

3. Issuance of Secretarial Certification

Caters the request of client for certification.

Office or Division:	Office of the Secretary to the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens, Government to Government			
Who may avail:	Government Officials, employees and concerned General Public.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		Requesting Individual/Office		
Duly accomplished Request Form		Sangguniang Bayan Office		
Official Receipt (1 original)		Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the logbook and fill up the request form.	1.1 Receive the request form.	None	10 minutes	<i>Administrative Aide / Sangguniang Bayan Office</i>
	1.2 Evaluation and approval of request and issuance of Order of Payment.	None	10 minutes	<i>Sangguniang Bayan Secretary Office of the Secretary to the Sangguniang Bayan Local Legislative Staff Officer IV Vice Mayor's Office</i>

				<i>Bookbinder IV</i> Sangguniang Bayan Office
2. Proceed to the Treasurer's Office for payment of the required fee	2.1 Accept payment and issue Official Receipt	₱ 130.00 (per Sangguniang Bayan Ordinance No. 4, s. 2013)	15 minutes	<i>Revenue Collection Clerk</i> Municipal Treasurer's Office
	2.2 Prepare the Certification to be signed by the Sangguniang Bayan Secretary.	None	30 minutes	<i>Administrative Aide I</i> Sangguniang Bayan Office <i>Bookbinder III</i> Vice Mayor's Officer <i>Local Legislative Staff Officer IV</i> Vice Mayor's Office <i>Sangguniang Bayan Secretary</i> Office of the Secretary to the Sangguniang Bayan
3. Return to Sangguniang Bayan Office, present the Official Receipt	3.1 Record the request with Official Receipt number.	None	3 minutes	<i>Administrative Aide I</i> Sangguniang Bayan Office

4. Receive the requested certification	4.1 Release certification with seal and signature	None	1 minute	<i>Administrative Aide I</i> Sangguniang Bayan Office
5. Accomplish the Client Satisfaction Survey and drop in the Feedbox Box.	5.1 Request client to accomplish Client Satisfaction Survey (CSS)	None	10 minutes	Administrative Aide I Sangguniang Bayan Office
-End of transaction -				
TOTAL:			1 hour and 19 minutes	