



## 7. Issuance of Certificate of Appearance

This certificate is issued to all personnel have an appeared from other office with travel order

<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 personnel from other government agencies and barangay officials			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Travel Authority		Office/Barangay		
<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	5 minutes	<b>Gellie B. Marquez</b> General Clerk <b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor
	2.2. Encodes clients details and prints the certification			
	2.3. Forwards encoded document for Mayor signature			
	2.4 Signs the encoded Certificate of Appearance	None	3 minutes	<b>Hon. Ma. Caridad P. Clacio</b> -Municipal Mayor
3. Receive Certificate of Appearance	3.1. Releases of Certificate of Appearance	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>13 minutes</b>	