



CENTRAL BOARD OF ASSESSMENT APPEALS

CITIZEN'S CHARTER

2019 (1<sup>st</sup> Edition)



# CENTRAL BOARD OF ASSESSMENT APPEALS

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## **I. Mandate:**

The CBAA is mandated under Section 229 of R.A. 7160 as a collegial appellate quasi-judicial body to decide cases on appeal from decisions of the Local Boards of Assessment Appeals pertaining to assessment and/or collection of real property taxes.

## **II. Vision:**

Real Property Assessment and Tax Collection in accord with constitutional principles uniform and equitable taxation embodied in sound fiscal policies and validly enacted tax ordinances.

## **III. Mission:**

To warrant the observance of the due process of law clause guaranteed by the constitution in the assessment and collection of real property taxes through prompt and fair adjudication of appealed cases

## **IV. Service Pledge:**

We, the Officials and Employees of the Central Board of Assessment Appeals trusting in the Almighty God, profess our commitment to public service and aim to serve you with excellence.

Thus we pledge:

Quasi-Judicial Functions:

In addition to our adjudicatory powers which is hearing and deciding appealed realty tax assessment cases from the Local Boards of Assessment Appeals throughout the country, we pledge to continue to perform the following services:

1. Provide consultative services to the Chairperson and Members of the Local Boards;
2. Renders collaborative services to the office of the Solicitor General on cases elevated to the Supreme Court;
3. Renders technical supervision over all Local Board of Assessment Appeals, nationwide;
4. Renders advisory services to other government functionaries, legal Practitioners and taxpayers;
5. Upon designation of the Supreme Court, it acts as fact-finding body on specific assessment cases filed before the said Court; and



6. Conducts information dissemination campaign regarding the tax remedies available to the taxpayers on matters of realty tax assessments and collections. It also involves itself in the dissemination of information regarding the latest jurisprudence of the Board on real property taxation matters.

Administrative Support Services:

1. Clear and appropriate signages and directions;
2. Well organized and updated administrative records;
3. Secured premises for the employees, clients and general public;
4. Clean and safe facilities

We will continually review our services to be more responsive to the needs of the public.



**Central Office**

**Internal Services**



## 1. Certified true copy of BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld)

This BIR form is issued to the CBAA officials and employees requesting for a certified true copy of compensation payment with or without tax withheld for a calendar year.

<b>Office or Division:</b>	Administrative			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	CBAA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter request of official/employee (1 original)			Person requesting	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request for a certified true copy of Certificate of Compensation Payment/Tax Withheld (BIR form 2316)	1. Receive letter request	None	1 minute	<i>Accountant II</i> Administrative
	1.1. Furnish the person requesting the certified true copy of Certificate of Compensation Payment/Tax Withheld (BIR form 2316) with BIR stamped received.	None	1 minute	<i>Accountant II</i> Administrative
<b>TOTAL</b>		None	2 minutes	



## 2. Certification of Personal and Government Contributions and Loans Payment to GSIS/Pag-Ibig/PhilHealth

This certification is issued upon request by the officials and employees of their contributions together with the government share as a requirement for PhilHealth claims and of loans payment remitted to the GSIS/PAG-IBIG as a requirement for renewal of loans.

<b>Office or Division:</b>	Administrative			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	CBAA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request of official/employee (1original)		Person requesting		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request	1. Receive letter request	None	1 minute	<i>Accountant II</i> Administrative
	1.1. Check from the Admin Unit the Remittance Report together with the Official Receipts (ORs)	None	1 minute	<i>Administrative Officer I (Cashier)</i> Administrative
	1.2. Prepares the Certification indicating the employee and government share for PhilHealth claims	None	10 minutes	<i>Accountant II</i> Administrative
	1.3. Prepares the certification for GSIS, Pag-Ibig loans payment for loan renewal	None	15 minutes	<i>Accountant II</i> Administrative
	1.4. Signs the certification	None	1 minute	<i>Accountant II</i> Administrative
	1.5. Issues Certificate to requesting employee	None	1 minute	<i>Accountant II</i> Administrative
<b>TOTAL</b>		None	29 minutes	



### 3. Certification of Last Payment of Salaries (For transfer/resigned/retired)

This certification is issued to affirm the validity of information. It is an official document requested by the officials and employees for their last payment of salaries and other benefits received.

