

ISSUANCE OF ELECTRICAL CERTIFICATION

Schedule of Availability of Service:

Monday - Friday
8:00am - 5:00pm without noon break

Who May Avail of the Service:

All residents of the Science City of Muñoz

What are the Requirements:

brgy clearance, tax declaration

Duration:

15 minutes (process time) 3 days (inspection)

How to Avail the Service:

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY (Under National Circumstances)	PERSON IN CHARGE	FEES	FORMS
1.	Accomplish Application forms	Assist client to fill out application forms	5 mins.	Noel M. Sabado Nympha C. Gabriel		
2.	Submit accomplished Application forms	Receive and assessment of fees	5 mins.	Noel M. Sabado Andy G. Gagelonia		
3.	Pay to the Cashier	Process payment & issue O.R	5 mins.	Treasurer's Office Pedro Evangelista	Ph.p. 380.00	
4.	Present receipt to receiving area and get the certificate	Received O.R for Inspection and approval	3 days (depends on the availability of signatories)	Dionisio F. Bocatot, Jr. Building Official Armando E. Miranda City Engineer Nestor L. Alvarez, Ph.D City Mayor		
END OF TRANSACTION						