

ISSUANCE OF CERTIFICATIONS.

About the Service:

The Sangguniang Bayan Office issues Secretary's certificate such as certificate of posting of hearings, orders or decisions, and other certifications of Sangguniang Bayan documents as requested.

Office or Division		Sangguniang Bayan Office		
Classification		Simple		
Type of Transaction		G2C– Government to Citizens		
Who may avail		All persons, natural and juridical		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Properly accomplish the request form indicating therein the following information: a. Name b. Address c. Purpose of Certification		Sangguniang Bayan Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook & fill out the request form	1. Receive the request form and then issue Payment Slip 1.a. Prepare Certification Letter	None	10 minutes	SB Secretariat
Proceed to the Municipal Treasury Office for the payment of required fee(s)	2. Accept payment and issue the Official Receipt	Php 100.00/ certification	10-15 minutes	Revenue Collection Clerk Municipal Treasury Office
Return to SB Office, present the Official receipt	4. Check the O.R and record the request in the logbook with O.R. Number	None	1-2 minutes	SB Secretariat
Receive the requested certification	Release Certification with seal and signature	None	1 minute	SB Secretariat
END OF TRANSACTION			Maximum of 30 minutes	