







SECSIME NO. AL-01. ISSUANCE OF CERTIFICATION OF NO RECORDS/APPEAL/MOTION FOR RECONSIDERATION, ETC.



This Certification is made upon request of DENR personnel, official or external party of No Records/Appeal/Motion for Reconsideration, etc. being filed in the DENR. The purpose for the request is included in the Certification.

Office or Division:	Records Unit/Section, DENR CENRO Alfonso List, Region CAR			
Classification:	Simple to Complex			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Internal: Regular Employee of DENR, including its Bureaus and Attached Agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals			
Office or Division:	Records Unit/Section, DENR CENR, PENR and Regional Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished customer request form (1 original)		Public Assistance Desk, Receiving Area or Records Unit/Section		
2. Government issued ID (present 1 original)		Requesting Party		
Additional if from the Government Sector				
3. Official Letter Request (1 original)		Requesting Party		
Additional if Requesting Party is a representative				
4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Accomplish request form and forward to Receiving/ Releasing Clerk	1. Receive, and check the completeness of submitted requirements, stamp the date and time on documents and	None	5 min.	 MYRNA R. TORIBIO





	forward to all documents to action officer			Engineering Aide Receiving Officer Office of the CENR Officer
1.1. None	1.1. Verify all requirements and indicate amount to be paid in the Request Form	None	5 min.	 VENUS A. DIEGO Records Officer Records Unit/Section
1.2. None	1.2. Approve and sign Request Form	None	5 min.	 VENUS A. DIEGO Records Officer Records Unit/Section
1.3. None	1.3. Prepare/Approve Order of Payment	None	5 min.	 VENUS A. DIEGO Records Officer Records Unit/Section





2. Pay to the Cashier the Certification Fee	1. Accept payment and issue Official Receipt	Certification Fees***: Php 50.00 (for reference purposes) Php 100.00 (for loan purposes)	5 min.	 SHARIEF M. HANGDAAN <i>Credit Officer</i> Cashier Unit/Section
1.1. None	2.1. Check the Official Receipt. Verify, prepare and initial the Certification	None	15 min. (Simple) 2 hours 30 min. (Complex)	 VENUS A. DIEGO <i>Records Officer</i> Records Unit/Section
2.2. None	1.2. Initial the Certification	None	5 min.	<i>Chief</i> Concerned Unit/Section



<p>1.3. None</p>	<p>2.3. Determine accuracy of the Certification and affix signature</p>	<p>None</p>	<p>5 min.</p>	<p> John T. Langbis <i>CENR Officer</i></p> <p><i>or</i></p> <p> VENUS A. DIEGO <i>Records Officer</i> Records Unit/Section</p> <p><i>Chief, MSD or TSD or</i> <i>PENR Officer</i> <i>(PENR Office)</i></p> <p><i>RED</i> <i>(Regional Office)</i></p>
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2.4. None	1.4. Release the approved Certification to the customer and forward the received Customer Request Form to Action Officer	None	5 min.	 VENUS A. DIEGO <i>Records Officer/Releasing Officer</i> Records Unit/Section
2. Receive the approved Certification	3. File the Customer Request Form	None	5 min.	 VENUS A. DIEGO <i>Records Officer</i> Records Unit/Section
TOTAL:		Php 50.00 (for reference purposes)	Simple	1 hour
			Php 100.00 (for loan purposes)	Complex

***Except when covered by Official Letter Request