

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Accomplish Customer Action Sheet and Request for Certificate of No Pending Administrative Form	<p>Encode and provide client's information via chat network to OLA, issue charge slip, and advise client to pay while request is being processed.</p> <p>Receive information via chat network and verify/check to Case Tracking System/Rapid file of OLA, prepare the Certificate and release to PACD</p>	<p>1 minute</p> <p>10 minutes</p>	<p>PACD Action Officer</p> <p>OLA Action Officer</p>		CIS and Request for Certificate of No Pending Administrative Case Form
2	Pay to the Cashier.	Process payment and issue O.R.	4 minutes	Cashier	P100.00	
3	Present receipt and get the certificate.	Release certificate.		PACD Action Officer		Signed Certificate of No Pending Administrative Case
END OF TRANSACTION						