






SECSIME NO. PAR-01. ISSUANCE OF CERTIFICATION OF NO RECORDS/APPEAL/MOTION FOR RECONSIDERATION, ETC. (DENR-CENRO-PARACELIS, MOUNTAIN PROVINCE)

Description: 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 Paracelis, Mt. Province, 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		
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

<p>1. Accomplish request form and forward to Receiving/Releasing Clerk</p>	<p>1. Receive, and check the completeness of submitted requirements, stamp the date and time on documents and forward to all documents to action officer</p> <p>1.1. Verify all requirements and indicate amount to be paid in the Request Form</p> <p>1.2. Approve and sign Request Form</p> <p>1.3. Prepare Order of Payment</p>	<p>None</p>	<p>20 min.</p>	<div data-bbox="1697 261 1913 500" data-label="Image"> </div> <p>JUNE RAY CAYABAS Administrative Officer I/Records Officer</p> <hr/> <p>Records Unit/Section</p>
<p>2. Pay to the Cashier the Certification Fee</p>	<p>2. Accept payment and issue Official Receipt</p>	<p>Php 50.00</p>	<p>5 min.</p>	<div data-bbox="1697 786 1938 992" data-label="Image"> </div> <p>CHERYCE D. GOMANGAN Credit Officer I</p> <hr/> <p>Cashier Unit/Section</p>
		<p>(for reference purposes)</p>		
		<p>Php 100.00 (for loan purposes)</p>		

2.1 None	2.1. Check the Official Receipt. Verify, prepare and initial the Certification	None	25 min.	 JUNE RAY CAYABAS Administrative Officer./Records Officer Records Unit/Section
			(Simple)	
			3 hours	
			(Complex)	
2.2 None	2.2. Initial the Certification	None	5 min.	 AURELIO O. MOOG LMO III-RPS
2.3 None	2.3. Determine accuracy of the Certification and affix signature	None	5 min.	 GILBERT G. MANGLIWAN OIC, CENRO (CENR Office)

2.4 none	2.4. Release the approved Certification to the customer and forward the received Customer Request Form to Action Officer	None	10 min.	 <p>JUNE RAY CAYABAS Administrative Officer I/Records Officer Records Unit/Section</p>
3. Received the approved Certification	3. File the Customer Request Form	None	5 min.	 <p>JUNE RAY CAYABAS Administrative Officer I/Records Officer Records Unit/Section</p>
TOTAL:		Php 50.00 (for reference)	Simple	1 hour & 15 min.
		Php. 100.00 (for loan purposes)	Complex	3 hours & 50 min.