



**NATIONAL COMMISSION ON MUSLIM
FILIPINOS (NCMF)**

**CITIZEN'S CHARTER
2023**



NATIONAL COMMISSION ON MUSLIM FILIPINOS (NCMF)

CITIZEN'S CHARTER



I. Mandate

NCMF was created by virtue of Republic Act no. 9997 otherwise known as the “National Commission on Muslim Filipinos act of 2007”. The National Commission on Muslim Filipinos (NCMF) preserves and develops the culture, traditions, institutions, and well-being of Muslim Filipinos in conformity with the country’s laws and in consonance with national unity and development.

II. Vision

The Commission envisions resilient Muslim Filipino communities living dignity as productive and peace- building members of the Philippine society

III. Mission

The National Commission on Muslim Filipinos is committed to promote the wellbeing of Muslim Filipinos and strengthen Islamic Institutions towards National Unity.



IV. Service Pledge

We commit to:

1. Provide advice and assistance to the President in the Provide legal formulation, coordination, implementation and monitoring of policies, plans, programs and projects affecting Muslim Filipinos Communities.
2. Participate in the peace process involving conflicts between Filipinos Muslim groups and/or individual and the government in cooperation with appropriate agencies, individual and institutions. Pursuant hereto the Commission Secretary and/or his duly designated representative shall sit as regular member of the government peace panel.
3. Provide legal and technical services for the survey, adjudication, titling, and development of Muslim Filipinos ancestral lands and settlement proclaimed by the government for Muslim Filipinos.
4. Assist the National Statistic Office in conducting census on the actual population of Muslim Filipinos in the country.
5. Promote and develop economic livelihood programs and projects through the extension of loans, entrepreneurship trade and marketing assistance to the members of Muslim Filipinos in coordination with the Cooperative Development Authority.



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BUREAU OF EXTERNAL RELATIONS

- I. **Request for Muslim Filipino Tribal Membership Certificate for Identification, application for passport, employment, money claims, admission to educational institution, PSA transaction, and other purposes.**

Office/Division	Bureau of External Relations / local & foreign Assistance Division
Classification	Technical
Type of Transaction	Public to Government
Who may avail	Muslim Filipinos

Check List of Requirements	Where to Secure
1. Application Form	BER-Public Information & Assistance Desk
2. Original and Photo copy of certificate of live birth	Philippine Statistics Authority
3. Valid Identification Card	Government issued Identification Card
4. 2x2 I.D. Picture (for women-with hijab)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and Fill up application form and attach required documents.	distribute application form.	none	1 minute	BER-PIAD guest relation officer
Submit filed up application form / request with attached requirements to BER-PIAD	Receive application request and conduct initial evaluation and forward application request to evaluation section. Record in the receiving sheet the time the document was received	none	5 minutes.	BER-PIAD guest relation officer is responsible for the distribution of application forms
Proceed to evaluation section for	Evaluation of documents and Personal interview of	none	15 minutes	BER-LFAD assigned evaluators



personal interview	applicant. Record in the evaluation sheet when the interview and evaluation ended			
	Recording in the registry book of the Name of the Applicant and the transaction made including the assigned Control Number	none	5 minutes	BER-LFAD assigned record officer
Proceed to encoding section for Computer photo capture	Encoding of Information data in the pre-formatted certificate and Computer photo capture of applicant	none	10 minutes	
	Proof reading of entries made in the certificate	none	5 minutes	Chief, Local & Foreign Assistance Division
	Approval /signature of the certificate.	none	2 minutes	BER Director
Receive certificate	Release of Certificate	none	2 minutes	BER-PIAD guest relation officer



II. Request for Muslim Filipino Tribal Membership Certificate for visa stamping

Office/Division	Bureau of External Relations / local & foreign Assistance Division
Classification	Technical
Type of Transaction	Public to Government
Who may avail	Muslim Filipinos

Check List of Requirements	Where to Secure
1. Application Form	BER-Public Information & Assistance Desk
2. Original and or Photo copy of passport	Department of Foreign Affairs
3. 2x2 I.D. Picture (for women-with hijab)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and Fill up application form and attach required documents.	distribute application form.	none	1 minute	BER-PIAD guest relation officer
Submit filed up application form / request with attached requirements to BER-PIAD	Receive application request and conduct initial evaluation and forward application request to evaluation section. Record in the receiving sheet the time the document was received	none	5 minutes.	BER-PIAD guest relation officer is responsible for the distribution of application forms
Proceed to evaluation section for personal interview	Evaluation of documents and Personal interview of applicant. Record in the evaluation sheet when the interview	none	15 minutes	BER-LFAD assigned evaluators



	and evaluation ended			
	Recording in the registry book of the Name of the Applicant and the transaction made including the assigned Control Number	none	5 minutes	BER-LFAD assigned record officer
Proceed to encoding section for Computer photo capture	Encoding of Information data in the pre-formatted certificate and Computer photo capture of applicant	none	10 minutes	
	Proof reading of entries made in the certificate	none	5 minutes	Chief, Local & Foreign Assistance Division
	Approval /signature of the certificate.	none	2 minutes	BER Director
Receive certificate	Release of Certificate	none	2 minutes	BER-PIAD guest relation officer



III. Request for Muslim Filipino Tribal Membership Certificate for application for travel tax exemption

Office/Division	Bureau of External Relations / local & foreign Assistance Division
Classification	Technical
Type of Transaction	Government to Government
Who may avail	Muslim Filipinos students studying abroad

Check List of Requirements	Where to Secure
1. Muslim Filipino Tribal Membership Certificate	NCMF- Bureau of External Relations
2. Application Form	BER-Public Information & Assistance Desk
3. Original and Photo copy of passport	Department of Foreign Affairs
4. Certificate of school admission / scholarship grant	School or educational institution concerned
5. 2x2 I.D. Picture (for women-with hijab)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and Fill up application form and attach required documents.	distribute application form.	none	1 minute	BER-PIAD guest relation officer
Submit filed up application form / request with attached requirements to BER-PIAD	Receive application request and conduct initial evaluation and forward application request to evaluation section. Record in the receiving sheet the time the document was received	none	5 minutes.	BER-PIAD guest relation officer is responsible for the distribution of application forms
Proceed to evaluation section for personal interview	Evaluation of documents and Personal interview of applicant. Record in the evaluation sheet when the interview	none	15 minutes	BER-LFAD assigned evaluators



	and evaluation ended			
	Recording in the registry book of the Name of the Applicant and the transaction made including the assigned Control Number	none	5 minutes	BER-LFAD assigned record officer
Proceed to encoding section for Computer photo capture	Encoding of Information data and Computer photo capture of applicant in the pre-formatted certificate and transmittal letter	none	10 minutes	
	Proof reading of entries made in the certificate	none	5 minutes	Chief, Local & Foreign Assistance Division
	Approval /signature of the certificate.	none	2 minutes	BER Director
Receive certificate	Release of Certificate	none	2 minutes	BER-PIAD guest relation officer



IV. Request for Certificate of Confirmation of Certificate of Conversion to Islam

Office/Division	Bureau of External Relations / local & foreign Assistance Division
Classification	Technical
Type of Transaction	Public to Government
Who may avail	Filipino who converted to Islam Religion (Balik Islam)

Check List of Requirements	Where to Secure
1. Application Form	BER-Public Information & Assistance Desk
2. Certificate of Conversion to Islam	Islamic Organization
3. Sharia Registration Certificate	Sharia Court
4. Valid Identification Card	
5. 2x2 I.D. Picture (for women-with hijab)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and Fill up application form and attach required documents.	distribute application form.	none	1 minute	BER-PIAD guest relation officer
Submit filed up application form / request with attached requirements to BER-PIAD	Receive application request and conduct initial evaluation and forward application request to evaluation section. Record in the receiving sheet the time the document was received	none	5 minutes.	BER-PIAD guest relation officer is responsible for the distribution of application forms
Proceed to evaluation section for personal interview	Evaluation of documents and Personal interview of applicant. Record in the evaluation sheet when the interview	none	15 minutes	BER-LFAD assigned evaluators



	and evaluation ended			
	Recording in the registry book of the Name of the Applicant and the transaction made including the assigned Control Number	none	5 minutes	BER-LFAD assigned record officer
Proceed to encoding section for Computer photo capture	Encoding of Information data and Computer photo capture of applicant in the pre-formatted certificate and transmittal letter	none	10 minutes	
	Proof reading of entries made in the certificate	none	5 minutes	Chief, Local & Foreign Assistance Division
	Approval /signature of the certificate.	none	2 minutes	BER Director
Receive certificate	Release of Certificate	none	2 minutes	BER-PIAD guest relation officer



