



CITIZEN'S CHARTER NO. RO-AF-02.ISSUANCE OF CERTIFICATE OF PAYMENT/REMITTANCE (HDMF, BIR, GSIS, PHILHEALTH AND OTHER REMITTANCES)

This Service is made upon request of DENR personnel, official or external party for a Certification of Payment being filed in the DENR. The purpose for the request is included in the Certification.

Office or Division:	Finance Division, DENR Regional Office VI, Iloilo City			
Classification:	Highly Technical			
Type of Transaction	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Internal: Permanent Employees of DENR Central, Regional, PENR and CENR Offices, Bureaus (including Central and Regional Offices), and Attached Agencies External: External Clientele who are authorized party or representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Letter Request (1 original)		Requesting Party		
Additional if from the Government Sector				
2. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Letter Request of Payment/Remittance to Receiving/Releasing Clerk.	1. Check the letter request as submitted, stamp the date and time on documents and forward all documents to action officer.	None	5 min.	<i>Receiving/Releasing Clerk</i> FD
	1.1. Verify and review the letter request and forward the request to action officer	None	5 min.	<i>Action Officer/ Chief, Finance Division</i> FD
	1.2. Retrieve remittance	None	15 days	<i>Action Officer/</i>



		list to support preparation of Certificate of Payment/Remittance			<i>FD</i>
		1.3. Prepare Certificate of Payment/Remittances	None	30 min.	<i>Action Officer/ FD</i>
		1.4. Sign Certificate of Payment/Remittance	None	5 days	<i>Action Officer/ FD</i>
2. Received the approved Certification.		1. Release signed Certificate of Payment/Remittance.	None	3 min.	<i>Action Officer/ FD</i>
TOTAL:			None	15 days & 53 min	