

## CITIZEN'S CHARTER NO. R6-L-01. ISSUANCE OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASES/CERTIFICATE OF DECEASED PERSON

This Service is made upon request of Concerned Personnel.

<b>Office or Division:</b>	Legal Division, DENR Region VI, Western Visayas			
<b>Classification:</b>	Simple			
<b>Type of Transaction</b>	G2C - Government to Citizen (Request for Certificate of No Pending Administrative Cases/Certificate of Deceased Person)			
<b>Who may avail:</b>	DENR Personnel/Heirs of the Deceased DENR Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Issuance of Certificate of No Pending Administrative Cases/Certificate of Deceased Person		Legal Division		
<b>Additional if from the Government Sector</b>				
<b>Additional if applicant is a representative</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. File written request for issuance of Certificate of No Pending Administrative Cases/Certificate of the Deceased Person	1. Receive the request through Memorandum/Letter	None	15 min	<b>Alwyn A. Licawan</b> <i>Administrative Aide VI Legal Division</i>
	2. Check with the unit records officer if the requesting personnel has pending administrative case	None	15 min	<b>Alwyn A. Licawan</b> <i>Administrative Aide VI Legal Division</i>
	3. Prepared and print the Certificate for the signature of the Chief, Legal Division	None	15 min	<b>Alwyn A. Licawan</b> <i>Administrative Aide VI Legal Division</i>

	4. Sign the Certificate	None	1 day or depending on the availability of the signatory	<b>Atty. Noel C. Empleo</b> <i>Chief, Legal Division</i>
	5. Release the certificate to the requesting personnel or to the Personnel Section	None	15 min	<b>Alwyn A. Licawan</b> <i>Administrative Aide VI Legal Division</i>
2. Requesting party receive copy of the Certificate				
<b>TOTAL:</b>		<b>None</b>	<b>1 day&amp; 1 hour</b>	