



1. Issuance of Certificate of Posting				
Issues as compliance to Order of the Regional Trial Court				
Office or Division:	Office of the Provincial Treasurer/ Administrative Division			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order and or Petition (1 photocopy) Official Receipt (AF51) (1 original)		Trial Court Collection Division		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Asks for Admin. Personnel in counter 1 to 4, presents the order and or petition and waits to be called	1. Borrows the copy of order and or petition	None	1 minute	<i>Supply Officer I</i> Administrative Division
2. None	2. Finds the copy of order and or petition for verification of date received and posted * If there is a copy proceeds to next step * If there is no copy, informs the client that the order should be posted first for at least two weeks before the issuance of certificate of posting and reminds them to come back after two weeks	None	5 minutes	<i>Supply Officer I</i> Administrative Division
3. None	3. Informs the client to pay the certification fee in counter 2 to 4	None	1 minute	<i>Supply Officer I</i> Administrative Division
4. Proceeds to Collection Division, counter 2 to 4 and pays the corresponding fee and waits to be called again	4. Prepares the official receipt and gives to Admin Personnel (Accountable Form 51).	100.00	3 minutes	<i>Revenue Collection Clerk III</i> Administrative Division-Office Collection
5. None	5. Encodes the details found in the order and in the Official Receipt in the format of certificate and prints the draft of Certificate	None	8 minutes	<i>Administrative Officer II</i> Administrative Division
6. None	6. Checks the information and indicates initial	None	2 minutes	<i>Supervising Administrative Officer</i> Administrative Division
7. None	7. Finalizes and prints the Certificate of Posting	None	1 minute	<i>Administrative Officer II</i> Administrative Division



8. None	8. Checks the final print and indicates initial	None	1 minute	<i>Supervising Administrative Officer Administrative Division</i>
9. None	9. Reviews the Certificate and indicates initial	None	2 minutes	<i>Assistant Provincial Treasurer</i>
10. None	10. Signs the Certificate of Posting	None	5 minutes	<i>Provincial Treasurer</i>
11. Receives the Certificate of Posting together with the Official Receipts and the borrowed Order and or Petition	11. Releases the Certificate of Posting together with the Official Receipts and the borrowed Order and or Petition	None	1 minute	<i>Administrative Officer II Administrative Division</i>
TOTAL:		PHP 100	30 minutes	
Issuance of Certificate of Posting is covered under Bataan Revenue Code of 2014 Article L				