V. Request for Technical Assistance for Coordination or linkages

Office/Division	Bureau of External Relations / local & foreign Assistance Division
Classification	Technical
Type of Transaction	Government to Government / non-government
Who may avail	Government agencies or non-government agencies

Check List of Requirements	Where to Secure
1. Application Form	BER-Public Information & Assistance Desk
2. Letter request	Requesting agency or office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure and Fill up request form.	provide application / request form.	none	1 minute	BER-PIAD officer of the day
Submit request form and letter request for assistance at least 2 weeks before the scheduled date of the program or activity	Desk officer conducts initial evaluation of the request	none	5 minutes.	BER-PIAD officer of the day
	Desk officer informs the client what possible action may be taken on the request and when to expect such action.	none	10 minutes	BER-PIAD officer of the day
	Desk officer forwards the request to the	none	5 minutes	BER-PIAD officer of the day



	concerned operating unit/office for proper action.			
	Desk officer makes follow-up coordination with the unit concerned to ensure that the request is being acted upon	none	For Applications / request classified as regular transactions is within five (5) working days; Application / request classified as complex transaction is within ten (10) working days	BER-PIAD officer of the day
	informs the client what action have been taken on the request	none	Within 15 working days	Chief, Local & Foreign Assistance Division



BUREAU OF LEGAL AFFAIRS

LEGAL COUNSELING

The Bureau of Legal Affairs (BLA) renders legal counseling services pursuant to its mandate to provide legal assistance to Muslim Filipinos.

Schedule of availability of Service:

- Mondays to Fridays, 8:00 a.m. to 5:00 p.m.

How to avail of the service:

Classification	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Muslim Filipinos			
Checklist of Requirements		Where to Secure		
<ol style="list-style-type: none"> 1. Valid I.D. 2. Duly Accomplished Application Form 3. Other relevant documents that are essential to client's request 		<ul style="list-style-type: none"> • Government office issuing I.D. • To be accomplished by client • To be prepared by client 		
CLIENT STEP	AGENCY ACTION	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. The client fills out the request form	1. The client undergoes initial interview by an assigned staff.	5 mins	None	Staff, Legal Assistance Division
	2. The client is referred to a lawyer.	5 mins	None	Staff, Legal Assistance Division
	3. The handling lawyer, after the interview, determines whether the issues will	1 hour	None	Lawyer on duty of the Legal Assistance Division



	involve a criminal, civil, or administrative case.			
	4. The handling lawyer develops a case theory and recommends the final action.	2-3 working days	None	Division Chief or, in his absence the most Senior lawyer
	5. The Division Chief or, in his absence the most Senior lawyer, reviews and approves the final legal actions recommended by the handling lawyer.	2 hours	None	Staff or the handling lawyer of the Legal Assistance Division
2. The client comes back to receive the document after signing in a record book	6. The client comes back on a stated date to pick up the documents or discuss with the handling lawyer if legal representation is necessary.	1-2 hours	None	Staff, Legal Assistance Division
3. Client fills up the CSAT Form	7. The CSAT Form is provided to the client	5 mins.	None	Staff, Legal Assistance Division



DRAFTING OF PLEADINGS, AFFIDAVITS AND OTHER LEGAL DOCUMENTS

The Bureau of Legal Affairs (BLA) drafts pleadings, affidavits and other legal documents pursuant to its mandate to provide legal assistance to Muslim Filipinos.

Schedule of availability of Service:

- Mondays to Fridays, 8:00 a.m. to 5:00 p.m.

How to avail of the service:

Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Indigent Muslim Filipinos			
Checklist of Requirements		Where to Secure		
<ol style="list-style-type: none"> 1. Valid I.D. 2. Certificate of Indigency 3. Latest Income Tax Return or Payslip (for employed only) 4. Duly Accomplished Application Form 5. Other relevant documents that are essential to client's request 		<ul style="list-style-type: none"> • Government office issuing I.D. • DSWD/ CSWDO/ MSWDO/ LGU - Barangay • Employer • To be accomplished by client • To be prepared by client 		
CLIENT STEP	AGENCY ACTION	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. The client fills out the request form	8. The client undergoes initial interview by an assigned staff.	5 mins.	None	Staff, Legal Assistance Division
	9. The client is referred to a lawyer.	5 mins.	None	Staff, Legal Assistance Division
	10. The handling lawyer interviews the client on his request.	30 mins	None	Lawyer on duty of the Legal Assistance Division



	11. The handling lawyer prepares the document requested	2 hours	None	Lawyer on duty of the Legal Assistance Division
	12. If the document requested is complicated, the client is advised to come back on another date and bring additional data required for the preparation of the legal documents.	1 working day	None	Lawyer on duty of the Legal Assistance Division
	13. The draft of the document is checked and approved by the Division Chief or, in his absence the most Senior lawyer.	1-2 hours	None	Division Chief or, in his absence the most Senior lawyer
2. The client comes back to receive the document after signing in the Record Book	14. Printing, recording, and releasing of the legal document. The client is advised to come to receive the document.	30 mins	None	Staff, Legal Assistance Division
3. Client fills up the CSAT Form	15. The CSAT Form is provided to the client	5 mins.	None	Staff, Legal Assistance Division



RENDITION OF LEGAL OPINION

The Bureau of Legal Affairs (BLA) renders Legal Opinion to address queries and legal issues pursuant to its mandate to act as the legal counsel of the Commission.

Schedule of availability of Service:

- Mondays to Fridays, 8:00 a.m. to 5:00 p.m.

Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	Muslim Filipinos, Government agencies and instrumentalities, Non-government organizations and private institutions			
Checklist of Requirements		Where to Secure		
1. Valid I.D. 2. Request Letter / Memorandum 3. Duly Accomplished Application Form (For Walk-in individual clients only)		<ul style="list-style-type: none"> • Government office issuing I.D. • Prepared by client • To be accomplished by client 		
CLIENT STEP	AGENCY ACTION	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. The client submits the request letter / Memorandum or fills out the request form	1. The client undergoes initial interview by an assigned staff	5 mins.	None	Staff, Legal Affairs Division
	2. The client is referred to a lawyer	5 mins.	None	Staff, Legal Affairs Division
	3. The handling lawyer interviews the client on the type of legal service he needs	15 mins.	None	Lawyer on duty of the Legal Affairs Division
	4. The handling lawyer studies and researches on the topic then prepares the	2-3 working days	None	Lawyer on duty of the Legal Affairs Division



	recommended legal opinion			
	5. The recommended legal opinion is reviewed by the Division Chief	1-2 hours	None	Division Chief or, in his/her absence, the most Senior lawyer
	6. The recommended legal opinion is reviewed and approved by the BLA Director	30 mins.	None	BLA Director
2. Client comes back to receive the document after signing in a record book	7. Printing, recording, and release of the legal document. The client is advised to come and receive the document	30 mins.	None	Staff, Legal Affairs Division
3. Client fills up the CSAT Form	8. The CSAT Form is provided to the client	5 mins.	None	Staff, Legal Affairs Division



REVIEW OF CONTRACTS AND OTHER LEGAL DOCUMENTS

The Bureau of Legal Affairs (BLA) reviews contracts and other legal documents pursuant to its mandate to act as the legal counsel of the Commission.

Schedule of availability of Service:

- Mondays to Fridays, 8:00 a.m. to 5:00 p.m.

Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Government agencies and instrumentalities			
Checklist of Requirements		Where to Secure		
1. Request Letter / Memorandum		<ul style="list-style-type: none"> • Prepared by client 		
CLIENT STEP	AGENCY ACTION	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. The client fills out the request form	1. The client undergoes initial interview by an assigned staff	5 mins.	None	Staff, Legal Affairs Division
	2. The client is referred to a lawyer	5 mins.	None	Staff, Legal Affairs Division
	3. The handling lawyer interviews the client on the type of legal service he needs	10 mins.	None	Lawyer on duty of the Legal Affairs Division
	4. The handling lawyer studies the contract/ legal document, does necessary research and reflect his/her inputs or comments on	2-3 working days	None	Lawyer on duty of the Legal Affairs Division



	the contract/ legal document			
	5. The initially reviewed contract/ legal document is again reviewed by the Division Chief	1-2 hours	None	Division Chief or, in his/her absence, the most Senior lawyer
	6. The reviewed contract/ legal document is submitted to the BLA Director for his final comments and approval.	30 mins.	None	BLA Director
2. Client comes back to receive the document after signing in a record book.	7. Printing, recording, and release of the reviewed contract/ legal document The client is advised to come and receive the document.	30 mins.	None	Staff, Legal Affairs Division
3. Client fills up the CSAT Form.	8. The CSAT Form is provided to the client.	5 mins.	None	Staff, Legal Affairs Division



BUREAU OF MUSLIM CULTURAL AFFAIRS

1. Issuance of Certificate of Registration for Mosques/Cultural Centers, and Muslim Organizations or Associations

OFFICE OR DIVISION	Cultural Institutions Development Division (CIDD)		
CLASSIFICATION	Simple		
TYPE OF TRANSACTION	Government-to-Public Client		
WHO MAY AVAIL	Administrators of Mosques/Cultural Centers, Muslim Organizations/Associations		
REQUIREMENTS	<ol style="list-style-type: none"> 1. Request letter from the Mosque/Cultural Center Administrator or Head of the Organization or Association; 2. Photocopy of SEC Registration, if any; 3. Barangay/Mayor's Permit or Certification; 4. Picture(s) of the Mosque/Cultural Center or Office of the Organization or Association; and 5. Application Form duly accomplished by the Mosque/Cultural Center Administrator or Head of the Organization or Association, or authorized representative. 		
WHERE TO SECURE	BMCA Office		
STEP	PROCEDURE ACTION	PERSON-IN-CHARGE	TIMEFRAME
1	Securing & Filling up of BMCA-CIDD Registration Form for Mosque/Cultural Center, Muslim Organization or Association	Action Officer BMCA-CIDD	10 Minutes
2	Filing of duly accomplished Application Form, with complete supporting documents	Action Officer BMCA-CIDD	5 Minutes
3	Evaluation of documents presented	Evaluation Officer BMCA-CIDD	10 Minutes
4	Encoding and printing of the Certificate of Registration	Encoding Officer BMCA-CIDD	10 Minutes
5	Verification and final review of the documents presented	Chief BMCA-CIDD	10 Minutes
6	Approval/signing of Certificate of Registration	Director BMCA	5 Minutes



7	Recording and releasing of Certificate of Registration	Record Officer BMCA	10 Minutes
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2. Issuance of Certificate of Registration for Recognition for Madrasah

OFFICE OR DIVISION	Madrasah Education Development Division
CLASSIFICATION	Simple
TYPE OF TRANSACTION	Government-to-Public Client
WHO MAY AVAIL	Administrators/Proprietors of Madrasahs
REQUIREMENTS	<ol style="list-style-type: none"> 1. Letter request from the Madrasah owner/administrator; 2. Photocopy of SEC Registration, if any; 3. Barangay/Mayor's Permit, or Certification; 4. Picture(s) and profile of the Madrasah, such as, number of Asatidz and students; and 5. Endorsement from the concerned NCMF Field Office where the Madrasah is located.
WHERE TO SECURE	BMCA Office

STEP	PROCEDURE ACTION	PERSON-IN-CHARGE	TIMEFRAME
1	Securing and filling up of BMCA-MEDD Application Form and Madrasah Information Sheet	Action Officer BMCA-MEDD	10 minutes
2	Filing of duly accomplished Application Form	Action Officer BMCA-MEDD	5 minutes
3	Evaluation of documents presented, with the Madrasah Information Sheet	Evaluation Officer BMCA-MEDD	10 minutes
4	Encoding and printing of Certificate of Registration	Encoding Officer BMCA-MEDD	10 minutes
5	Verification and final review of the documents presented	Chief BMCA-MEDD	10 minutes
6	Approval and signing of the Certificate of Registration	Director BMCA	5 minutes
7	Recording and releasing of Certificate of Registration	10 Minutes	Record Officer BMCA

E N D O F T R A N S A C T I O N



3. Issuance of Letter of Endorsement or No Objection for Scholarship Abroad

OFFICE OR DIVISION	Madrasah Education Development Division		
CLASSIFICATION	Simple		
TYPE OF TRANSACTION	Government-to-Public Client		
WHO MAY AVAIL	Qualified Muslim Students		
REQUIREMENTS	1. Authenticated documents by the Department of Foreign Affairs; and 2. Invitation letter, if any, from the foreign university/institution.		
WHERE TO SECURE	BMCA Office		
STEP	PROCEDURE ACTION	PERSON-IN-CHARGE	TIMEFRAME
1	Securing and filling up of BMCA-MEDD Application Form (Information Sheet)	Action Officer BMCA-MEDD	5 minutes
2	Filing of duly accomplished Information, with the required documents (Authenticated Scholastic Record with Red Ribbon copy from DFA & Invitation letter from foreign university)	Action Officer BMCA-MEDD	10 minutes
3	Interview and Evaluation of documents presented, with the Information Sheet.	Evaluation Officer BMCA-MEDD	10 minutes
4	Encoding and printing of Endorsement/No Objection Letter.	Encoding Office BMCA-MEDD	10 minutes
5	Verification and final review of the documents, and further interview, if necessary.	Chief BMCA-MEDD	10 minutes
6	Approval/signing of the Endorsement/No Objection Letter.	Director BMCA	10 minutes
7	Recording/Releasing of Endorsement Certificate/No Objection Letter	Record Officer BMCA	5 minutes



	E N D O F T R A N S A C T I O N		
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4. Participation in the Shari’ah Training Seminar

OFFICE OR DIVISION	Shari’ah Training Education Division
CLASSIFICATION	Simple
TYPE OF TRANSACTION	Government-to-Public Client
WHO MAY AVAIL	<p>P1. Lawyers or Members of the Philippine Bar.</p> <p>P2. Ulama or graduates of Islamic/Arabic courses abroad duly recognized by their respective governments.</p> <p>P3. Graduates of Law (Barristers).</p> <p>P4. Graduates of Shari’ah or Islamic courses in the Philippines duly recognized by the government.</p> <p>P5. Graduates of other courses related to law and/or Shari’h (Islamic Law).</p> <p>P6. Graduates of other 4-year courses, provided, he or she has working knowledge in Islam.</p>
REQUIREMENTS	<ol style="list-style-type: none"> 1. Authenticated photocopy of Transcript of Records/Diploma for graduates of English courses; 2. Authenticated photocopy of Transcript of Records, duly translated into English, for graduates of Islamic/Arabic courses; and 3. Authority to attend the Shari’ah training seminar on official time, if government official or personnel.
WHERE TO SECURE	HRDD Transaction Window

STEP	PROCEDURE ACTION	PERSON-IN-CHARGE	TIMEFRAME
1	Securing and filling up of registration form for Shari’ah Training Seminar	Action Officer BMCA-STED	10 minutes
2	Filing of duly accomplished registration form with complete supporting documents	Action Officer BMCA-STED	5 minutes
3	Evaluation of documents presented	Evaluation Officer BMCA-STED	10 minutes



4	Verification and final review of the documents presented	Chief BMCA-STED	5 minutes
5	Approval for inclusion in the list of qualified applicants, subject to final screening	BMCA Director	10 minutes
6	Listing in the logbook for prospective trainees	Secretariat BMCA-STED	5 minutes
7	Conduct of Training Seminar	BMCA-STED Secretariat and lecturers	45 days
8	Issuance of Certificate of Completion	Chief Justice, NCMF Secretary, Executive Director and BMCA Director	After completion of Seminar

