



5. Issuance of Various Certifications

Certification is issued to individual needing this document per available record in this office. Information indicated on the face of the certification depends on the needed data.

Office or Division	Human Resource Development Division			
Classification	Simple			
Type of Transaction	G2C-Government to Citizen			
Who may avail	All permanent, coterminous, casual and elective officials of the local government			
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>Sr. Administrative Assistant 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 Treasurer
	2.1 Verify records and print the requested certification	None	2 Minutes	<i>Sr. Administrative Assistant II</i> Human Resource Development Division
	2.2 The HRMO will check the correctness and signs the requested certification	None	1 Minute	<i>Administrative Officer V</i> Human Resource Development Division
2. Claim the certification requested	2.1 Record and release the certification	None	1 Minute	<i>Administrative Aide II</i> Human Resource Development Division
	TOTAL:	PHP 80.00	5 Minutes	