






**SECSIME NO. CON-01 DOCUMENT AUTHENTICATION**

Description: Document Authentication is made by a requesting party for a certified true copy of a record issued by the DENR. The purpose for the request is included in the request form

<b>Office or Division:</b>		Office of the CENR Officer, CENRO Conner DENR CENRO Conner, Apayao, Region CAR		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2B - Government to Business  G2C - Government to Citizen G2G - Government to Government		
<b>Who May Avail:</b>		General Public		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly accomplished Client Request Form		CENROS		
2. Government Issued ID (present 1 original)		Requesting Party		
<b>Additional if from the Government Sector</b>				
3. Official Letter Request (1 original)		Requesting Party		
<b>Additional if Requesting Party is a representative</b>				
4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up the prescribed form with complete attached requirements	1. Check the completeness of submitted requirements, stamp the date and time on documents, forward all documents to action officer	None	10 minutes	 <b>ROMELYN D. KENGAY</b> Admin. Aide VI

	2. Verify all requirements and indicate amount to be paid in the Request Form or indicate if request pertains to restricted documents	None	10 minutes	 <b>JANE B. TUPAGEN</b> Records Officer
	3. Approve and sign Request Form or forward request to the Director/RD concerned if request pertains to the documents for Limited Circulation or Restricted Documents Confidential and Top Secret Documents are subject to the Approval to the Secretary	None	10 minutes	 <b>RODEL V. CACPAL</b> OIC, CENR Officer
2. Pay to Cashier the Authentication Fee	4. Prepare/Approve Order of Payment Accept payments and issue Official Receipt Reproduce and stamp certified copy on requested documents	Php 50.00/set + Php 5.00/page except those covered with Official Letter Request	15 minutes	 <b>VERONICA O. RAMOS</b> Credit Officer
3. Receive Authentication	5. Determine accuracy of the Authentication and affix signature Release the approved Authentication to the customer and forward the received Customer Request Form to Action Officer	None	30 minutes	 <b>JANE B. TUPAGEN</b> Records Officer

	<b>TOTAL:</b>	Php 50.00/set + Php 5.00/page except those covered with Official Letter Request	1 hour, 15 minutes	
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