



1. Issuance of Certification on the date of OSG's receipt of court Decisions/Orders/Judgement/Resolution (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.

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



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



requested Certification.				
Total Processing Time			20 minutes	