



2. Application for Authentication of Photocopied Documents

This service involves the legalization of documents in the absence of the original documents per available record in the employees' 201 file or data presented.

Office or Division	Human Resource Development Division			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen			
Who may avail	LGU Midsayap officials and employees (active and separated)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up requisition form		Human Resource Development Division		
Official Receipt (1 original copy)		Office of the Municipal Treasurer (Windows 1-6)		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit filled up requisition form at the staff in-charge.	1. Receive the filled-up requisition form and advice client to pay the required fees at the Municipal Treasurer's Office (Windows 1-6)	None	1 Minute	<i>Administrative Aide II</i> Human Resource Development Division
2. Pay the required fees at the Municipal Treasurer's Office (Windows 1-6) and present the Official Receipt at the Human Resource Development Division	2. Issuance of Official Receipt	PHP 80.00		<i>Revenue Collection Clerk II</i> Office of the Municipal Treasure
	2.1 Retrieve and photocopy the document.	None	2 Minutes	<i>Administrative Aide II</i> Human Resource Development Division
	2.2 The HRMO authenticates the document requested	None	1 Minute	<i>Administrative Officer V</i> Human Resource Development Division
3. Claim the authenticated document	3. Record and release the authenticated document	None	1 Minute	<i>Administrative Aide II</i> Human Resource Development Division
TOTAL:		PHP 80.00	5 Minutes	

Note: Duration is accounted on average individual transaction time and does not include queuing time, volume of requests factor and/or compliance of incomplete requirements and the time paying the required fees at the Municipal Treasurer's Office.