E N D O F T R A N S A C T I O N

5. Admission to the Shari’ah Pre-Bar Review Classes

OFFICE OR DIVISION	Shari’ah Training Education Division
CLASSIFICATION	Simple
TYPE OF TRANSACTION	Government-to-Public Client
WHO MAY AVAIL	Participants of the Shaira’ah Training Seminar who completed the training and have been issued a Certificate of Completion
REQUIREMENTS	<ol style="list-style-type: none"> 1. Security Paper Birth Certificate, with documentary stamps; 2. Three (3) testimonials (one copy each), signed by members of the Philippine Bar; 3. Fiscal Clearance from the Province or City where the petitioner resides; 4. Regional Trial Court Clearance from the Province or City where the petitioner resides; 5. Authenticated Transcript of Records, with documentary stamps; 6. Authenticated copy of Certificate of Completion on Shari’ah Training Seminar issued by the National Commission on Muslim Filipinos (NCMF) and the Supreme Court; 7. Four (4) copies of latest passport size ID picture; 8. Photocopy of current residence certificate; 9. Self-addressed envelope with mailing stamp; and 10. Filing fee for the Special Shari’ah Bar Examination.
WHERE TO SECURE	BMCA Office



STEP	PROCEDURE ACTION	PERSON-IN-CHARGE	TIMEFRAME
1	Securing and filling up of Petition form, with other required documents	Action Officer BMCA-STED	10 minutes
2	Filing of duly accomplished Petition form, with supporting documents and examination fee	Action Officer BMCA-STED	5 minutes
3	Evaluation of documents presented, including examination fee proof of payment	Evaluation Officer BMCA-STED	10 minutes
4	Verification and final review of the documents presented	Chief BMCA-STED	5 minutes
5	Approval for inclusion in the list of reviewees	Chief BMCA-STED	5 minutes
6	Listing in the logbook for reviewees for the Special Shari'ah Bar Examinations	BMCA Director	5 minutes
7	Transmittal of Petitions to the Office of the Bar Confidant, Supreme Court (OBC-SC)	Secretariat BMCA-STED	2 days
8	Conduct of Review Classes	Chief, BMCA-STED BMCA Director OBC-SC Secretariat and Reviewers	8-12 days

E N D O F T R A N S A C T I O N



6. Procedures And Requirements In Taking The Special Shari'ah Bar Examinations

STEP	PROCEDURE ACTION	PERSON-IN-CHARGE	TIMEFRAME
1	Securing of Petition Form for the SSBE	NCMF-Field Secretariat BMCA-STED	5 minutes
2	Filing of duly accomplished Petition Form, with other requirements, through NCMF Field Offices or BMCA-STED, or directly at the Office of the Bar Confidant, Supreme Court BMCA-STED	NCMF-Field Secretariat BMCA-STED OBC-SC	5 minutes
3	Evaluation of documents presented	NCMF-Field Secretariat BMCA-STED	10 minutes
4	Forwarding Petitions to the Office of the Bar Confidant	NCMF-Field Secretariat BMCA-STED OBC-SC	Weekly until deadline



INTERNAL SERVICE

CENTRAL OFFICE



A. Payroll

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (6 Original Copies)		Prepared by the Human Resource and Development Division		
2. Payroll (4 copies)		Prepared by the Human Resource and Development Division		
CLIENT'S STEP	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Disbursement Voucher with complete supporting documents	1. Receives and records Disbursement Voucher and its supporting documents to incoming DV Logbook to be forwarded to Management Division (MD)	NONE	10 minutes	ADAS II, Receiving Staff
	2. Receives and checks correctness of amount and completeness of supporting documents.	NONE	4 working days	MD Staff
	3. Evaluates the audited payroll as to correctness and supporting documents in order	NONE	3 hours 4 hours If there are errors to be corrected.	SADOF, MD
	4. Signs at the lower portion of the DV and recommends		10 minutes	Chief, Management Division



	the correctness of the computation, and completeness of the supporting documents.	NONE		
	5. Records and assign Disbursement Voucher Number in the MD Outgoing Logbook to be forwarded to Budget Division.	NONE	10 minutes	MD Staff
	6. Receives and records Disbursement Voucher in the logbook.	NONE	10 minutes	Budget Division Staff
	7. Process and prepares Obligation Request and record in the Registry of Allotment and Obligation	NONE	2 hours	ADOF II / ADOF V , Budget Division
	8. Forward processed Obligation Request to Administrative Director's office for signature in Box A	NONE	10 minutes Note: Return of OBRs to FMS depends on the availability of the signatory in Box A	Budget Division Staff
	9. Review the Signed OBR as to correctness of Charging	NONE	30 minutes	SADOF, Budget Division
	10. Certifies availability of allotments and signs box B of Obligation	NONE	30 minutes	Chief, Budget Division



	11. Record OBR in the outgoing logbook and forward to Accounting Division	NONE	10 minutes	Budget Division Staff
	12. Receives and records Disbursement Voucher in the logbook.	NONE	30 minutes	Accounting Staff
	13. Process and assigns JEV control number and prepares journal entry voucher	NONE	1.5 hours	ADOF II/Accountant I
	14. Analyze the JEV and voucher and evaluates the completeness and compliance of supporting documents as correctness of computation	NONE	5 hours	Accountant III
	15. Reviews and recommend the DV on the completeness and compliance of supporting documents and correctness of computation and affix initials on the Box B of the DV	NONE	3 hours	Accountant IV
	16. Approves DV and signs Box B and Journal Entry Voucher	NONE	4 days	Chief Accountant
	17. Forward DV with complete supporting	NONE	10 minutes	Accounting Staff



	documents to Approving Authority			
	Total Number of Days		7 days 18 hours and 20 minutes	

B. First Salary

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (4 Original Copies)		Prepared by the Human Resource and Development Division		
2. Appointment (Certified True Copy, Attested and properly filled up)		Prepared by the Human Resource and Development Division		
3. Oath of Office (Certified True Copy, properly filled up and duly signed)		Prepared by the Human Resource and Development Division		
4. Assumption to Duty (Certified True Copy, properly filled up and duly signed)		Prepared by the Human Resource and Development Division		
5. DTR (Original and properly filled up and duly signed)		Prepared by the newly hired employee		
6. Certificate of Last Salary Received (Original or Certified True Copy) – For Reemployment and Transfer		Previous Employer		
7. Clearance from previous Agency (Original or Certified True Copy) – For Transfer		Previous Employer		
CLIENT'S STEP	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Disbursement Voucher and complete supporting documents.	1. Receives and records Disbursement Voucher and its supporting documents to incoming DV	NONE	10 minutes	ADAS II, Receiving Staff



	Logbook to be forwarded to Management and Audit Division (MD)			
	2. Receives and check correctness of amount, compliance and completeness of supporting documents.	NONE	2 hours	MD Staff
	3. Reviews and recommends to the Chief as to the completeness and compliance of supporting documents as well as correctness of computation.	NONE	20 minutes 30 minutes If there are corrections.	SADOF, MD
	4. Signs at the lower portion of the DV and recommends the correctness of the computation, and completeness of the supporting documents.	NONE	10 minutes	Chief, MD
	5. Records and assign Disbursement Voucher Number in the MD Outgoing Logbook to be forwarded to the Budget Division.	NONE	10 minutes	MD Staff



	6. Receives and records Disbursement Voucher in the logbook.	NONE	10 minutes	Budget Division Staff
	7. Process and prepares Obligation Request and record in the Registry of Allotment and Obligation	NONE	30 minutes	ADOF II / ADOF V, Budget Division
	8. Forward processed Obligation Request to Administrative Director's office for signature in Box A	NONE	10 minutes Note: Return of OBRs to FMS depends on the availability of the signatory in Box A	Budget Division Staff
	9. Review the Signed OBR as to correctness of Charging	NONE	30 minutes	SADOF, Budget Division
	10. Certifies availability of allotments and signs box B of OBR	NONE	30 minutes	Chief, Budget Division
	11. Record OBR in the outgoing logbook and forward to Accounting Division	NONE	10 minutes	Budget Division Staff
	12. Receives and records Disbursement Voucher in the logbook.	NONE	30 minutes	Accounting Staff
	13. Process and assigns JEV control number and prepares	NONE	1.5 hours	ADOF II/Accountant I



	journal entry voucher			
	14. Analyze the JEV and voucher and evaluates the completeness and compliance of supporting documents as correctness of computation	NONE	1 day	Accountant III
	15. Reviews and recommend the DV on the completeness and compliance of supporting documents and correctness of computation and affix initials on the Box B of the DV	NONE	1 day	Accountant IV
	16. Approves DV and signs Box B and Journal Entry Voucher	NONE	5 days	Chief Accountant
	17. Forward DV with complete supporting documents to Approving Authority	NONE	10 minutes	Accounting Staff
	Total Number of Days		7 days, 6.5 hours, 40 minutes	



