







## SECSIME NO. SAB-02. DOCUMENT AUTHENTICATION FOR GENERAL CIRCULATION DOCUMENTS

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>	Records Unit/Section, DENR CENRO Sabangan, Mt. Province and Region CAR			
<b>Classification:</b>	Simple			
	Complex			
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request (1 original)		Public Assistance Desk, Receiving Area or Records Unit/Section		
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, Public Attorney's Office (PAO) or Notary Public		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Accomplish request form and forward to Receiving/ Releasing Clerk.	1. Receive, check, and stamp date and time on document. Upload the document to Document Tracking System. Forward document to the concerned Action Officer	None	15 min.	 <b>Erlinda C. Fillag</b> <i>Administrative Officer I / Records Officer</i>

<p>1.1. None</p>	<p>1.1. Check the availability of records.</p> <p>Process the request (photocopy and stamp “<i>Certified True Copy</i>”) and sign the certification or documents.</p> <p>Indicate amount to be paid in the Request Form/Order of Payment.</p>	<p>None</p>	<p>30 min. (Simple)</p> <p>3 hours (Complex)</p>	 <p><b>Erlinda C. Fillag</b> <b>Administrative Officer I /</b> <b>Records Officer</b> 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 <b>Certification Fee**</b> per set +</p> <p>Php 5.00 per page</p>	<p>10 min.</p>	 <p><b>Castor Wacangan</b> <b>Credit Officer I</b> Cashier Unit/Section</p>
<p>1.2. None</p>	<p>1.2. Check the Official Receipt and photocopy for filing.</p>	<p>None</p>	<p>5 min.</p>	 <p><b>Erlinda C. Fillag</b> <b>Administrative Officer I /</b> <b>Records Officer</b> Records Unit/Section</p>

1.2. None	1.3. Release the approved Authentication to the customer and forward the received Customer Request Form to Action Officer.	None	5 min.	 <b>Erlinda C. Fillag</b> <i>Administrative Officer I /  Records Officer</i>  Records Unit/Section
3. Receive the approved Certification.	3. File the Customer Request Form and attachments.	None	5 min.	 <b>Erlinda C. Fillag</b> <i>Administrative Officer I /  Records Officer</i> Records Unit/Section
<b>TOTAL:</b>		Php 50.00 <b>Certification Fee</b> per set +  Php 5.00 per page	<b>Simple</b>	<b>1 hour &amp; 10 min.</b>
			<b>Complex</b>	<b>3 hours &amp; 40 min.</b>

\*Confidential and Top Secret Documents are subject for approval of the Secretary.

\*\*Except those with Official Letter Request