



36. Request for Certificate of Payments/ Remittances

Personnel requests for a Certificate of Payments/Remittances to other agencies like Philhealth, PAGIBIG, GSIS⁹¹

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		
Properly accomplished request form (one copy)		FMS, OSG Intranet, OSG Website		
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</i> in FMS Receiving Window, 2 nd Floor OSG Building Immediate Supervisor in Charge of

⁹¹ 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.



				Designating Personnel - Director IV, FMS
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<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 ADA VI</p> <p>2.3 ADA 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 Accountant/ Director</p> <p>2.5 Chief Accountant/ Director signs Certificate of Payments/Remittances</p>	<p>None</p>	<p>1 hour</p> <p>7 Hours</p> <p>4 Hours</p> <p>4 Hours</p> <p>8 Hours</p>	<p><i>Supervising Administrative Officer ADA VI Chief Accountant Director</i></p> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV, FMS</p>
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3. Client receives Certificate of Payments/ Remittances	3. ADA VI releases the Certificate of Payments/ Remittances	None	5 minutes	<p style="text-align: center;"><i>ADA VI</i></p> <p style="text-align: center;">Immediate Supervisor in Charge of Designating Personnel - Director IV, FMS</p>
TOTAL:		None	3 working days, 10 minutes	