INTERNAL SERVICE

CENTRAL OFFICE



FINANCE AND MANAGEMENT SERVICE

I. Salary (Promotions and unclaimed Salaries)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (4 Original Copies)		Prepared by the Human Resource and Development Division		
2. Appointment (Certified True Copy, Attested and properly filled up) – For Promotion		Prepared by the Human Resource and Development Division		
3. Oath of Office (Certified True Copy and properly filled up and duly signed) – For Promotion		Prepared by the Human Resource and Development Division		
4. Assumption to Duty (Certified True Copy and properly filled up and duly signed) – For Promotion		Prepared by the Human Resource and Development Division		
5. DTR (Original and duly signed)		Prepared by the Client		
CLIENT'S STEP	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Disbursement Voucher and the complete supporting documents	1. Receives and records Disbursement Voucher and its supporting documents to incoming DV Logbook to be forwarded to	NONE	10 minutes	ADAS II, Receiving Staff



	Management and Audit Division (MD)			
	2. Evaluates and checks correctness of amount, compliance and completeness of supporting documents.	NONE	1 hour	ADOF IV, ADOF V, MD
	3. Reviews and recommends the DV to the chief as to the completeness and compliance of supporting documents as well as correctness of computation,	NONE	15 minutes, 30 minutes If there are corrections.	SADOF, MD
	4. Recommends the correctness of the amount and completeness of the supporting documents and signs at the lower portion of the DV	NONE	10 minutes	Chief, MD
	5. Records and assign Disbursement Voucher Number in the MD Outgoing Logbook to be forwarded to the Budget Division.	NONE	10 minutes	MD Staff
	6. Receives and records Disbursement Voucher in the logbook.	NONE	10 minutes	Budget Division Staff



	7. Process and prepares Obligation Request and record in the Registry of Allotment and Obligation	NONE	30 minutes	ADOF II / ADOF V, Budget Division
	8. Forward processed Obligation Request to Administrative Director's office for signature in Box A	NONE	10 minutes Note: Return of OBRs to FMS depends on the availability of the signatory in Box A	Budget Division Staff
	9. Review the Signed OBR as to correctness of Charging	NONE	30 minutes	SADOF, Budget Division
	10. Certifies availability of allotments and signs box B of Obligation	NONE	30 minutes	Chief, Budget Division
	11. Record OBR in the outgoing logbook and forward to Accounting Division	NONE	10 minutes	Budget Division Staff
	12. Receives and records DV in the incoming logbook	NONE	30 minutes	Accounting Staff
	13. Process and assigns JEV control and prepare Journal Entry Voucher	NONE	1.5 hours	ADOF II/Accountant I
	14. Analyze the JEV and vouchers and evaluates the completeness and compliance	NONE	60 minutes	Accountant III



	of the supporting documents as to the correctness of the computation			
	15. Reviews and recommend the DV as to the completeness and compliance of supporting documents and correctness of computation and affix initial on the Box B of the DV	NONE	60 minutes	Accountant IV
	16. Approves DV and signs Box B and Journal Entry Vouchers	NONE	5 days	Chief Accountant
	17. Forward DV with complete supporting documents to Approving Authority	NONE	10 minutes	Accounting Staff
	Total Number of Days		6 day, 6 hours, 10 minutes	

II. Sub-Allotments – PS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (4 Original Copies)	Prepared by the Accounting Division
2. Listings (4 copies)	Prepared by the Human Resource and Development Division
3. Letter of Advice (Original and duly signed)	Prepared by the Budget Division
4. Sub-Allotment Advice (SAA) (Original and duly signed)	Prepared by the Budget Division
5. Obligation Request (2 original copies and duly signed)	Prepared by the Budget Division



6. Appointment (Certified True Copy) – If necessary	Prepared by the Human Resource and Development Division
7. Service Record – If necessary	Prepared by the Human Resource and Development Division
8. Designation/Reassignment (Duly Approved) – If deemed necessary for those reassigned/Designated Employees	Prepared by the Human Resource and Development Division
9. Supplemental Listings – whenever necessary.	Prepared by the Human Resource and Development Division

CLIENT'S STEP	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 4 copies of the 11 Regional Listings together with the complete supporting documents to the employee in charge and supplemental, whenever necessary	1. Receives and records Listings and its supporting documents to incoming DV Logbook to be forwarded to Management and Audit Division (MD)	NONE	30 minutes	ADAS II, Receiving Staff
	2. Receives and check correctness of amount, compliance and completeness of supporting documents.	NONE	4 working days	MD Staff
	3. Reviews the audited listings as to the correctness of the amount and supporting documents complete and in order and recommend to the Chief	NONE	3 hours 4 hours if there are corrections	SADOF, MD
	4. Records the listings in the	NONE	30 minutes	MD Staff



	Outgoing Logbook to be forwarded to the Budget Division.			
	5. Receives and records Listings in the incoming logbook.	NONE	30 minutes	Budget Division Staff
	6. Prepares Sub-Allotment Advice, OBRs and record in the Registry of Allotment and Obligation	NONE	3 hours	ADOF II/ADOF V, Budget Division
	7. Records the OBRs in the Outgoing Logbook to be forwarded to the Administrative Director for signature	NONE	2 hours Note: Return of OBRs to FMS depends on the availability of the signatory in Box A	Budget Division Staff
	8. Reviews signed SAA and OBRs as to the correctness of charging	NONE	1 hour	SADOF, Budget Division
	9. Certifies availability of allotments and signs Sub-allotment advice and Box B of Obligation	NONE	1 hour	Chief, Budget Division
	10. Forward the listings, SAA and OBRs to Accounting Division for preparation of DVs	NONE	30 minutes	Budget Division Staff
	11. Receives and Prepares the Disbursement Vouchers and	NONE	4 hours	Accounting Staff



	Letter Advice of NCA			
	12. Forward Disbursements Vouchers to the Administrative Director for signature	NONE	20 minutes Note: Return of DVs to the FMS depends on the availability of the signatory	Accounting Staff
	13. Receives and forward Listings with its Disbursement Voucher to Management and Audit Division.	NONE	30 minutes	Accounting Staff
	14. Receives and checks correctness of amount, compliance and completeness of supporting documents.	NONE	30 minutes	MD Staff
	15. Reviews the Listings and DVs and recommend to the Chief as to the correctness of the amount and supporting documents in order	NONE	30 minutes	SADOF, MD
	16. Recommends and signs at the lower portion of the DVs	NONE	30 minutes	Chief, MD
	17. Records and assign Disbursement Voucher Number in the MD Outgoing Logbook to be	NONE	30 minutes	MD Staff



	forwarded to the Accounting Division			
	18. Receives and records DV in the incoming logbook	NONE	10 minutes	Accounting Staff
	19. Process and assigns JEV control and prepare Journal Entry Voucher	NONE	2 hours	ADOF II/Accountant I
	20. Analyze the JEV and vouchers and evaluates the completeness and compliance of the supporting documents as to the correctness of the computation	NONE	3 hours	Accountant III
	21. Reviews and recommend the DV as to the completeness and compliance of supporting documents and correctness of computation and affix initial on the Box B of the DV	NONE	3 hours	Accountant IV
	22. Approves DV and signs Box B and Journal Entry Vouchers	NONE	2 days	Chief Accountant
	23. Forward DV with complete supporting documents to Approving Authority	NONE	30 minutes	Accounting Staff



