



3. Issuance of Certificate for Remittances

This document is needed as requirement for the loans of teaching and non-teaching personnel particularly the updated remittances of the agency.

Office or Division:	Personnel Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Government			
Who may avail:	Active DepEd Teaching and Non-Teaching personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request on the Certificate of Remittances (1 original copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter-request to the Records Section	1.1 Stamp/Receive the documents and forward to the Personnel Section	None	5 minutes	ADAS/ Record Section Staff
	1.2 Assess and Evaluate the submitted document and prepare 3 copies of Certificate of Remittances, affix initial	None	10 minutes	ADAS/AO V/SAO
	1.3 Forward to the Cashier Section for signature	None	10 minutes	Head of Cashier Section
2. Receive 2 copies of Certificate of Remittances	2.1 Release the signed document	None	5 minutes	ADAS/ Records Section Staff
TOTAL:		None	30 minutes	