



### 38. Request for Certificate of Compensation

Personnel requests for a Certificate of Compensation that he/she receives from the Office of the Solicitor General<sup>93</sup>

<b>Office or Division:</b>	Accounting Division, FMS			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	OSG Employees and former employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Properly accomplished request form (one copy)		FMS, OSG Intranet, OSG Website		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<sup>93</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.



<p>1. Client presents properly filled out request form to frontline personnel</p>	<p>1. Frontline Personnel verifies if request form is properly filled out</p>	<p>None</p>	<p>5 minutes</p>	<p>Frontline Personnel in FMS Receiving Window, 2<sup>nd</sup> Floor OSG Building</p> <p>Immediate Supervisor in Charge of Designating Personnel - Director IV, FMS</p>
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<p>2. Client waits for advice if Certificate of Compensation 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 Compensation and submits to Supervising Administrative Officer for review</p> <p>2.4 Supervising Administrative Officer submits Certificate of Compensation for the signature of Chief Accountant/ Director</p> <p>2.5 Chief Accountant/ Director signs Certificate of Compensation</p>	<p>None</p>	<p>10 minutes</p> <p>20 minutes</p> <p>15 minutes</p> <p>15 minutes</p> <p>30 minutes</p>	<p><i>Supervising Administrative Officer</i></p> <p><i>ADA VI</i></p> <p><i>Chief Accountant</i></p> <p><i>Director</i></p> <p>Immediate Supervisor in Charge of Designating Personnel -</p> <p>Director IV, FMS</p>
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3. Client receives Certificate of Compensation	3. ADA VI releases the Certificate of Compensation	None	5 minutes	<p><i>ADA VI</i></p> <p>Immediate Supervisor in Charge of Designating Personnel -</p> <p>Director IV, FMS</p>
<b>TOTAL:</b>		None	1 hours, 40 minutes	