



ISSUANCE OF CERTIFICATE OF NO PENDING ADMINISTRATIVE CASE

The Certificate of No Pending Administrative Case is being issued to an employee of the Department to certify that the subject employee has no pending administrative case. This certificate is necessary before the approval/grant of travel authority, retirement and other official purposes.

Office or Division:	Technical Staff
Classification:	Simple
Type of Transaction:	Government-to-Government (G2G)
Who may avail:	DOJ officials/employees

CHECKLIST OF DOCUMENTARY REQUIREMENTS

Document	No. of Copy(ies)	Where to Secure
1. Request Form	1	Technical Staff Records Section (Will be required to be stamped by the Records Management Section)

PROCEDURES

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Secures request form	Provides request form	None	2-5 minutes	TS-Records Section
2. Fill-up the request form and proceed to RMS for stamping	Stamps the request form	None	-	RMS
3. Submits accomplished form	Receives the duly accomplished and stamped form and prepares certification	None	10-15 minutes	TS-Records Section



4. Secures order of payment	Issues order of payment	None	2-5 minutes	TS-Records Section
5. Proceeds to Cashier Section for the payment of certification fee	Issues Official Receipt	P75.00	-	Cashier Section
6. Presents the Official Receipt and wait for the approval of the Certificate of No Pending Administrative Case	Prepares the Certificate of No Pending Administrative Case	None	20-30 minutes	Head of Office/His or Her designate
7. Receives certification	Release approved certification	None	2-5 minutes	TS-Records Section
TOTAL:			36 minutes-60 minutes	

Note: 1. A longer period not exceeding seven (3) days shall be allowed in exceptional circumstances such as availability of signatory(ies) and submission of additional documents.

2. Steps 4 to 6 are applicable in case the request for certification is for personal purposes.