



2. Certify and Authenticate Legislative Documents of the Quezon City Council

A certified copy is issued to affirm that it is a copy of a legislative measure on file in the Office.

Office or Division:	Office of the Secretary to the Sangguniang Panlungsod			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
New Normal Health Protocol				
1. Temperature Screening	1. Provide the Temperature Scanner/ Thermometer upon entering	None	3-5 Seconds	
2. Must fill out the Health Declaration Form	2. Provide Health Declaration form	None	1-3 minutes	
3. Wearing of Facemask, Physical Distancing, hand hygiene and respiratory etiquette must be observed	3. Provide alcohol/ hand sanitizer.	None	10-15 seconds	



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter Request			Archives Section	
1. Present the Letter Request	1. Receive the required document.		1 minute	<i>Admin Asst.</i>
2. Fill out the request form and submit the same.	2. Receive the filled-up form from the client		1 minute	<i>Admin Asst.</i>
	2.1 Database searching. If found, retrieval and review of documents. <i>(for the hard copy request without CTC it may be send thru email)</i>		10-15 minutes	<i>Admin Asst.</i>
	2.2 Preparation of Order of Payment		1 minute	<i>Admin Asst.</i>