



12. Request for Certificate of Compensation

Personnel requests for a Certificate of Compensation that he/she receives from the Office of the Solicitor General

Office or Division:	Accounting Division, FMS			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	OSG Employees and former employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form (one copy)		FMS, OSG Intranet		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents properly filled out request form to frontline personnel	1. Frontline Personnel verifies if request form is properly filled out	None	5 minutes	Frontline Personnel in FMS Receiving Window, 2 nd Floor OSG Building



<p>2. Client waits for advice if Certificate of Compensation is ready for pick up</p>	<p>2.1 Frontline Personnel transmits request to Supervising Administrative Officer</p> <p>2.2 Supervising Administrative Officer checks the documents for computation of AAID VI</p> <p>2.3 AAID VI prepares Certificate of Compensation and submits to Supervising Administrative Officer for review</p> <p>2.4 Supervising Administrative Officer submits Certificate of Compensation for the signature of Chief Accountant/ Director</p> <p>2.5 Chief Accountant/ Director signs Certificate of Compensation</p>	<p>None</p>	<p>90 minutes</p>	<p><i>Supervising Administrative Office</i></p> <p><i>AAID VI</i></p> <p><i>Chief Accountant</i></p> <p><i>Director</i></p>
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3. Client receives Certificate of Compensation	3. AAID VI releases the Certificate of Compensation	None	5 minutes	AAID VI
Total Processing Time			1 hour, 40 minutes	