



### 3. ISSUANCE OF CERTIFICATE OF APPEARANCE

The Certificate of Appearance is issued to individuals who have either researched in the office of the Secretary to the Sangguniang Panlungsod or have observed the City Council while in session.

<b>Office or Division:</b>	Office of the Secretary to the Sangguniang Panlungsod			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2B, G2G			
<b>Who may avail:</b>	All			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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. Secure business travel authority	1. Receive the required document.	None	1 minute	<i>Admin Asst.</i>
2. Present valid ID	2. Retrieval of Documents and detailed presentation of data.  2.1 Encoding of Certification of appearance upon request with the submission of valid ID.	None	15 minutes	<i>Admin Asst.</i>
3. Receive the certificate of Appearance	3. Releasing of Certificate of Appearance to received by the requesting party with signature	None	1 minute	<i>Admin Asst.</i>  <i>Records Officer</i> <i>Librarian</i>