



## 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.

<b>Department / Office:</b>		<b>CITY LEGAL OFFICE</b>		
<b>Classification:</b>		Simple (3D)		
<b>Type of Transaction:</b>		G2G - Government to Government		
<b>Who may avail</b>		Employees of the City Government of Naga		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• City Government ID		• To be personally carried out by client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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		2 – 3 minutes	FATIMA THERESA A. SERVINO Administrative Aide I



	release of the same.			
	<b>TOTAL</b>	P	17 minutes if without any history of complaints or derogatory records / 2 days and 13 minutes if with history of complaints or derogatory records	

**CITY LEGAL OFFICE**

3<sup>rd</sup> 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

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