

3. Issuance of Certification on the date of OSG's receipt of court Decisions/Orders/Judgement/Resolution (application via Electronic Mail)

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
Any of the following: <ul style="list-style-type: none"> • Actual Postal Money Order (one original copy) • Bank Deposit Slip (One photocopy) • Proof of Electronic Money Transfer (one photocopy) 		Availing Party (from Post Office or Bank)
Additional requirements if the Requester is a representative authorized by one of the parties/counsel:		
Authorization Letter (one original copy)		Availing Party

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.

Philippine Identification or any valid ID of the Representative (one photocopy)		Availing Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Send an email to certifications@osg.gov.ph requesting for a Certification on the receipt of court decisions/orders indicating the Case Number and Case Title, as well as the date, or if unavailable, the nature of the decision/order requested.</p> <p>Include contact information such as e-mail address, mobile number, phone number, and/or home/office address to facilitate the transaction.</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>	None	<p>3 minutes</p> <p>2 minutes</p>	<p><i>Docket Management Service Personnel</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV, DMS</p>
<p>2. Send payment to the Office of the Solicitor General either through:</p> <p>2.1. Postal Money Order; OR</p> <p>2.2. Deposit to the following:</p> <p>Account Name: Office of the Solicitor General</p> <p>Account No.: 1802-1016-23</p> <p>Bank Name: Land Bank of the Philippines – Paseo de Roxas Branch</p>	None	P100 per Certification	None	<i>None</i>

<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>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 email. Should the requester send his 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>2 Working Days²</p>	<p><i>Docket Management Service Personnel</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV, DMS</p>

² From receipt of Actual Postal Money Order (PMO), Copy of Deposit Slip or other Proof of Electronic Money Transfer

TOTAL:	P100 per Certification	2 Working Days and 5 minutes ³	
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Issuance of Certification on the date of OSG's receipt of court Decisions/Orders/Judgement/Resolution (application via Electronic Mail) is qualified for multi-stage processing.

³ Total Processing Time Does not include time when Actual Postal Money Order (PMO), Copy of Deposit Slip or other Proof of Electronic Transfer was sent by the availing party and received by the OSG; Total Processing Time covers until the time that the Requested Certification is mailed or turned over by OSG to PHLPPost or private courier if the requester provided a pre-paid pouch