



ISSUANCE OF CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE

For requests by Quezon City Government employees or officials seeking Certifications of No Pending Administrative Case for clearance or loan purposes. *(Art. 11, Section 481 (b) (3) (iv) of the Local Government Code; Section 9 of 2017 Rules on Administrative Cases in the Civil Service)*

Office or Division:	City Legal Department	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Quezon City Government Officials and Employees	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Notarized request form - Request for Clearance/Certification Form <i>(for general clearance, Landbank loan, KAPAMALQ and KEMPCO membership/loan)</i> or Request for Certification and Signing of General Clearance Form <i>(for retirement, terminal leave, resignation or transfer)</i>	City Legal Department	
Photocopies of valid ID (2 copies)	Client	
Latest appointment paper	Client	
Regional Trial Court Clearance	Regional Trial Court	
Metropolitan Trial Court Clearance	Metropolitan Trial Court	
Office of the City Prosecutor Clearance	Office of the City Prosecutor	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Health Declaration Form	1. Record in the visitor's log book	None	1 Minute	<i>Security Guard City Legal Department</i>
2. Submit the required documents to the Receiving Area	2. Receive and evaluate the completeness of the documents 2.1 Interview the applicant and issue a Claim Stub with contact number	None	9 Minutes	<i>Receiving Clerk City Legal Department</i>
	3. Record verification for pending administrative case, if any	None	Up to 1 Day	<i>Records Staff City Legal Department</i>
	4. Preparation of Clearance/Certification	None	30 Minutes	<i>Records Staff City Legal Department</i>
	5. Review of Certification	None	15 Minutes	<i>Records Officer/Designated Records Officer City Legal Department</i>
	6. Signing of Certification	None	Up to 1 Day	<i>City Attorney/ Authorized Signatory</i>



				City Legal Department
	7. Recording and releasing of documents	None	10 Minutes	<i>Receiving Clerk</i> City Legal Department
TOTAL:		None	1 to 3 Days	