

## ISSUANCE OF CERTIFICATE OF APPEARANCE

The Certificate of Appearance is issued to BuCor employees from the different prisons and penal farms and other clients who are on official business with the National Headquarters (NHQ).

<b>Office or Division</b>	Communications Management Section, Admin Div.,DA
<b>Classification</b>	Simple
<b>Type of Transaction</b>	G2G
<b>Who may avail</b>	BuCor employees & other clients with official business at BuCor
<b>CHECKLIST REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Travel Order/Admin Order duly signed by proper authority	Heads of Operating Prisons and Penal Farms if BuCor employee, Proper Authority if employee of other Government Agency and Non-Government Agency.

CLIENTS STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1.</b>	Submit Travel/ Admin Order	Check/Evaluate submitted document	None	2 minutes	Receiving Officer, Administrative Division
<b>2.</b>	Sign at designated logbook	Provide the designated logbook	None	2 minutes	Receiving Officer, Administrative Division
		<ul style="list-style-type: none"> <li>Prepares Certificate of Appearance</li> </ul>	None	2 minutes	Administrative Division Staff
		<ul style="list-style-type: none"> <li>Check Certificate of Appearance</li> </ul>	None	6 minutes	Administrative Division Staff
		<ul style="list-style-type: none"> <li>Chief, Administrative Division signs the Certificate</li> </ul>	None	2 minutes	Chief, Communication Section  Chief, Administrative Division
<b>3.</b>	Sign/receive from designated logbook	3.Release of certificate	None	1 minute	Dispatching Officer, Administrative Division
<b>TOTAL:</b>			None	15 minutes	