

Ground Floor, Pedro B. Generalao Bldg (SP), Buhanginan Hills, Pala-o, Iligan City, 9200  
 Tel.: (063) 221-4345 / 222-1098 (Fax) 225-4510 (Loc. 125) email : [iligan.sp@gmail.com](mailto:iligan.sp@gmail.com)

**Frontline Service** : **APPROVAL OF CERTIFICATE OF BOND TO BARANGAY CHAIRMAN/TREASURER**

**Schedule of Availability of Service** : 8:00AM-5:00 PM Daily (No noon break) excluding Saturdays, Sundays and Holidays.  
 On Mondays provision of services starts after flag raising

**Who May Avail of the Service** : Barangay Chairman/Treasurer

**What are the requirements** :  
 1. Certificate from the DILG (Appointment)  
 2. Official Receipt from the City Treasurer's Office

**Duration** : 35 minutes



**ATTY. ARTHUR LL. PADILLA**  
 City Government Dept. Head II  
 City Secretary

**How to avail of the service :**

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
1	Secure application form for bonding with supporting documents.	Receive application form with supporting documents	1 min.	Rosalie E. Balisco		Application for bonding form
2	Fill-up application form for bonding requirement and submit.	Review, check and evaluate as to completeness of requirements submitted.	3 mins.	Rosalie E. Balisco		

**How to avail the service -**

**APPROVAL OF CERTIFICATE OF BOND TO BARANGAY CHAIRMAN/TREASURER**

Step	Applicant/Client	Service Provider	Duration of Activity	Person In Charge	Fees	Form
3	Receive Order of Payment.	Issue Order of Payment. Instruct client to pay at the Cashier's Office.	2 mins.	Rosalie E. Balisco	Php50.00 per certifiante	Official Receipt Certificate of Bond
4	Pay to the Cashier's Office.	Process payment and prepare certificate of bond for approval.	15 mins.	Cashier		
		While the client pays the corresponding fee, encode/prepare the Certificate of Bond requested and process its approval.	10 mins.	Rosalie E. Balisco		
5	Present Official Receipt.	Receive Official Receipt	1 min			
6	Receive the duly approved certificate and affix signature in the release portion of the logbook.	Release the Certificate and require client to acknowledge receipt of the certificate by signing in the logbook	3 mins.	Rosalie E. Balisco		
<b>END OF TRANSACTION</b>						

