

MUNTINLUPA CITY MUSLIM AFFAIR OFFICE



MUSLIM AFFAIRS OFFICE

• **ISSUANCES OF CERTIFICATE OF MARRIAGE**

The Certificates is issued to all Muslim residents in Muntinlupa City for securing certain documents that stated that she/he is a Muslim, bonifide resident here in Muntinlupa City.

Office or Division:	Muntinlupa City Muslim Affairs Office			
Classification:				
Type of Transaction:	LGU Department Offices/G2G			
Who may avail:	Muslim Residents of Muntinlupa City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Duly accomplished the logbook or Data Form • Marriage certificate solemnized by IMAM • Photocopy of Valid ID 			<ul style="list-style-type: none"> • Front liner 	
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> • Submit accomplished logbook or Data Form 	<ul style="list-style-type: none"> • Examination of document/s and interview for validation • Processing of Marriage Certificate, then forwarded to the Dept. Head for signing • Issuance of Claim stub, if client is requested to return 1-day after. • Releasing of documents 	0.00	<p style="text-align: center;">5- 10 minutes</p> <p style="text-align: center;">3 minutes</p>	<p style="text-align: center;">Renato V. Santos (Admin Aide VI)</p> <p style="text-align: center;">Zhulail M. Tombaga (Admin Officer II)</p>
TOTAL		0.00		
END OF TRANSACTION				

- ISSUANCE OF CERTIFICATION FOR SCHOLARSHIP/ BOARD EXAMINATION APPLICATION**

The Certificate is issued to all Muslim residents in Muntinlupa City for securing certain documents that stated that she/he is a Muslim, bonifide resident here in Muntinlupa City.

Office or Division:	Muntinlupa City Muslim Affairs Office			
Classification:				
Type of Transaction:	LGU Department Offices/G2G			
Who may avail:	Residents of Muntinlupa City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Duly accomplished the logbook or Data Form Photocopy of Valid ID Photocopy of application form 		<ul style="list-style-type: none"> Front liner 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> Submit accomplished logbook or Data Form 	<ul style="list-style-type: none"> Examination of document/s and interview for validation Processing of Certificate, then forwarded to the Dept. Head for signing Issuance of Claim stub, if client is requested to return 1-day after. Releasing of documents 	0.00	5- 10 minutes 3 minutes	Renato V. Santos (Admin Aide VI) Zhulail M. Tombaga (Admin Officer II)

TOTAL	0.00		
END OF TRANSACTION			

• **ISSUANCE OF REFERRAL**

Referral is issued to all Muslim residents in Muntinlupa City for securing certain documents, who are in need for financial assistance, medical assistance and etc. Referral stated that she/he is a Muslim, bonifide resident here in Muntinlupa City.

Office or Division:	Muntinlupa City Muslim Affairs Office			
Classification:				
Type of Transaction:	LGU Department Offices/G2G			
Who may avail:	Residents of Muntinlupa City			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Duly accomplished the logbook or Data Form Photocopy of Valid ID Photocopy of hospital bill, medical abstract & etc. 			<ul style="list-style-type: none"> Front liner 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> Submit accomplished logbook or Data Form & other documents 	<ul style="list-style-type: none"> Examination of document/s and interview for validation Processing of referral, then forwarded to the Dept. Head for signing Issuance of Claim stub, if client is requested to return 1-day after. Releasing of 	0.00	5- 10 minutes	<p style="text-align: center;">Renato V. Santos (Admin Aide VI)</p> <p style="text-align: center;">Zhulail M. Tombaga (Admin Officer II)</p>

	documents		3 minutes	
	TOTAL	0.00		
END OF TRANSACTIONS				

• **CLIENT INQUIRIES/ Department Head concern**

Office or Division:	Muntinlupa City Muslim Affairs Office			
Classification:				
Type of Transaction:	LGU Department Offices/G2G			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Duly accomplished the logbook or Data Form/Inquiry form 			<ul style="list-style-type: none"> Front liner 	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ul style="list-style-type: none"> Accomplished logbook or Data Form Client proceed to front liner to provide information and detail of inquiring some information related to the benefits, program of the City Government of Muntinlupa. 	<ul style="list-style-type: none"> Brief interview for client. Staff refers the client to the Dept. Head that can directly address his/her concern. 	0.00	5 minutes 5-10 minutes or it depends upon on business concern.	Renato V. Santos (Admin Aide VI) Zhulail M. Tombaga (Admin Officer II)
	TOTAL	0.00		
-END OF TRANSACTION-				