



Issuance of Certificate of Appearance

A Certificate of Appearance is issued to requesting party who appears in CSWDO for official transaction.

Office or Division:	City Social Welfare and Development Office – Administrative Support Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G – Government to Government			
Who may avail:	Any requesting person with official business with CSWDO			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Travel Order/Travel Memo		Concerned Person		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copy of travel order/memo	1.1 Review submitted document and prepare certificate	None	15 minutes	<i>Records Management Personnel</i>
2. Claim the certificate and sign logbook	2.1 Release certificate of appearance	None	2 minutes	<i>Records Management Personnel</i>
	TOTAL		17 minutes	
END OF TRANSACTION				