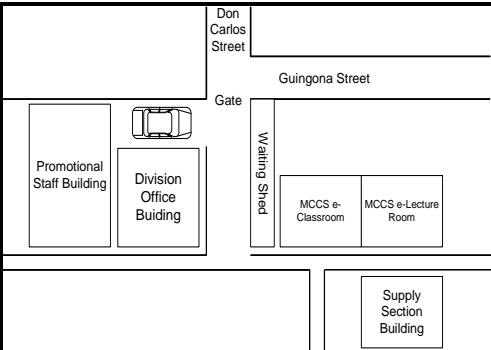
	<b>Signing/Authentication of Official Documents</b>			
	Department	Department of Education		
	Division	Division of Malaybalay City		
	Department Head	Edilberto L. Oplenaria		
	Contact No's	(088) 813-2894 / 221-4597		
<b>SERVICE DESCRIPTION</b>				
Signing of various official documents authorized by the Schools Division Superintendent ( <i>e.g. loan applications, PhilHealth, etc</i> ) and authentication of documents based on original copies of all teaching and non-teaching employees in the Division			Location: Corner Don Carlos-Guingona Streets, Barangay 3, Malaybalay City	

CLIENT GROUP	All teaching and non-teaching personnel
SERVICE SCHEDULE	Monday to Friday (8:00 AM - 12:00 Noon and 1:00 PM - 5:00 PM)
TOTAL PROCESSING TIME	15 minutes
TOTAL FEES	None
REQUIREMENTS	For document authentication: Original copies of documents to be authenticated For loan applications: loan forms and pay slip

**PROCESS FOR AVAILING THE SERVICE**

Step	Client	Service Provider	Processing time	Person in-charge	Fees	Form
1	Request for signing/ authentication of official documents	Receives and checks the documents to be signed/ authenticated	3 min.	Administrative Aide/Clerk	None	None
2		Reviews, signs/ authenticates documents based on original copies	10 min.	Administrative Officer V	None	None
3	Receives signed/ authenticated documents	Releases signed/ authenticated documents	2 min.	Administrative Aide/Clerk	None	None

*(Pursuant to the provisions of the Anti-Red Tape Act of 2007, also known as the Republic Act No. 9485)*