

## 2. Certification of No Pending Administrative Case

The Certificate of No Pending Administrative Case is issued to current employees of the Provincial Government of Davao del Norte as attachment to the fidelity bond application, scholarship grant application and other purposes.

<b>Office or Division:</b>	Provincial Human Resource Management Office – Appointment and Personnel Records Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government G2C- Government to Client			
<b>Who may avail</b>	Current employees of the Provincial Government of Davao del Norte			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Requisition Slip (1 Original)		PHRMO-Administrative Division		
Official Receipt for Payment of Secretary's Fee (if personal purpose)		PTO		
<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 the requisition slip legibly with employee's Name, Position, Office, Status of Employment and mark check (✓) on the space provided opposite to the desired document to request	Accommodate the client / check the significant information stipulated in the requisition slip.  For scholarship grant application and other personal purposes, accomplished requisition slip shall be returned to the client as payment reference to the PTO	None	5 minutes	<i>Administrative Staff</i> PHRMO-AD
2. Pay the corresponding fee to the Cashier's Division of PTO, then submit back to PHRMO the accomplished requisition slip with the payment's Official Receipt.	Prepare and facilitate the signing of the letter to the Provincial Legal Officer (PLO) for verification of any administrative case filed against the employee. the date of their receipt.	None	20 minutes	<i>Administrative Assistant</i> PHRMO-APRD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
.	(Advise the requesting party of this process- PLO's response will usually be available within 2-3 days from the date of their receipt.			
3. Wait while document is being prepared	Draft Certificate based on PLO's response and submit to PHRMO-AO V/SAO for review/correction.	None	5 minutes	<i>a. Administrative Assistant PHRMO-APRD b. Admin. Officer V and SAO of PHRMO-APRD</i>
	If the employee has a pending case based on the verification made at PLO, advise him/her that the requested certification cannot be issued or granted.	None	5 minutes	<i>Supervising Administrative Officer- PHRMO-APRD</i>
	Effect correction/s (if there's any), finalize the certification and facilitate the signing of the same.	None	5 minutes	<i>Administrative Officer V PHRMO-APRD  Administrative Assistant PHRMO-APRD</i>
	Affix initials on the document which is for signature of the Governor. Advise the requesting party on this process, usually it would take 2-3 days before the document would be signed and returned to us from the Governor's Office.	None	5 minutes	<i>a. PHRMO-PG Department Head; b. Supervising Administrative Officer PHRMO-APRD (if Officer-in-Charge) c. Administrative Asst. I- APRD (to give the advice to the client).</i>

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4. Receive the Certificate of No Pending Administrative Case upon advice.	Call/contact the client for the Release of the signed/approved certification.	None	5 minutes	<i>Administrative Assistant</i> PHRMO-APRD
<b>TOTAL:</b>		<b>Php 12.00</b>	<b>50 minutes (PHRMO process only)</b>	