

### 11. Service Name: Request for Certification and Copy of Document

<b>Office or Division:</b>	City Building Official			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Owner who request for a Certification or Photocopy of Document			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request		Provided by Client		
Authorization Letter (if applicable)		Provided by Client		
Valid Identification card		Provided by Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Letter of Request	1. Receive the Request		1 min.	Admin Aide III
	2. Check file / Logbook for verification of record, if there is a record		10 mins	Admin Aide III
	3.1 Prepare Order of Payment		2 mins.	Admin Asst.
	3.2 Sign the Order of Payment		1 min	Department Head / Next in Rank
4. Proceed to Cashier for Payment	4. Receive payment and issue receipt	PHP200 per document/ PHP200 per sheet	5 min.	Cashier / Treasury Department
5. Return the Official Receipt to Building Official	5.1 Prepare the Certification Letter; prepare the documents to be copied		2 mins.	Admin Aide
	5.2 Sign the Certification Letter		1 min	Department Head
6. Receive the document	6. Record & Release the document		3 mins.	Admin Aide III

**END OF TRANSACTION**