

## 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<sup>1</sup>.

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|---|--|--|
| <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>                                 |  |
| Philippine Identification or any valid ID if Requester is One of the Parties/ Counsel (one photocopy)         | Availing Party   |  |
| Properly accomplished request slip (one original copy)  | OSG-Public Assistance and Complaints Desk, OSG Website |  |
| <b>Additional requirements if the Requester is a representative authorized by one of the parties/counsel:</b> |  |  |
| Authorization Letter (one original copy)  | Availing Party   |  |

<sup>1</sup> 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.

| Philippine Identification or any valid ID of the Representative (one photocopy)   |  | Availing Party         |                        |   |
|---|--|------------------------|------------------------|---|
|   |  |                        |                        |   |
| <b>CLIENT STEPS</b>   | <b>AGENCY ACTIONS</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b>   |
| 1. Secure a verification slip from the Public Assistance and Complaints Desk and fill out the required details.                               | 1. Check if all fields required in the request slip are properly filled out. | None                   | 5 minutes              | <i>Public Assistance Officer (PAO) /Officer of the Day (OD) (Window 2)</i><br><br>Immediate Supervisor in Charge of Designating Personnel - Director IV, DMS                      |
| 2. Proceed to the Docket Receiving Window for verification of the case and to Window No. 2 for the processing of the requested Certification. | 2. Verify record of the case with the Docket Management Service.             | None                   | 5 minutes              | <i>Docket Management Service (DMS) Receiving Officer and Officer of the Day (OD) (Window 2)</i><br><br>Immediate Supervisor in Charge of Designating Personnel - Director IV, DMS |

|   |  |                               |                   |  |
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| <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>Immediate Supervisor in Charge of Designating Personnel - Director IV, FMS</p> |
| <p>4. Present the Official Receipt of Payment at Window 2 for the release of requested Certification.</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> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV, DMS</p>                               |
| <p><b>TOTAL:</b></p>  |  | <p>P100 per Certification</p> | <p>20 minutes</p> |  |