

Certification of No Pending Administrative Case

A certificate issued to the employee/s of the City Government of Gingoog that no pending case filed or have not been found guilty/convicted of any Admin. case filed against him/her before the Office of the City Legal Officer for Mid-year and Year-end Bonus, retirement, and other related purposes.

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|---|---|--------------------|-----------------|--|
| Office or Division: | Office of the City Legal Officer | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | Regular Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Valid Identification Card (1 Photocopy) | | Employee concerned | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit Photocopy of the ID | 1. Receive the requirement and encode certificate | None | 10 Minutes | Queenie Vicefe A. Pajo <i>Admin. Aide I</i> Office of the City Legal Officer |
| | 1.1 For verification and initial by the record keeper | None | 5 Minutes | Raymund N. Suico <i>Admin. Assistant I</i> Office of the City Legal Officer |
| | 1.2 For signature of the City Legal Officer | None | 10 Minutes | Atty. Alpi Andro B. Cabatingan <i>City Legal Officer/</i> Atty. Adam B. Kee <i>Assistant City Legal Officer/</i> Atty. Philip S. Galagar <i>Assistant City Civil Registrar</i> Office of the City Legal Officer |
| 2. Received the certificate | 2. Released the certificate | None | 2 Minutes | Queenie Vicefe A. Pajo <i>Admin. Aide I/</i> Mark Lawrence M. Encabo <i>Admin. Aide I/</i> John Carlo Ebarle <i>Admin. Aide I</i> Office of the City Legal Officer |
| TOTAL: | | None | 27 Minutes | |