

Issuance of Certificate of Net Take Home Pay

Municipal Officials/Employees can secure Certificate of Net Take Home Pay for any legal purpose particularly for loan approval.

Office or Division:		Accounting Office		
Classification:		Simple		
Type of Transaction:		Government to Government Official/Employee		
Who may avail:		Municipal Officials /Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Partially accomplished loan form			1. HDMF, GSIS, Land Bank, Other lending institutions	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
1. Submit loan application form	1. Receive form	none	1 min	Accounting Clerk II/ Municipal Accountant Accounting Office
2. Wait for the processing	2. Indicate computation of Net Take Home Pay	none	1 hour	Municipal Accountant Accounting Office
3. Receive Certificate of Net Take Home Pay and completed loan application form	3. Issue Certificate of Net Take Home Pay	none	1 min	Municipal Accountant Accounting Office
	TOTAL	NONE	1 hour, 2 min	