



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/ 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	PERSONS 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
2. Proceed to the Municipal Treasury Office for the payment of required fee(s)	2. Accept payment and issue the Official Receipt	Php 100.00/ 1-2 pages Php 300.00/ 3 or more pages	10-15 minutes	Revenue Collection Clerk Municipal Treasury Office
3. 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
4. Receive the requested certification	Release Certification with seal and signature	None	1 minute	SB Secretariat
END OF TRANSACTION			Maximum of 30 minutes	