories.	3 minutes	Cash personnel
10		Prepares Authority to Debit (ADA)	2 minutes	Cash personnel
11		Signatures of the Chief of the Cash Section.	1 minute	Head of the Cash Section
12		Submits ADA for signatures of the Acting Chief, Finance Division and the Head of the Agency.	3 minutes	Head of the Finance Division and the Director
13		Submits ADA to LBP.	20 minutes	Cash personnel
<b>End of Transaction</b>				