<b>Office or Division:</b>	Administrative			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	CBAA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request of official/employee (1original)		Person requesting		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request	1. Receive letter request	None	1 minute	<i>Accountant II</i> Administrative
	1.1. Checks from the Admin Unit the approved clearance for verification	None	2 minutes	<i>Administrative Aide VI (Clerk III)</i> Administrative
	1.2. Checks the disbursement vouchers of last salary and other benefits as basis for the certification	None	3 minutes	<i>Accountant II</i> Administrative
	1.3. Prepares the Certification of last Payment of Salaries and Other Benefits	None	5 minutes	<i>Accountant II</i> Administrative
	1.4. Signs the certification	None	1 minute	<i>Accountant II</i> Administrative
	1.5. Issues Certificate to requesting employee	None	1 minute	<i>Accountant II</i> Administrative
<b>TOTAL</b>		None	13 minutes	





#### 4. Certification of No Pending Unliquidated Cash Advance (For foreign travel)

This certification is one of the requirements for personal foreign travel requested by the officials and employees for securing authority to travel abroad.

<b>Office or Division:</b>	Administrative			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	CBAA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request of official/employee (1 original)		Person requesting		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request	1. Receive letter request	None	1 minute	<i>Accountant II</i> Administrative
	1.1. Check from the Ledger account if the requesting person have any cash advance or not	None	5 minutes	<i>Accountant II</i> Administrative
	1.2. Prepares the Certification of No Pending Unliquidated Cash Advance	None	2 minutes	<i>Accountant II</i> Administrative
	1.3. Signs the certification	None	1 minute	<i>Accountant II</i> Administrative
	1.4. Issues Certificate to requesting employee	None	1 minute	<i>Accountant II</i> Administrative
<b>TOTAL</b>		None	10 minutes	



## 5. Issuance of BSP Access ID

Regular employees and J.O's are required to have an access pass to be worn while inside the BSP Complex.

<b>Office or Division:</b>	Administrative			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2P – Government to Government			
<b>Who may avail:</b>	CBAA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Form (1 copy)		Admin Unit.		
Duly accomplished form, Personal Data Sheet, 2 pcs. 1x1 pictures, Photocopy of employment, contract, job order and Latest NBI clearance. (1 copy each)		Concerned personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up application form and submit additional requirements	1. Receive application and the necessary attachments	None	1 minute	<i>Administrative Officer I (Cashier)</i> Administrative
	1.1. Submit to the BSP-SMIG for the processing of ID	None	5 minutes	<i>Administrative Officer I (Cashier)</i> Administrative
	1.2. Wait for the release of the BSP access I.D.	None	5 days	<i>BSP-SITD</i> BSP
	1.3. Issue to the employee the Access I.D.	None	1 minute	<i>Administrative Officer I (Cashier)</i> Administrative
<b>TOTAL</b>			5 days and 7 Minutes	



## 6. Petty Cash Fund

For emergency purchases of supplies and other miscellaneous expenses

<b>Office or Division:</b>	Administrative			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2P – Government to Government			
<b>Who may avail:</b>	CBAA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approve Petty Cash Voucher (1 copy)		Admin Unit.		
Lists of supplies (1 copy)		Concerned personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up petty cash voucher for approval/ list of supplies	1. Receives list of requested supplies.	None	1 minute	<i>Administrative Officer I (Cashier)</i> Administrative
	1.1. Approves reimbursement stated in the petty cash voucher	None	1 minute	<i>Administrative Officer V</i> Administrative
	1.2. Receives petty cash voucher & check availability of petty cash fund from official record book	None	1 minute	<i>Administrative Officer I (Cashier)</i> Administrative
	1.3. Reimburse the amount to the requesting employee	None	1 minute	<i>Administrative Officer I (Cashier)</i> Administrative
	1.4. Issues supplies to the requesting employee	None	1 minute	<i>Administrative Officer I (Cashier)</i> Administrative
<b>TOTAL</b>		None	5 Minutes	



## 7. Procurement

Issuance of Office Supplies and Equipment for Procurement (Alternative Method of Procurement)

