

SERVICE REQUESTS

(i.) SERVICE REQUEST FOR ISSUANCE OF CERTIFICATION/CLEARANCE

Step	Applicant/Client	Frontline Services	Fee	Form/s to Fill-up	Processing Time	Office/Person Responsible
1	Letter request for issuance of certification	Receive request for possible immediate action			3 mins	All office personnel
2		Forward the request to GM for approval			3 mins	General Manager
3		Issuance of Certification			1 day	General Manager

TRANSACTION COMPLETED