Accounting Office

Internal Service

6. Issuance of Certificate of Premium Contribution and or Certificate of Loan Payment

The Issuance of Certificate of Premium Contribution and/or Certificate of Loan Payment service provides official documentation confirming an individual's premium contributions or loan payments.

Office or Division:	Accounting Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	Employees of the Municipality of Pantabangan

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request Letter		Principal		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the letter request to Accounting Office.	1.1 Receive the request from the employee	None	10 mins	OMA Staff Accounting Office
	1.2 Check for the availability of the requested information	None	30 mins	OMA Staff Accounting Office
	1.3 If the data is available, prepare the Certification	None	10 mins	OMA Staff Accounting Office
	1.4 Review and sign the Certification	None	10 mins	Municipal Accountant Accounting Office
	TOTAL	None	1 hour	