



1. CERTIFY SUBDIVISION PLAN, DEEDS OF DONATIONS AND OTHER RECORDS ON FILE

A certified copy is issued to affirm that it is a copy of a record 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 of Request			Records Section	
1. Present the Letter Request	1. Receive the required document.		Less than 1 minute	<i>Admin Asst.</i>
2. Fill out the request form and submit the same.	2. Receive the filled-out form from the client.		1-2 minutes	<i>Admin Asst.</i>
	2.1 Retrieval and review of the document/s requested.			<i>Records Officer</i>
	2.2 Reproduction of document/s needed to be certified.		30 minutes	<i>Admin Asst.</i>
	2.3 Preparation of Order of Payment		1 minute	<i>Admin Asst.</i>
3. Get Order of Payment 3.1 Pay the Necessary fees at the Treasurer's Miscellaneous Cashier	3. Issue Order of Payment	Certified true copy of any document , - PHP 50/ Page certification fees - PHP 50	1 minute	<i>Admin Asst.</i>



4. Presentation of Official Receipt	4. Checking of Official Receipt 4.1 Certifying of Document/s		5 minutes	<i>Admin Asst.</i> <i>Records Officer</i>
5. Receive the document/s requested	5. Releasing of document/s		1 minute	<i>Admin Asst.</i>