

			of the documents	
8. Filing of Motion for Reconsideration [The Party adversely affected by the decision may file a motion for reconsideration within ten (10) days from receipt of a copy of the decision]	16. Receive the required documents and check for completeness	None	15 minutes	Senior Administrative Assistant or Process Server
9. Filing of Notice of Appeal [NAPOLCOM RAB (Regional Appellate Board) Appeals from the decision of the PLEB shall be taken by the party adversely affected by filing a NOTICE OF APPEAL. Copy furnish the other party, within ten (10) days from receipt of a copy of the decision]	17. Receive the required documents and check for completeness	None	15 minutes	Senior Administrative Assistant or Process Server

## 2. People's Law Enforcement Board (PLEB) Clearance

The PLEB Clearance or Certification is issued to any Philippine National Police (PNP) member indicating the pendency or non-pendency of an administrative case against PNP Member.

<b>Office or Division:</b>	PEOPLE'S LAW ENFORCEMENT BOARD			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	PNP members			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Must be in complete PNP Uniform 2. One (1) photocopy of PNP I.D.		PNP Regional Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client	1. Give the Log	None	1 minute	Process Server or

Log Book in the Office lobby	Book to the client			Driver
2. Submit the required document and fill-out the Application Form and the Order of Payment *Make sure to ask for Certified True Copy if needed	2. Receive the required document and check for completeness  2.1 Issue the Order of Payment if the required document is given  2.2 Start processing the request		5 minutes	Administrative Aide, Process Server, or Driver
3. Pay the required fees at the City Treasurer's Office by showing the Order of Payment. *Make sure to secure Official Receipt, it will be issued upon payment	3. Accept the payment based on the Order of Payment  3.1 Issuance of the Official Receipt	PHP 50/Clerance or Certification and PHP 10/page of Certified True Copy	15 minutes	City Treasurer's Office
Return to the PLEB Office for the processing and release of Clearance or Certification	4. Check the Official Receipt  4.1 Issue the Certificate or Clearance to the PNP member		15 minutes	Administrative Aide, Process Server, or Driver