



CERTIFICATION/STATEMENT OF ACCOUNT

A government or private agency requested an itemized billing statement for processing their payment dues.

Section/Unit:		FINANCE AND COMMERCIAL		
Classification:		Simple		
Type of Transaction:		(G2C) Government to Citizen		
Who may avail the service:		Government and Private Agencies		
Checklist of Requirements			Where to Secure:	
Forms			Commercial	
Clients Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Proceed to PACD/ Officer of the Day	<ul style="list-style-type: none"> ▪ Prepares a Payment Slip and Service Request 	None	3 minutes	Officer of the Day
Proceed to Cashier to pay the necessary fee	The Collector receives payment and issue Official Receipt to the Client.	P2.00/copy	2 minutes	Apple Hazzle E. Abin – U/CSA-C/Designate Collector
Present the Official Receipt to Customer Billing Section	<ul style="list-style-type: none"> • Approves Request, ▪ Recording of OR Number ▪ Issuance of Certification / Statement of Account 		1 minute 3 minutes	Celia T. Jarabejo-GM Apple Hazzle E. Abin – U/CSA-C or Lyza Q. Pascual-U/CSA-D
	Total	2.00/copy	9 minutes	