<b>Office or Division:</b>	Administrative			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	CBA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Requisition and Issue Slip (3 copies)		Person requesting End-User		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplishment of Requisition and Issue Slip	1. Approval of RIS by Head of Agency	None	5 minutes	<i>End-User</i>
2. Submission of approved RIS to Procurement Officer	2. Acceptance of approved RIS by Procurement Officer	None	2 minutes	<i>Procurement Officer Administrative</i>
	2.1. Checks availability of supplies	None	3 minutes	<i>Procurement Officer Administrative</i>
	2.2. Prepares Purchase Request (PR) for approval of Head of Agency	None	3 minutes	<i>Procurement Officer Administrative</i>
	2.3. Prepares Purchase Quotation (Canvass Form) route for signature of Administrative Officer V	None	10 minutes	<i>Procurement Officer Administrative</i>
	2.4. Posting of Notice to PhilGEPS	None	7 days (pursuant to R.A. 9184)	<i>Procurement Officer Administrative</i>
	2.5. Acceptance/ compilation and shortlisting of price quotations	None	1 day	<i>Procurement Officer Administrative</i>



	2.6. Prepares Abstract of Quotations route to BAC members for signatures	None	1 day	<i>Procurement Officer Administrative</i>
	2.7. Prepares Purchase Order / Job Order route for signatures	None	1 day	<i>Procurement Officer Administrative  BAC Chairperson Accountant II</i>
	2.8. Inspects Items	None	30 minutes	<i>Administrative Assistant/Technical Inspector Quasi-Judicial (Board) Administrative</i>
	2.9. Accepts Items	None	2 minutes	<i>Procurement Officer Administrative</i>
	2.10. Prepares and accomplishes Inspection and Acceptance Report	None	10 minutes	<i>Procurement Officer /Administrative Asst. Administrative</i>
3. Acceptance of Item/s	3. Issues Items to End-user	None	5 minutes	<i>Procurement Officer Administrative</i>
4. Receipt/signing of Property Acknowledgement Report or Inventory Custodian Slip and Requisition and Issue Slip	4. Prepares and accomplishes Property Acknowledgement Report / Inventory Custodian Slip Route for Signature	None	5 minutes	<i>End-User /  Procurement Officer Administrative</i>
<b>TOTAL</b>		None	11 days and 15 minutes	



## 8. Procurement

### Issuance of Office Supplies from Stocks

<b>Office or Division:</b>	Administrative			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	CBAA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Requisition and Issue Slip (RIS)		Procurement Officer Person requesting End-User		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplishment of Requisition and Issue Slip	1. Approval of RIS by Head of Agency	None	5 minutes	<i>End-User</i>
2. Submission of approved RIS to Procurement Officer	2. Acceptance of approved RIS by Procurement Officer	None	1 minutes	<i>End-User / Procurement Officer Administrative</i>
	2.1. Check availability of supplies and sign Requisition and Issue Slip for issuance of supplies	None	3 minutes	<i>Procurement Officer Administrative</i>
3. Acceptance of Supplies and sign in the receive portion of Requisition and Issue Slip	3. Issuance of Supplies	None	5 minutes	<i>End-User Procurement Officer Administrative</i>
<b>TOTAL</b>		None	14 minutes	



## 9. Authority to Travel Abroad (Personal Travel), Certificate of No Pending Administrative Case, Certificate of Employment and Compensation

This request is issued to CBAA officials and employees for personal travel abroad.

<b>Office or Division:</b>	Administrative			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	CBAA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request of official/employee (2 original)		Person requesting		
Application for Leave (2 original copies)		Admin.		
Clearance Form (4 original copies)		Admin.		
Sworn Statement (2 original copies)		Person requesting		
Letter from Chairperson's/Officer-in-Charge requesting issuance of Travel Authority to Department of Finance- Office of the Secretary (for Board) Office of the Undersecretary (for employees)- 2 original copies		Admin. Officer V		
Income Tax Return (2 photocopies)		Accountant II		
Statement of Assets, Liabilities and Net Worth (2 photocopies)		Admin. Aide VI		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request for Chairperson's/Officer-In-Charge's approval.	1. Receive letter request for approval of Chairperson/Officer-In-Charge	None	1 minute	<i>Administrative Officer I (Records)</i> Luzon Field Office <i>Administrative Officer I (HR)</i> Administrative
	1.1 Upon approval, receive the required documents and check completeness	None	2 minutes	<i>Administrative Aide VI (Clerk III)</i> Administrative
2. Submit Application for Leave for days applied.	2. Receive Application for Leave	None	5 minutes	<i>Administrative Aide VI (Clerk III)</i> Administrative



