

Type of Transaction	Step by step procedure to obtain the document	Required Document/s	Fees and Charges	Maximum Time	Person/s Responsible	Category of Transaction
Issuance of Certification	<ol style="list-style-type: none"> 1. Log-in 2. Present the approved letter to the staff 3. If document is available, pay the required fees at the Municipal Treasury Office 4. Present the Official Receipt 	<ol style="list-style-type: none"> 1. Approved Letter Request 2. Official Receipt 	<p>Php 80.00</p>	<p>10 minutes or more, depending on the accessibility of the documents being requested</p>	<p>Staff and Municipal Accountant</p>	<p>Simple</p>

Type of Transaction	Step by step procedure to obtain the document	Required Document/s	Fees and Charges	Maximum Time	Person/s Responsible	Category of Transaction
Issuance of BIR Form No. 2307	1. Log-in 2. Inform the staff of your concern	None	None	5 - 30 minutes	Staff and Municipal Accountant	Simple

LOCAL GOVERNMENT UNIT - SABANGAN
HUMAN RESOURCE MANAGEMENT OFFICE
Received
4 JAN 2022
BY: 