

## 2. Issuance of Certification for repayments

The Certificate for premiums and loan repayments is issued to retired employees who wants to reconcile their deductions.

<b>Office or Division:</b>	PACCO- Remittance Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	Retired employees of Provincial Government of Davao del Norte			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request (1 Original)		Requesting Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the Letter request	Verifies files (electronic and/or hardcopy)	Php 100/ person	5 mins	<i>-Remittance Division staff assigned</i>
<b>TOTAL:</b>		<b>Php 100 (per person)</b>	<b>5 mins</b>	