



## 1. Issuance of Certification on the OSG's receipt of court Decisions/Orders (via Walk-in application)

Issuance of a Certification that the OSG has received a Decision or Order from the court handling a particular case where the availing party is a party or counsel to the case.

<b>Office or Division:</b>	Docket Management Service, Cash Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizens			
<b>Who may avail:</b>	Party/Counsel of Case or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid ID if Requester is One of the Parties/ Counsel (one)		Availing Party		
Authorization Letter and Valid ID of the Representative, if Requester is authorized by one of the parties/counsel (one each)		Availing Party		
Properly accomplished request slip (one copy)		OSG-Public Assistance Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



<p>1. Secure a verification slip from the Public Assistance and Complaints Desk and fill out the required details.</p>	<p>1. Check if all fields required in the request slip are properly filled out.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Public Assistance Officer (PAO) /Officer of the Day (OD) (Window 2)</i></p>
<p>2. Proceed to the Docket Receiving Window for verification of the case and to Window No. 2 for the processing of the requested Certification.</p>	<p>2. Verify record of the case with the Docket Management Service.</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Docket Management Service (DMS) Receiving Officer and Officer of the Day (OD) (Window 2)</i></p>
<p>3. Pay the required fee for the issuance of Certification at the Cash Window (Window 3).</p>	<p>3. Process payment and issue Official Receipt (O.R.).</p>	<p>P100 per Certification</p>	<p>5 minutes</p>	<p><i>Financial Management Service (FMS) Collecting Officer (Window 3)</i></p>



4. Present the Official Receipt of Payment at Window 2 for the release of requested Certification.	4. Release the requested certification.	None	5 minutes	<i>Officer of the Day (OD) (Window 2)</i>
Total Processing Time			20 minutes	