



6. Request for Certificate of Payments/ Remittances

Personnel requests for a Certificate of Payments/Remittances to other agencies like Philhealth, PAGIBIG, GSIS

Office or Division:	Accounting Division, FMS			
Classification:	Complex			
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		
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 checks if request form is properly filled out	None	5 minutes	<i>Frontline Personnel in FMS Receiving Window</i>



<p>2. Client waits for advice if Certificate of Payments/ Remittances 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 Payments/ Remittances and submits to Supervising Administrative Officer for review</p> <p>2.4 Supervising Administrative Officer submits Certificate of Payments/ Remittances for the signature of Chief</p>	<p>None</p>	<p>3 Working Days</p>	<p><i>Supervising Administrative Officer</i></p> <p><i>AAID VI</i></p> <p><i>Chief Accountant</i></p> <p><i>Director</i></p>
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	Accountant/ Director			
	2.5 Chief Accountant/ Director signs Certificate of Payments/Re mittances			



3. Client receives Certificate of Payments/ Remittances	3. AAID VI releases the Certificate of Payments/ Remittances	None	5 minutes	<i>AAID VI</i>
Total Processing Time			3 days, 10 minutes	