

Issuance of Board Membership Certification

Schedule of Availability of Service

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

Who may avail of the service

Former PNOC Board Members

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 | Former PNOC Board Members (send the request for issuance of Board Membership certification) | 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 the certification and draft the transmittal letter | 2 days | Agenda/ Minutes Officer | | |
| 4 | | Review the certification received from the Agenda/Minutes Officer, affix signature to the Certification and transmittal letter, and forward the same to the Secretary for release. | 1 day | Corporate Secretary | | |
| 5 | Former PNOC Board Member | Send the documents to the requesting party. | 2 hours | Secretary | | |

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