

9. CERTIFICATION/ CERTIFIED TRUE COPY – OFFICIAL RECEIPT

Office or Division:	City Treasury Department			
Classification:				
Type of Transaction:	Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a.) Official Receipt to be certified (Photocopy)				
<ul style="list-style-type: none"> If Official Receipt is not available, duly Accomplished Requisition Slip for Retrieval 		City Treasury Department		
b.) Authorization Letter and/or Special Power of Attorney				
<ul style="list-style-type: none"> IDs of owner and Representative (Photocopy) 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Present Official Receipt to be certified. If not available, fill out requisition slip for retrieval and verification.	CTD Personnel-in-Charge verifies documents presented.	None	2 minutes (verification)	CTD Personnel-in-Charge
	If no longer in system, CTD Personnel-in-charge will inform client that the data requested needs to be retrieved from the archives.	None	30 seconds	CTD Personnel-in-Charge
	CTD Personnel-in-Charge retrieves data from GSD-Archives.	None	3 days (retrieval)	CTD Personnel-in-Charge
2.) If data are already available, proceed to corresponding window for payment.	Collection Officer receives payment.	Certification Fee	2 ½ minutes	Collection Officer
	Collection Officer issues Official Receipt	None	30 seconds	Collection Officer
3.) Present Official Receipt to CTD Personnel-in-Charge.	Personnel-in-Charge verifies Official Receipt	None	10 seconds	CTD Personnel-in-Charge
	Personnel-in-Charge prepares Certificate and have it signed by the Division Chief	None	9 minutes	CTD Personnel-in-Charge / Division Chief
	Personnel-in-Charge issues Certification / Certified True Copy	None	30 seconds	CTD Personnel-in-Charge
-End of Transaction-				