



8. Issuance of Affidavit of Loss

An Affidavit of loss is a document declaring that a security certificate has been lost or destroyed

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizens			
Who may avail:	All residents that have lost documents (<i>IDs/ books, passbook and ATM</i>)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest Community Tax Certificate-CTC (1 photocopy)		Barangay Hall		
2. Barangay Certificate		Barangay Hall		
3. Official Receipt (original)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the information desk	Give the logbook to the client	None	2 minutes	Dan Dean C. Dael Information Desk Clerk
2. Submit the required documents to the responsible frontline service personnel for verification	Receive documents and check for completeness a. Issue Order of Payment if all required documents were given b. Encodes clients details and prints the affidavit c. Forwards encoded document for Mayor signature	None	2 minutes	Gellie B. Marquez General Clerk Jocelyn M. Valencia AdA 1/Sec to the Mayor
	2.4 Signs the encoded Certificate of Appearance	None	3 minutes	Hon. Ma. Caridad P. Clacio -Municipal Mayor
3. Pay the required fees at the treasurer's office	3. Accept payment base on the Order of Payment 3.1 Issue the Official Receipt	Affidavit Fee – Php50.00	10 minutes	Marissa O. Parua RCC1 Dhebbby C. Lomibao RCC 1 Marissa O. Parua RCC 1
4. Return to the Mayor's Office for the processing and release of Clearance or Certification	4. Check the Official Receipt 4.1 Issue the Certificate or Clearance to the client	None	5 minutes	Gellie B. Marquez General Clerk Jocelyn M. Valencia AdA 1/Sec to the Mayor
TOTAL		Php 50.00	22 minutes	