

2. Issuance of Payment Certification of government remittances (Government Service Insurance System/ Philippine Health Insurance Corporation and/ or Home Development Mutual Fund)

This service caters the request of the client to acquire a copy certifying that his/her deducted government remittances was properly recorded and paid. Government Service Insurance System of Payments to Government

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|--|---|------------------------|---------------------------|--|
| Office or Division: | Municipal Accounting Office (MACCO) | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C - Government to Citizen | | | |
| Who may avail: | All Regular employees of the Local Government Unit Tagoloan | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Verbal Request | | | Client | |
| Government issued ID (Original) | | | Client | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request copy of Payment certification | 1 Check the employment status of the client, search and retrieve payment list, vouchers and official receipts of government remittances payment | None | 1 day | Data Controller Municipal Accounting Office |
| None | 2 Review list of employees attached in vouchers and official receipts, prepare and sign payment certification | None | 1 day | <i>Municipal Accountant</i> Municipal Accounting Office |
| None | 3 Logout and release signed payment certification | None | 10 minutes | <i>Data Controller</i> Municipal Accounting Office |
| TOTAL: | | | 2 days, 10 minutes | |