

DILG Regional Office 8

FRONTLINE SERVICES

Service: Issuance of Certificates of Incumbency (for general purposes like Death and Burial Benefits, Civil Service Eligibility, Scholarship and Medical Benefits)

Client: Barangay Officials, SK members, Lupong Tagapamayapa members, barangay tanods

FRONTLINE SERVICES / CLIENT	PROCEDURES	TIME	RESPONSIBLE PERSON	REQUIREMENTS	OUTPUT
Issuance of Certificates of Incumbency (for general purposes like Death and Burial Benefits, Civil Service Eligibility, Scholarship and Medical Benefits) <i>Client: Barangay Officials, SK members, Lupong Tagapamayapa members, barangay tanods</i>	1. Receiving / recording of request	5 minutes	RACHEL PAPISTOL Receiving Officer	1. Written request 2. Identification Card Additional docus, if not in Masterlist: • Copy of Oath of Office/Appointment	Certificate of Incumbency Request for additional supporting document
	2. Verification of records and evaluation of request	15 minutes	<u>GESELLE PULANCO</u> Program Manager		
	<ul style="list-style-type: none"> • If records are available, PM prepares Certificate of Incumbency 	10 minutes			
	<ul style="list-style-type: none"> • If client has no record, PM returns request and asks for copy of Oath of Office / Appointment 				
	3. Signing of Certificate of Incumbency	10 minutes	RD PEDRO A. NOVAL JR Regional Director		
	4. Releasing of Certificate / Written request for additional supporting document	10 minutes	JENNEFER PAGATPAT Releasing Officer		