

4. Issuance of Certification on the date of OSG’s receipt of court Decisions/Orders/Judgement/Resolution (application via Online Request Form)

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.¹

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		
Philippine Identification or any valid ID if Requester is One of the Parties/Counsel (one soft copy)		Availing Party		
Authorization Letter and Philippine Identification or any valid ID, if Requester is authorized by one of the parties/counsel (one soft copy of each)		Availing Party		
Actual Postal Money Order (PMO) or Soft copy of Bank Deposit Slip or Soft copy of Proof of Electronic Money Transfer (one copy)		Availing Party (from Post Office or Bank)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

¹ The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.

<p>1. Fill up Case Certification Request Form.</p>	<p>1.1. Verify record with the Docket Management Service on the OSG's receipt of the Decision/ Order.</p> <p>1.2. Docket Management Service will inform the applicant to send his/her payment through Postal Money Order or Bank Deposit</p>	<p>None</p>	<p>None</p>	<p><i>Docket Management Service Personnel</i></p>
<p>2. Send payment to the Office of the Solicitor General either through:</p> <p>2.1. Postal Money Order; OR 2.2. Deposit to the following:</p> <p>Account Name: Office of the Solicitor General Account No.: 1802-1016-23 Bank Name: Land Bank of the Philippines – Paseo de Roxas Branch</p> <p>OR</p> <p>2.3 Electronic Transfer of Funds thru Instapay, PESONet or similar modes of electronic transfer of funds to:</p> <p>Account Name: Office of the Solicitor General Account No.: 1802-1016-23</p>	<p>None</p>	<p>P100 per Certification</p>	<p>None</p>	<p><i>None</i></p>

<p>Bank Name: Land Bank of the Philippines – Paseo de Roxas Branch</p>				
<p>3. Furnish the OSG a clear copy of the Deposit slip or proof of electronic transfer of funds through Case Certification Request. Should the requester send his/her payment via Postal Money Order(PMO), the actual Postal Money Order(PMO) should be sent to OSG either through PHLPost or through reputable private couriers. <i>(the requester may send a pre-paid pouch from reputable private couriers if he/she prefers to use the services of a private courier instead of that of PHLPost).</i> The requested Certification would not be processed until the OSG’s actual receipt of the PMO or verification that funds/payment had been transferred to OSG’s Landbank Account.</p>	<p>3. Upon receipt of proof of payment, Docket Management Service will process the document. The OSG will release the Certification through PHLPost’s registered mail service and inform the requester on the availability and status of the document through any of the contact details provided.</p>	<p>None</p>	<p>3 Working Days</p>	<p><i>Docket Management Service Personnel</i></p>
<p>Total Processing Time</p>			<p>3 Working Days²</p>	

² The three (3) working days will cover the period counted from the time that the OSG has actually verified that the payment has been deposited to the OSG 's Landbank Account or from the time of the OSG’s actual receipt of the Postal Money Order(PMO) until the time that the requested Certification is mailed or turned over by OSG to PHLPost, provided that the PMO bears the correct details, including the payee’s name.