



Republic of Philippines
MUNICIPALITY OF BAYAMBANG
 Province of Pangasinan

ISSUANCE OF VARIOUS CERTIFICATIONS
 (At the Municipal Planning and Development Coordinator Office)

Requirements to be presented by the Client:

- Proof of payment from the Municipal Treasury Office (Certification/Clearance Fee)
- Any valid identification card

HOW TO AVAIL OF THE SERVICE

STEP	WHAT THE APPICANT/ CLIENT SHOULD DO	WHAT THE OFFICE SHALL DO AND SERVICE TIME	PERSON IN CHARGE
1	Submit all requirements.	Receive the Official Receipt issued by the Municipal Treasury Office and the ID card presented and have it registered in the office logbook. 5 mins.	Eduardo G. Yusilon Lloyd P. Catabay
2	Wait for the signing / approval and release of requested document.	Verify the availability of records kept on file. Prepare the certification and forward to the MPDC for signature and approval. 30 mins.	Eduardo G. Yusilon Lloyd P. Catabay
3		Sign and approve certification. 3 mins.	Ma-Lene S. Torio
4	Receive the document requested.	Release the duly signed and approved certification. 2 mins.	Eduardo G. Yusilon Lloyd P. Catabay
TOTAL SERVICE TIME PER CLIENT		40 mins.	
END OF TRANSACTION			



**8 KILOMETERS
 THE LONGEST BARBECUE**
 Bayambang, Pangasinan, Philippines
 April 4, 2014