	Total Number of days		7 days, 1 hour and 20 minutes	
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III. Sub-Allotment – MOOE (Request for Downloading)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Proposal		Prepared by the End-User		
2. Breakdown of Program of Expenditure (Signed)		Prepared by the End-User		
CLIENT'S STEP	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits approved request with complete supporting documents	1. Receives and records approved request and its supporting documents to incoming logbook to be forwarded to Budget Division	NONE	10 minutes	Receiving Staff
	2. Receives and record in the incoming logbook	NONE	10 minutes	Budget Division Staff
	3. Prepares Sub-Allotment Advice, OBRs and record in the Registry of Allotment and Obligation	NONE	1 hour	ADOF II/ADOF V, Budget Division



	4. Records the OBRs in the Outgoing Logbook to be forwarded to the End-User for the signature of the Director	NONE	2 hours Note: Return of the OBRs to FMS depends on the availability of the signatory	Budget Division Staff
	5. Reviews signed SAA and OBRs as to the correctness of charging	NONE	1 hour	SADOF, Budget Division
	6. Certifies availability of allotments and signs Sub-allotment advice and Box B of Obligation	NONE	1 hour	Chief, Budget Division
	7. Forward the, SAA and OBRs to Accounting Division for preparation of DVs	NONE	10 minutes	Budget Division Staff
	8. Receives and Prepares the Disbursement Vouchers and Letter Advice of NCA	NONE	2 hours	Accounting Staff
	9. Forward Disbursements Vouchers to the End-User for Director's signature	NONE	30 minutes Note: Return of the OBRs to FMS depends on the availability of the signatory	Accounting Staff
	10. Receives and record in the incoming logbook	NONE	10 minutes	ADA 4, Management Division
	11. Evaluates and check correctness of	NONE	2 hours	ADOF IV, ADOF V



	amount, compliance and completeness of supporting documents.			Management Division
	12. Reviews the audited vouchers as to the correctness of the amount and recommends to the Chief	NONE	30 minutes	SADOF, MD
	13. Recommends the DV as to the completeness and compliance of supporting documents as well as correctness of computation, and affixes signature on the vouchers.	NONE	30 minutes	Chief, MD
	14. Records and assign Disbursement Voucher Number in the MD Outgoing Logbook and forward to Accounting Division	NONE	15 minutes	Management Division Staff
	15. Process and assigns JEV control and prepare Journal Entry Voucher	NONE	30 minutes	ADOF II/ Accountant I
	16. Analyze the JEV and vouchers and evaluates the completeness and compliance	NONE	3 hours	Accountant III



	of the supporting documents as to the correctness of the computation			
	17. Reviews and recommend the DV as to the completeness and compliance of supporting documents and correctness of computation	NONE	4 hours	Accountant IV
	18. Approves DV and signs Box B and Journal Entry Vouchers and SAA	NONE	2 day	Chief Accountant
	19. Forward DV with complete supporting documents to Approving Authority	NONE	15 minutes	Accounting Staff
	Total Number of Days		2 days, 19 hours, 10 minutes	

IV. Extra-Ordinary and Miscellaneous Expenses

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (4 Original Copies)		Prepared by the Claimant		
2. Certification (Signed) in lieu of receipts and other documents evidencing disbursement		Prepared by the Claimant		
3. Breakdown of Program of Expenditure (Signed)		Prepared by the Claimant		
4. Other supporting documents as are necessary		Prepared by the Claimant		
CLIENT'S STEP	ACTION TAKEN	FEES TO	PROCESSING TIME	PERSON RESPONSIBLE



		BE PAID		
1. Submits the Disbursement Voucher and the supporting documents to the employee in charge	1. Receives and records Disbursement Voucher and its supporting documents to incoming DV Logbook to be forwarded to Management Division (MD)	NONE	10 minutes	ADAS II, Receiving Staff
	2. Receives and record DVs in the incoming logbook	NONE	10 minutes	MD Staff
	3. Evaluates and checks correctness of amount, compliance and completeness of supporting documents.	NONE	2 hours	ADOF IV, ADOF V, MD
	4. Reviews the audited vouchers as to the correctness of the amount and recommends to the Chief	NONE	30 minutes	SADOF, MD
	5. Recommends the DV as to the completeness and compliance of supporting documents as well as correctness of computation, and affixes signature on the vouchers.	NONE	20 minutes	Chief, MD



	6. Records and assign Disbursement Voucher Number in the MD Outgoing Logbook.	NONE	15 minutes	MD Staff
	7. Receives and records Disbursement Voucher in the logbook.	NONE	15 minutes	Budget Division Staff
	8. Process and prepares Obligation Request and record in the Registry of Allotment and Obligation	NONE	2 hours	ADOF II, ADOF V, Budget Division
	9. Forward processed Obligation Request to Finance Director's office for signature in Box A	NONE	10 minutes	BD Staff
	10. Reviews signed OBRs as to the correctness of charging	NONE	30 minutes	SADOF, Budget Division
	11. Certifies availability of allotments and signs Box B of Obligation	NONE	2 hours	Chief, Budget Division
	12. Record OBR in the outgoing logbook and forward to Accounting Division	NONE	10 minutes	BD Staff
	13. Receives and records DV in	NONE	15 minutes	Accounting Clerk



	the incoming logbook			
	14. Process and assigns JEV control and prepare Journal Entry Voucher	NONE	30 minutes	Accountant I
	15. Analyze the JEV and voucher and evaluates the completeness and compliance of supporting documents and correctness of computation	NONE	1 hour	Accountant III
	16. Reviews and recommend the DV as to the completeness and compliance of supporting documents and correctness of computation	NONE	1 hour	Accountant IV
	17. Approves DV and signs Box B and Journal Entry Vouchers	NONE	1 day	Chief Accountant
	18. Forward DV with complete supporting documents to Approving Authority	NONE	10 minutes	Accounting Clerk
	Total Number of Days		9 hours and 25 minutes	



V. Maintenance and Other Operating Expenses (MOOE)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (4 Original Copies)	Prepared by the End-User
2. Summary of Receipt (Duly signed)	Prepared by the End-User
3. Breakdown of Program of Expenditure (Signed)	Prepared by the End-User
4. Certifications (Signed)	Prepared by the End-User
5. Official Receipts (Original) <ul style="list-style-type: none"> • Official Receipts of Meals above Php 1,000.00 must be Justified with Agenda and Guest Lists 	Prepared by the End-User
6. Purchase Request (Original with PR Number and duly signed)	Prepared by the End-User (PR Number – to be secured from General Service Division)
7. Inspection and Acceptance Report (Original with IAR Number and duly signed)	Prepared by the End-User (IAR Number – to be secured from General Service Division)
8. Certificate of Non-Availability of Funds (Original and fully filled and signed) – For Purchase of Office Supplies that are not available in GSD	Prepared by the General Service Division
9. Driver's Trip Ticket (Original and duly filled and signed) – for Official Receipt of Fuels and Oils	Prepared by the End-User
10. Inventory Custodian Slip – (Certified True Copied) – For purchases of Office Equipment and the like.	Prepared by the General Service Division



