



## 6. Issuance of Certificate of Unemployment

A certifying for unemployed person who is actively searching for employment or to certify the head of the family for the purpose of tuition fees deduction or students scholarship grants.

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizens			
<b>Who may avail:</b>	All unemployed residents of the municipality seeking this kind of certification			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certificate (1 photocopy)		Barangay Hall		
2. Latest Community Tax Certificate-CTC (1 photocopy)		Barangay Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the information desk	Give the logbook to the client	None	2 minutes	<b>Dan Dean C. Dael</b> Information Desk Clerk
2. Submit the required documents to the responsible frontline service personnel for verification	2.1. Evaluates and assesses the submitted requirements	None	2 minutes	<b>Gellie B. Marquez</b> General Clerk
	2.3. Encodes and prints the required document 2.4. Forwards encoded document for Mayor signature		5 minutes	
	2.5. Signs the encoded Certificate of Unemployment	None	3 minutes	<b>Hon. Ma. Caridad P. Clacio</b> -Municipal Mayor
3. Receive Certificate of Unemployment	3.1. Releases of Certificate of Unemployment	None	3 minutes	<b>Gellie B. Marquez</b> General Clerk <b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor <b>Ashley G. Oganía</b> Clerk
<b>TOTAL</b>			<b>15 minutes</b>	