



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





**MUNICIPAL LOCAL  
GOVERNMENT  
OPERATIONS OFFICE  
(MLGOO)  
ADMINISTRATIVE SERVICES**



2.ISSUANCE OF CERTIFICATE OF INCUMBENCY (BRGY. & MUNICIPAL)  
Municipal and Barangay Officials



Office or Division:	MLGOO			
Classification:	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		MLGOO OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Municipal and Barangay Officials submit their application of Incumbency	Interview the client and received the application	None	3 minutes	MLGOO Staff
Wait	Verifies the record of the client from the BOIS and prepares the certificate of incumbency		30 minutes	MLGOO
Received the certificate of incumbency	Release the Certificate of Incumbency to the client		2 minutes	MLGOO Staff
TOTAL:		None	35 minutes	