

Issuance of Secretary's Certificates

Schedule of Availability of Service

Monday to Friday
8:00 A.M. to 5:00 P.M.

Who may avail of the service

PNOC subsidiaries

Requirements

Formal official request, stating the purpose of the request

Duration

4 days, 2 hours and 15 minutes

Step	Applicant/ Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Fees	Forms
1	PNOC Subsidiary (send the request for issuance of Secretary's Certificate)	Receive the request, record the request in the logbook, and forward to the Corporate Secretary for approval.	15 minutes	Secretary		
2		Upon approval by the Corporate Secretary, assign the request to the Agenda/Minutes Officer.	1 day	Corporate Secretary		
3		Prepare/draft the Secretary's Certificate	2 days	Agenda/Minutes Officer		
4		Review the Secretary's Certificate received from the Agenda/Minutes Officer, affix signature to the certificate and, forward the same to the Secretary for release.	1 day	Corporate Secretary		
5	PNOC subsidiary	Send the documents to the requesting party.	2 hours	Secretary		

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