

CITY TREASURY DEPARTMENT

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)				
☐ If Official Receipt is not available, duly Accomplished Requisition Slip for Retrieval		City Treasury Department		
b.) Authorization Letter and/or Special Power of Attorney				
☐ 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 the requisition slip for retrieval and verification.	Verify the document presented in the system. If already archived, inform the client that the data requested needs to be retrieved from the archives.	None	2 minutes	Verifier – Admin Division MELANIE BENZON Admin. Aide III
	Retrieves data from GSD-Archives.	None	3 days (retrieval)	Accountable Forms Officer MARY ANN QUIME LTOO II

2. If the triplicate copy of the Official Receipt is already available, proceed to the corresponding window for payment.	Receives payment and issues Official Receipt	Certification Fee of P100	2 minutes	Collecting Officer HERMEL PHILIP NUÑEZ, Admin Aide IV ROSE MARILYN LAZARO, Admin Aide III
3. Present Official Receipt and claim a Certified True Copy of the document or the Certification requested.	Stamps "claimed" the Official Receipt presented	None	9 minutes	Accountable Forms Officer MARY ANN QUIME LTOO II
	For Certification and/or Certified True Copy of accountable forms, sign and seal the documents.			License Division Chief JOHSER LEYSON LTOO IV
	For other certifications requested from Treasury, Prepares Certification and signs and seals the documents.			
	Issues the requested documents	None	1 minute	MARY ANN QUIME LTOO II
-End of Transaction- Transaction Time: 3 DAYS 14 MINUTES				