**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***  *Admin. Aide I*  Office of the City Legal Officer |
| * 1. For verification and initial by the record keeper | None | 5 Minutes | ***Raymund N. Suico***  *Admin. Assistant I*  Office of the City Legal Officer |
| 1.2 For signature of the City Legal Officer | None | 10 Minutes | ***Atty. Alpi Andro B. Cabatingan***  *City Legal Officer/*  ***Atty. Adam B. Kee***  *Assistant City Legal Officer/*  ***Atty. Philip S. Galagar***  *Assistant City Civil Registrar*  Office of the City Legal Officer |
| 2. Received the certificate | 2. Released the certificate | None | 2 Minutes | ***Queenie Vicefe A. Pajo***  *Admin. Aide I/*  ***Mark Lawrence M. Encabo***  *Admin. Aide I/*  ***John Carlo Ebarle***  *Admin. Aide I*  Office of the City Legal Officer |
| **TOTAL:** | | **None** | **27 Minutes** |  |