



Issuance and Authentication of Clearances

ABOUT THE SERVICE

This service is particularly available to city officials and ordinary employees of the City Government in connection with various transactions entered into which require proof of clean and/or good employment record with the government.

Those who would like to avail of the service may proceed/visit at the City Legal Office.

Department / Office:		CITY LEGAL OFFICE		
Classification:		Simple (3D)		
Type of Transaction:		G2G – Government to Government		
Who may avail		<ul style="list-style-type: none"> Employees of the City Government of Naga 		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> City Government ID 		1. To be personally carried out by Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up of clearance form.	2. The records-in-charge shall receive the clearance form and record to the log book.	none	1-2 minutes	FATIMA THERESA A. SERVINO Administrative Aide I
3. Interview Look for the designated Records Officer.	4. The designated Records Officer will obtain information on your personal circumstances and the purpose for which the certification/ clearance is being requested.		2-4 minutes If without any history of complaints or derogatory records; 2 days if with history of complaints or derogatory records	FATIMA THERESA A. SERVINO Administrative Aide I
	5. Preparation of Certificate Records Officer prepares the certification or clearance.		2-5 minutes	FATIMA THERESA A. SERVINO Administrative Aide I
	6. Approval City Legal Officer signs the certification or clearance.		2-3 minutes	ATTY. MCGYVER GERARD S. ORBINA Acting City Legal Officer
	7. Recording and Releasing of Document The document will be recorded in the logbook and release of the same.		2-3 minutes	FATIMA THERESA A. SERVINO Administrative Aide I
TOTAL			17 minutes if	



		without any history of complaints or derogatory records / 2 days and 13 minutes if with history of complaints or derogatory records	
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CITY LEGAL OFFICE

3rd Floor, LTFRB Bldg., City Hall Complex, J. Miranda Ave., Concepcion Pequeña, Naga City

For more information, please contact:

Atty. Mcgyver Gerard S. Orbina, Acting City Legal Officer/ Attorney III

E-mail: clo@naga.gov.ph