11. Approved Travel Order – For Official Receipts issued outside Metro Manila		Prepared by the End-User		
CLIENT'S STEP	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Disbursement Voucher and the supporting documents to the employee in charge	1. Receives and records Disbursement Voucher and its supporting documents to incoming DV Logbook to be forwarded to Management and Audit Division (MD)	NONE	10 minutes	ADAS II, Receiving Staff
	2. Receives and record DVs in the incoming logbook	NONE	10 minutes	MD Staff
	3. Evaluates and checks correctness of amount, compliance and completeness of supporting documents.	NONE	2 hours	ADOF IV, ADOF V, MD
	4. Reviews the audited vouchers as to the correctness of the amount and recommends to the Chief	NONE	30 minutes, if there is no error to be corrected	SADOF, MD
	5. Recommends the DV on the completeness and compliance of supporting documents as well as correctness of	NONE	20 minutes	Chief, MD



	computation, and affixes signature on the vouchers.			
	6. Records and assign Disbursement Voucher Number in the MD Outgoing Logbook.	NONE	10 minutes	MD Staff
	7. Receives and records Disbursement Voucher in the incoming logbook.	NONE	10 minutes	Budget Division Staff
	8. Process and prepares Obligation Request and record in the Registry of Allotment and Obligation	NONE	1 hours	ADOF II/ADOF V, Budget Division
	9. Forward processed Obligation Request to the end-user for signature in Box A	NONE	20 minutes Note: Return of the OBRs to the FMS depends on the availability of the signatory in Box A	Budget Division Staff
	10. Reviews signed OBRs as to the correctness of charging	NONE	30 minutes	SADOF, Budget Division
	11. Certifies availability of allotments and signs Box B of Obligation	NONE	1 hours	Chief, Budget Division
	12. Record OBR in the outgoing logbook and	NONE	10 minutes	BD Staff



	forward to Accounting Division			
	13. Receives and records DV in the incoming logbook	NONE	15 minutes	Accounting Clerk
	14. Process and assigns JEV control and prepare Journal Entry Voucher	NONE	30 minutes	Accountant I
	15. Analyze the JEV and voucher and evaluates the completeness and compliance of supporting documents and correctness of computation	NONE	1 hour	Accountant III
	16. Reviews and recommend the DV as to the completeness and compliance of supporting documents and correctness of computation	NONE	1 hour	Accountant IV
	17. Approves DV and signs Box B and Journal Entry Vouchers	NONE	2 days	Chief Accountant
	18. Forward DV with complete supporting documents to Approving Authority	NONE	10 minutes	Accounting Clerk
	Total Number of Days		2 days, 9 hours, 25 minutes	



VI. Suppliers (Meralco, Corsan Realty Co., PLDT, and Others)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (4 Original Copies)		General Service Division		
2. Certification (Signed)		General Service Division		
3. Statement of Accounts		General Service Division		
4. Official Receipts		General Service Division		
5. DTR – For Janitorial and Security		General Service Division		
6. Contract – For first payments		General Service Division		
CLIENT'S STEP	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Disbursement Voucher and the supporting documents to the employee in charge	1. Receives and records Disbursement Voucher and its supporting documents to incoming DV Logbook to be forwarded to Management and Audit Division (MD)	NONE	10 minutes	ADAS II, Receiving Staff
	2. Receives and record DVs in the incoming logbook	NONE	10 minutes	MD Staff
	3. Evaluates and checks correctness of amount,	NONE	2 hours	ADOF IV / ADOF V, MD



	compliance and completeness of supporting documents.			
	4. Reviews the audited vouchers as to the correctness of the amount and recommends to the Chief	NONE	20 minutes, if there is no error	SADOF, MD
	5. Recommends the DV as to the completeness and compliance of supporting documents as well as correctness of computation, and affixes signature on the vouchers.	NONE	30 minutes	Chief, MD
	6. Records and assign Disbursement Voucher Number in the MD Outgoing Logbook.	NONE	10 minutes	MD Staff
	7. Receives and records Disbursement Voucher in the logbook.	NONE	10 minutes	Budget Division Staff
	8. Process and prepares Obligation Request and record in the Registry of Allotment and Obligation	NONE	1 hour	ADOF II / ADOF V, BD
	9. Forward processed	NONE	10 minutes	Budget Division Staff



	Obligation Request to the end-user for signature in Box A		Note: Return of the OBRs to the FMS depends on the availability of the signatory	
	10. Reviews signed OBRs as to the correctness of charging	NONE	30 minutes	SADOF, BD
	11. Certifies availability of allotments and signs box b of Obligation	NONE	1 hour	Chief, Budget Division
	12. Record OBR in the outgoing logbook and forward to Accounting Division	NONE	10 minutes	Budget Division Staff
	13. Receives and records DV in the incoming logbook	NONE	15 minutes	Accounting Clerk
	14. Process and assigns JEV control and prepare Journal Entry Voucher	NONE	30 minutes	Accountant I
	15. Analyze the JEV and voucher and evaluates the completeness and compliance of supporting documents and correctness of computation	NONE	1 hour	Accountant III
	16. Reviews and recommend the DV as to the completeness and compliance	NONE	30 minutes	Accountant IV



	of supporting documents and correctness of computation			
	17. Approves DV and signs Box B and Journal Entry Vouchers	NONE	s days	Chief Accountant
	18. Forward DV with complete supporting documents to Approving Authority	NONE	10 minutes	Accounting Clerk
	Total Number of Days		2 days, 8 hours and 45 minutes	



VII. Terminal Leave Benefits

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (4 Original Copies)		Prepared by the HRDD		
2. SARO and NCA		DBM		
3. Computation of Money Value		Prepared by the HRDD		
4. Clearance from money, property and legal accountability		Central Office and Regional Office		
5. Approved Leave Application		HRDD		
6. Certified photocopy of Leave Cards		HRDD of Central office / Regional Office		
7. Statement of Assets, Liabilities and Net Worth (SALN)		HRDD		
8. Service Record (Original and 3 Certified True Copy)		HRDD		
9. Certified photocopy of appointment/Notice of Salary Adjustment (NOSA)		HRDD		
10. Applicant's authorization (in affidavit form) to deduct all financial obligations, unliquidated cash advances		Prepared by claimant/payee		
11. In case of resignation, employee's letter of resignation duly accepted by the Head of Agency		Prepared by claimant/payee		
12. Additional requirements in case of death of claimant: 1. Death Certificate (NSO), 2. Marriage Contract (NSO)		Secured by claimant at PSA		
CLIENT'S STEP	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Disbursement Voucher and the supporting documents	1. Receives and records Disbursement Voucher and its supporting documents to incoming DV Logbook to be forwarded to Management and Audit Division (MD)	NONE	10 minutes	ADAS II / Receiving Clerk



	2. Receives and record DVs in the incoming logbook	NONE	10 minutes	MD Staff
	3. Evaluates and checks correctness of amount, compliance and completeness of supporting documents.	NONE	1 day	ADOF IV / ADOF V, MD
	4. Reviews the audited vouchers as to the correctness of the amount and recommends to the Chief	NONE	1 day	SADOF, MD
	5. Recommends the DV as to the completeness and compliance of supporting documents as well as correctness of computation, and affixes signature on the vouchers.	NONE	1 day	Chief, MD
	6. Records and assign Disbursement Voucher Number in the MD Outgoing Logbook.	NONE	10 minutes	MD Staff
	7. Receives and records Disbursement Voucher in the logbook.	NONE	10 minutes	Budget Division Staff
	8. Process and prepares	NONE	2 hours	ADOF II / ADOF V, BD



	Obligation Request and record in the Registry of Allotment and Obligation			
	9. Forward processed Obligation Request to the end-user for signature in Box A	NONE	10 minutes Note: Return of the OBRs to the FMS depends on the availability of the signatory	Budget Division Staff
	10. Reviews signed OBRs as to the correctness of charging	NONE	30 minutes	SADOF, BD
	11. Certifies availability of allotments and signs Box B in the Obligation Request	NONE	3 hours	Chief, Budget Division
	12. Record OBR in the outgoing logbook and forward to Accounting Division	NONE	10 minutes	Budget Division Staff
	13. Receives and records DV in the incoming logbook	NONE	15 minutes	Accounting Clerk
	14. Process and assigns JEV control and prepare Journal Entry Voucher	NONE	1 hour	Accountant I
	15. Analyze the JEV and voucher and evaluates the completeness and compliance of supporting	NONE	1 hour	Accountant III



	documents and correctness of computation			
	16. Reviews and recommend the DV as to the completeness and compliance of supporting documents and correctness of computation	NONE	2 hours	Accountant IV
	17. Approves DV and signs Box B and Journal Entry Vouchers	NONE	3 days	Chief Accountant
	18. Forward DV with complete supporting documents to Approving Authority	NONE	15 minutes	Accounting Clerk
	Total number of days		6 days, 11 hours,	

VIII. Monetization

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (4 Original Copies)		HRDD		
2. SARO and NCA		DBM		
3. Computation of Money Value		HRDD		
4. Approved Application for Leave		HRDD		
5. Letter Request		Prepared by the claimant/Payee		
6. Service Record (Original and 3 Certified True Copy)		HRDD		
CLIENT'S STEP	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 4 Copies of the	1. Receives and records	NONE	10 minutes	ADAS II, Receiving Clerk



