MUNTINLUPA CITY MUSLIM AFFAIR 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	LGU Department Offices/G2G			
Transaction:				
Who may avail:	Muslim Residents of Mu	ıntinlupa		
CHECKLIS	T OF REQUIREMENTS		WHERE T	O SECURE
 Duly accomplished the logbook or Data Form Marriage certificate solemnized by IMAM Photocopy of Valid ID 		Front liner		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON
		ТО	TIME	RESPONSIBLE
		BE PAID		
Submit accomplish ed logbook or Data Form	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	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 CERTIFICATION FOR SCHOLARSHIP/ BOARD EXAMINATION APPLICATION

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 Muntinlupa City Muslim Affairs Office Division: Classification: Type of LGU Department Offices/G2G Transaction: Who may avail: Residents of Muntinlupa City CHECKLIST OF REQUIREMENTS WHERE TO SECURE Duly accomplished the logbook or Data Front liner Form Photocopy of Valid ID Photocopy of application form AGENCY ACTION CLIENT STEPS FEES PROCESSING PERSON TO RESPONSIBLE TIME BE PAID Examination of document/s and interview Submit for validation Renato V. 5- 10 minutes accomplish Processing of Santos ed logbook Certificate, then (Admin Aide VI) Data forwarded to 0.00 or Form the Dept. Head Zhulail M. for signing Tombaga Issuance of Claim stub, if (Admin Officer client is II) requested to return 1-day after. Releasing of documents 3 minutes

	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.

	Muntiplying City Muslim Affairs Office			
Office or	Muntinlupa City Muslim Affairs Office			
Division:				
Classification:				
Type of	LGU Department Offices/G2G			
Transaction:				
,	Who may avail: Residents of Muntinlupa City			
CHECKLIS	T OF REQUIREMENTS WHERE TO SECURE			O SECURE
 Duly accomplished the logbook or Data Form Photocopy of Valid ID Photocopy of hospital bill, medical abstract & etc. 		Front liner		
CLIENT STEPS	AGENCY ACTION	FEES	PROCESSING	PERSON
		TO BE PAID	TIME	RESPONSIBLE
Submit accomplish ed logbook or Data Form & other documents	 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	Renato V. Santos (Admin Aide VI) Zhulail M. Tombaga (Admin Officer II)

	documents			
			3 minutes	
	TOTAL	0.00		
END OF TRANSACTIONS				

· CLIENT INQUIRIES/ Department Head concern

Office or Division:				
Classification:				
Type of Transaction:	LGU Department Offices/G2G			
Who may avail: ALL				
CHECKLIST OF REQUIREMENTS WHERE TO SECURE				O SECURE
Duly accomplishe Form/Inquiry form	ed the logbook or Data		Front liner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.	Brief interview for client. Staff refers the client to the Dept. Head that can directly address his/her concern. TOTAL	0.00	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-				