

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.

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

	4. Sign the Certificate	None	1 day or depending on the availability of the signatory	<i>Chief, Legal Division</i>
	5. Release the certificate to the requesting personnel or to the Personnel Section	None	15 min.	<i>Releasing Clerk</i>
2. Requesting party receive copy of the Certificate				
TOTAL:		None	1 day & 1 hour	