	2.1. Compute leave credits 2.2. Route to officers concerned for signatures			
3. Secure clearance form for signature of immediate supervisor and clearing officers/official	3. Route Clearance for signature of all official and employees concerned	None	1 day	<i>Person requesting</i>
4. Provide Sworn Statement stating the date of travel and personally finance the expenses.	4. Receive Sworn Statement	None	1 minute	<i>Administrative Aide VI (Clerk III)</i> Administrative
5. Secure Photocopy of Income Tax Return and Statement of Assets, Liabilities and Net Worth to support financial capacity of said travel.	5. Stamp certified true copy to ITR and SALN	None	1 minute	<i>Accountant II</i> <i>Administrative Officer V</i> Administrative
	5.1. Consolidate all documents	None	1 minute	<i>Administrative Aide VI (Clerk III)</i> Administrative
	5.2. Prepare letter of Chairperson/ Officer-In-Charge request of issuance of Travel Authority address to DOF OSEC/ USEC's office together with supporting documents.	None	5 minutes	<i>Administrative Officer V</i> Administrative
	5.3. Transmit Letter of Request of Travel Authority to DOF Records	None	5 minutes	<i>Administrative Officer I (Records)</i> Luzon Field Office <i>Administrative Officer V</i> Administrative





	5.4. Upon approval, provide the original copy of Travel Authority to official/ Employee and 1 copy to folder	None	1 minute	<i>Administrative Aide VI (Clerk III)</i> Administrative
<b>TOTAL</b>		None	1 Day and 22 minutes	



## 10. Monetization of Leave Credits

Employees are allowed to monetize at least thirty (30) days in a year, provided that at least five (5) days is retained. Monetization of 50% or more vacation/sick leave credits maybe allowed for valid and justifiable reasons subject to availability of funds.

<b>Office or Division:</b>	Administrative			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	CBAA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request of official/employee (2 original)		Person requesting		
Application for Leave (2 original copies)		Administrative		
Supporting documents for medical and hospital needs, educational assistance and financial need for emergencies (1 original)		Person requesting		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter request for the Chairperson's / Officer-In-Charge's approval.	1. Receives letter request for approval of Chairperson/ Officer-In-Charge	None	1 minute	<i>Administrative Officer I (Records)</i> Luzon Field Office  <i>Administrative Officer I (HR)</i> Administrative
	1.1. Upon approval, receive the required documents and check completeness	None	2 minutes	<i>Administrative Aide VI</i> Administrative
2. Submit Application for Leave for days applied and supporting documents.	2. Receive Application for Leave and supporting documents; 2.1. Compute leave credits;	None	5 minutes	<i>Administrative Aide VI (Clerk III)</i> Administrative



	2.2. Route to officers concerned for signatures			
	2.3. Upon approval, process the ORS and Disbursement Voucher for the amount of leave monetized by official/ employee	None	5 minutes	<i>Board Secretary II</i> Quasi-Judicial (Board)  <i>Administrative Aide VI (Clerk III)</i> Administrative
	2.4. Route ORS & Disbursement Voucher for officers signature	None	3 minutes	<i>Administrative Officer I (Cashier)</i> Administrative
	2.5. Prepare Advice to Debit Account for disbursement to official/employee	None	1 minute	<i>Administrative Officer I (Cashier)</i> Administrative
	2.6. Inform official/ employee if already credited to his/her account	None	1 minute	<i>Administrative Officer I (Cashier)</i> Administrative
<b>TOTAL</b>		None	18 minutes	



## 11. Resignation, Authority to Transfer to other Government Office, Terminal Leave Benefit

Officials and employees who reach the optional retirement age of 60 years old and the compulsory retirement age of 65 and are on extended service for the purpose of completing the 15-year service requirement under the GSIS law, shall be credited as part of government service, but only for maximum period of one (1) year. Officials and employees' movement to another government agency without gap in the service involving the issuance of an appointment.

