



1. Request for Certification of GSIS, HDMF, SSS and PhilHealth account contributions and settlement

This is the process for request of Certification for GSIS, HDMF, SSS and PhilHealth related records and information by City Government personnel, National Government Agencies, and former City Government personnel or their heirs.

Office or Division:	City Accountant's Office - Financial Records and Information Division			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government, G2C - Government to Citizen			
Who may avail:	City Government Personnel, National Government Agencies, and former City Government personnel or their heirs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		At citizen availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request letter	1.1 Receive request letter	None	5 min	<i>Accountant II</i> (Financial Records and Information Division - Account Verification, Settlement and Remittance Section)
	1.2 Verify and refer in the books, records and other reports the details of the account requested for certification	None	2 days and 6hours	<i>Accountant II</i> (Financial Records and Information Division - Account Verification, Settlement and Remittance Section)
	1.3 Prepare Certification	None	45 min	<i>Accountant II</i> (Financial Records and Information Division - Account Verification, Settlement and Remittance Section)
	1.4 Approve Certification	None	5 min	<i>City Accountant</i> (City Accountant's Office)
2. Pay certification fee	2. Issue Official Receipt	Documentary Stamp Fees - P30.00 Certification fee P6.00	10 min	<i>City Treasurer's Office (Cash Receipts Division)</i>
3. Present Official Receipt (1 original copy)	1.5 Indicate Official Receipt Number in the certification	None	2 min	<i>Accountant II</i> (Financial Records and Information Division - Account Verification,



				Settlement and Remittance Section)
2. Receive certification and affix name, signature, date and time in logbook	2. Release certification	None	5 min	<i>Accountant II</i> (Financial Records and Information Division - Account Verification, Settlement and Remittance Section)
	TOTAL	P36.00	2 days, 7 hours and 12 mins	
END OF TRANSACTION				