

ISSUANCE OF A CERTIFICATION

ABOUT THE SERVICE:

A certification is issued to any person, firm or corporation, including any agency or instrumentality of the government for building, occupancy, electrical and other permit issued for any legal purpose

WHO MAY AVAIL OF THE SERVICE:

All person, firm or corporation, including any agency or instrumentality of the government

WHAT ARE THE REQUIREMENTS:

- Written Request / Approved permit

FEES/CHARGES:

PhP 100.00 per Certification

SCHEDULE OF AVAILABILITY OF SERVICE

- Mondays to Fridays
- 8:00 a.m. to 5:00 PM

HOW TO AVAIL THE SERVICE:

STEPS	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCES SING TIME	PERSON IN CHARGE/ RESPONSIBLE	FEES / CHAR GES	FORM S
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1.	Request for the issuance of certification	Checks and verifies record/information of request. Records request on the logbook	5 minutes	<u>OCBO-RECEIVING</u> RICHARD A. PUNGTILAN IMEE F. SIPISIP	NONE	Written request / approved permit
2.		Issues the Order of Payment and tells client to pay at the Treasury Office	5 minutes	<u>OCBO-AD</u> RICHARD A. PUNGTILAN IMEE F. SIPISIP	PhP 100.00	NONE
1.	Present Official Receipt to Building Office. Receives Certification	Issues Certification	5 minutes	<u>OCBO-RELEASING</u> IMEE F. SIPISIP ABIGAIL J. ASUNCION	NONE	Official Receipt
x-x--x-x-x-x- END OF TRANSACTION -x-x-x-x-x-x-x						