

2. Request for Certificate of Payment or Contribution to GSIS, PhilHealth or Pag-IBIG.

- To issue certification as proof of payment, remittance, or contribution to GSIS, PhilHealth or Pag-IBIG to active or retired DepEd personnel

Office or Division:	Accounting Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	Retirees/Retired, Active SDO Personnel/School-based Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Slip (1 Original)		Records Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the request slip and handover to Receiving Officer	1.1. Receive the request slip	None	30 minutes	Receiving Section/Records Unit
	1.2. Prepare the data information requested by tracing through the records of remittance list	None	2 working days	Administrative Assistant
	1.3. Encode the available data, print the certificate and ask to verify sign by the Accountant	None	7 hours	Administrative Assistant
2. Receive the requested certification	2.1. Notify the requesting person and provide the signed certificate	None	30 minutes	Administrative Assistant
TOTAL:		None	3 working days	