<b>Office or Division:</b>	Administrative			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	CBAA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Resignation/Transfer (1 original)		Applicant		
Clearance Form (4 original)		Admin.		
Latest Service Record (2 original copies)		Admin.		
Certificate of last salary, allowance and benefits from former government office (1 original copy)		Admin.		
Certificate of Transfer of Leave Credits (1 original copy)		Admin.		
Statement of Assets, Liabilities and Net Worth (4 original copy)		Applicant		
IPCR (1 original copy)		Applicant		
Certificate of Total Leave Credits (2 original copies)		Admin.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit letter of resignation/transfer for head of Agency's approval 30 days prior to the effective date of his/her resignation/transfer	1. Receives letter of resignation / Transfer 1.1 Prepares Letter of Approval of the request within 30 days from date of notice for Signature of Chairperson/ Officer-In-Charge	None	3 minutes	<i>Administrative Officer I (Records)</i> Luzon Field Office  <i>Administrative Officer V</i> Administrative



2. Request Latest Service Record	2. Prepare Latest Service Record for signature of Chairperson/ Officer-In-Charge	None	2 minutes	<i>Administrative Aide VI (Clerk III)</i> Administrative
3. Request Certificate indicating the date and amount of last salary, allowances and benefits received	3. Prepare Certificate of Last Salary, Allowances and Benefits received	None	2 minutes	<i>Accountant II</i> Administrative
4. Request Certificate of Transfer of Leave Credits	4. Prepare Certificate of Transfer of Leave Credits for Chairperson/ Officer-In-Charge's signature	None	2 minutes	<i>Administrative Aide VI (Clerk III)</i> Administrative
5. Submit SALN	5. Receive SALN check completeness of data for signature of Chairperson/ Officer-In-Charge	None	2 minutes	<i>Administrative Aide VI (Clerk III)</i> Administrative
6. Submit IPCR for last semester	6. Receive IPCR for Signature of Immediate Supervisor and Chairperson/ Officer-In-Charge	None	1 minute	<i>Administrative Aide VI (Clerk III)</i> Administrative
	6.1. Upon completeness of requirements transmit to Chairperson/ Officer-In-Charge for signature	None	1 minute	<i>Administrative Officer V</i> Administrative
7. Secure Clearance Form for signature of immediate supervisor and clearing officers/official	7. Route Clearance Form for signature of all official & employees concerned.	None	1 day	<i>Requesting employee</i>



	7.1. Upon approval of Clearance Form, compute last salary, PERA and other benefits of employee.	None	15 minutes	<i>Administrative Aide VI (Clerk III)</i> Administrative
	7.2. Prepares Voucher of last salary, PERA and other benefits of employee	None	3 minutes	<i>Administrative Aide VI (Clerk III)</i> Administrative
	7.3. Route Voucher for officers signature	None	5 minutes	<i>Administrative Officer I (Cashier)</i> Administrative
	7.4. Prepare check for head of agency's signature	None	2 minutes	<i>Administrative Officer I (Cashier)</i> Administrative
	7.5. Release approved documents and check to employee	None	1 minute	<i>Administrative Officer I (Cashier)</i> Administrative
	<b>TOTAL</b>	None	1 day 39 minutes	



## 12. Service Record, Certificate of Employment and Compensation

Service record is issued needing this document that states his/her period of service in the government. Certificate is issued to affirm the validity of information and as attachment of documents

<b>Office or Division:</b>	Administrative			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	CBAA officials and employees			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Slip (1 original)			Person requesting	
Letter request (former employee) (1 original)			Person requesting	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request Slip/Letter request	1. Receive Request Slip/ Letter request for approval of Administrative Officer V	None	1 minute	<i>Administrative Officer V</i> Administrative
	1.1 Route to process said request	None	1 minute	<i>Administrative Officer V</i> Administrative
	1.2 Process and update the period of service and compensation of requesting employee	None	3 minutes	<i>Administrative Aide VI (Clerk III)</i> Administrative
	1.3 Route to officer for signature	None	1 minute	<i>Administrative Aide VI (Clerk III)</i> Administrative
	1.4 Release to requesting employee	None	1 minute	<i>Administrative Aide VI (Clerk III)</i> Administrative
<b>TOTAL</b>		None	7 minutes	