



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





ACCOUNTING OFFICE

ADMINISTRATIVE SERVICES





3. ISSUANCE OF CERTIFICATE OF NET TAKE HOME PAY

Employees shall secure from the Municipal Accounting Office the certificate of net take home pay for whatever purpose it may serve them.

Office or Division:	ACCOUNTING OFFICE			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		ACCOUNTING OFFICE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Register in the logbook and state your request.		None	3 mins	Marisol Sibanta - AO III
B. Wait while the requested documents being prepared by the employee in-charge.	Prepares the requested document.		5 mins	Marisol Sibanta - AO III
	Signs the prepared document		1 min	Mun. Accountant
C. Receive the document requested.	Releases the requested document		1 min	Marisol Sibanta - AO III
TOTAL:		None	10 minutes	