

#### 4. Issuance of Certificate of Appearance.

The Issuance of Certificate of Appearance refers to the provision of an official document certifying that an individual has personally appeared before the concerned office for a specific purpose. This certificate serves as proof of attendance, compliance, coordination, meeting participation, inspection, verification, or other official transactions conducted with the office

<b>Office or Division:</b>		City Environment and Natural Resources Office		
<b>Classification:</b>		simple		
<b>Type of Transaction:</b>		G2G		
<b>Who may avail:</b>		Any government employee who appeared and visit for a purpose		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
-		Administrative Services Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Office Appearance and inquire where to go for his/her purpose	1.1 Welcome visitors and assist them to concern staff	None	3 minutes	Administrative Aide III (CENRO)
	1.2 Concerned staff to accommodate and assist their needs	None	Depends on the discussion ( estimate 2 hours)	Department Head/ Program Head
2. Request for Certificate of Appearance	2.1 Get information needed for the certificate	None	5 minutes	Admin Aide II /Admin staff (CENRO)
	2.2 Print certificate	None	2 minutes	Admin Aide II /Admin staff (CENRO)
	2.3 Sign Certificate	None	2minutes	City Government Department Head II
	2.4 Release Certificate to client	none	2 minutes	Admin Aide II /Admin staff
<b>TOTAL</b>			<b>2 hour and 14 minutes</b>	
<b>END OF TRANSACTION</b>				