Disbursement Voucher and the supporting documents	Disbursement Voucher and its supporting documents to incoming DV Logbook to be forwarded to Management Division (MD)			
	2. Receives and record DVs in the incoming logbook	NONE	10 minutes	MD Staff
	3. Evaluates and checks correctness of amount, compliance and completeness of supporting documents.	NONE	4 hours	ADOF IV / ADOF V, MD
	4. Reviews the audited vouchers as to the correctness of the amount and recommends to the Chief	NONE	1 hour	SADOF, MD
	5. Recommends the DV as to the completeness and compliance of supporting documents as well as correctness of computation, and affixes signature on the vouchers.	NONE	1 hour	Chief, MD
	6. Records and assign Disbursement Voucher Number in the	NONE	10 minutes	MD Staff



	MD Outgoing Logbook.			
	7. Receives and records Disbursement Voucher in the logbook.	NONE	10 minutes	Budget Division Staff
	8. Process and prepares Obligation Request and record in the Registry of Allotment and Obligation	NONE	2 hours	ADOF II / ADOF V, BD
	9. Forward processed Obligation Request to the end-user for signature in Box A	NONE	10 minutes Note: Return of the OBRs to the FMS depends on the availability of the signatory	Budget Division Staff
	10. Reviews signed OBRs as to the correctness of charging	NONE	30 minutes	SADOF, BD
	11. Certifies availability of allotments and signs Box B in the Obligation Request	NONE	3 hours	Chief, Budget Division
	12. Record OBR in the outgoing logbook and forward to Accounting Division	NONE	10 minutes	Budget Division Staff
	13. Receives and records DV in the incoming logbook	NONE	15 minutes	Accounting Clerk
	14. Process and assigns JEV control and	NONE	30 minutes	Accountant I



	prepare Journal Entry Voucher			
	15. Analyze the JEV and voucher and evaluates the completeness and compliance of supporting documents and correctness of computation	NONE	1 hour	Accountant III
	16. Reviews and recommend the DV as to the completeness and compliance of supporting documents and correctness of computation	NONE	1 hour	Accountant IV
	17. Approves DV and signs Box B and Journal Entry Vouchers	NONE	3 days	Chief, Accountant
	18. Forward DV with complete supporting documents to Approving Authority	NONE	15 minutes	Accounting Clerk
	Total Number of days		3 days, 16 hours, 45 minutes	



IX. Direct Payments to Suppliers

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (4 Original Copies)		Prepared by the End User		
2. BAC Resolution (Original and duly signed)		Bids and Awards Committee		
3. Notice to Proceeds (Original and duly Signed)		Bids and Awards Committee		
4. Notice of Award (Original and duly signed)		Bids and Awards Committee		
5. Duly notarized Contract		Bids and Awards Committee		
6. Abstract of Canvass (Original and duly signed and filled up)		Prepared by the BAC		
7. 3 Quotations (Original and duly signed and filled up) – for SVP		Bids and Awards Committee		
8. Official Receipt/Statement of Account		Supplier		
9. Hotel Room Check-in Details (for Hotel Accommodation)		Supplier		
10. Philgeps Registration		Supplier		
11. Business Permit		Supplier		
12. Tax Clearance		Supplier		
CLIENT'S STEP	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 4 Copies of the Disbursement Voucher and the supporting documents	1. Receives and records Disbursement Voucher and its supporting documents to incoming DV Logbook to be	NONE	10 minutes	ADAS II / Receiving Clerk



	forwarded to Management and Audit Division (MD)			
	2. Receives and record DVs in the incoming logbook	NONE	10 minutes	MD Staff
	3. Evaluates and checks correctness of amount, compliance and completeness of supporting documents.	NONE	4 hours	ADOF IV / ADOF V, MD
	4. Reviews the audited vouchers as to the correctness of the amount and recommends to the Chief	NONE	1 hour	SADOF, MD
	5. Recommends the DV as to the completeness and compliance of supporting documents as well as correctness of computation, and affixes signature on the vouchers.	NONE	1 hour	Chief, MD
	6. Records and assign Disbursement Voucher Number in the MD Outgoing Logbook.	NONE	10 minutes	MD Staff
	7. Receives and records Disbursement	NONE	10 minutes	Budget Division Staff



	Voucher in the logbook.			
	8. Process and prepares Obligation Request and record in the Registry of Allotment and Obligation	NONE	2 hours	ADOF II / ADOF V, Budget Division
	9. Forward processed Obligation Request to the end-user for signature in Box A	NONE	10 minutes Note: Return of the OBRs to the FMS depends on the availability of the signatory	Budget Division Staff
	10. Reviews signed OBRs as to the correctness of charging	NONE	30 minutes	SADOF, BD
	11. Certifies availability of allotments and signs Box B in the Obligation Request	NONE	1 hour	Chief, BD
	12. Record OBR in the outgoing logbook and forward to Accounting Division	NONE	10 minutes	Budget Division Staff
	13. Receives and records DV in the incoming logbook	NONE	15 minutes	Accounting Clerk
	14. Process and assigns JEV control and prepare Journal Entry Voucher	NONE	30 minutes	Accountant I
	15. Analyze the JEV and voucher and	NONE	30 minutes	Accountant III



	evaluates the completeness and compliance of supporting documents and correctness of computation			
	16. Reviews and recommend the DV as to the completeness and compliance of supporting documents and correctness of computation	NONE	1 hour	Accountant IV
	17. Approves DV and signs Box B and Journal Entry Vouchers	NONE	3 days	Chief Accountant
	18. Forward DV with complete supporting documents to Approving Authority	NONE	15 minutes	Accounting Clerk
	Total Number of days		3 day, 13 hours	

X. Travel – Local/International (Cash Advances/Reimbursement)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (4 Original Copies)	Prepared by Claimant
2. Approved Travel Order/Itinerary of Travel	Approving Authority (OSEC)
3. Appendix B (Certificate of Travel Completed)	Prepared by Claimant
4. Boarding Pass	Secured by Claimant
5. Certificate of Appearance	Issued by the of Office where the destination of the Travel
6. Accomplishment Report	Prepared by the Claimant



7. Authority to Reimburse		Prepared by Claimant and Approved by the OSEC		
CLIENT'S STEP	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 4 Copies of the Disbursement Voucher and the supporting documents to the employee in charge	1. Receives and records Disbursement Voucher and its supporting documents to incoming DV Logbook to be forwarded to Management and Audit Division (MD)	NONE	10 minutes	ADAS II / Receiving Clerk
	2. Receives and record DVs in the incoming logbook	NONE	10 minutes	MD Staff
	3. Evaluates and checks correctness of amount, compliance and completeness of supporting documents.	NONE	1 hour	ADOF IV / ADOF V, MD
	4. Reviews the audited vouchers as to the correctness of the amount and recommends to the Chief	NONE	30 minutes	SADOF, MD
	5. Recommends the DV as to the completeness and compliance of supporting documents as	NONE	1 hour	Chief, MD



	well as correctness of computation, and affixes signature on the vouchers			
	6. Records and assign Disbursement Voucher Number in the MD Outgoing Logbook.	NONE	15 minutes	MD Staff
	7. Receives and records Disbursement Voucher in the logbook.	NONE	15 minutes	Budget Division Staff
	8. Process and prepares Obligation Request and record in the Registry of Allotment and Obligation	NONE	30 minutes	ADOF II / ADOF V, Budget Division
	9. Forward processed Obligation Request to the end-user for signature in Box A	NONE	15 minutes Note: Return of the OBRs to the FMS depends on the availability of the signatory	Budget Division Staff
	10. Reviews signed OBRs as to the correctness of charging	NONE	30 minutes	SADOF, Budget Division
	11. Certifies availability of allotments and signs Box B in the Obligation Request	NONE	3 hours	Chief, Budget Division
	12. Record OBR in the outgoing	NONE	10 minutes	Budget Division Staff



	logbook and forward to Accounting Division			
	13. Receives and records DV in the incoming logbook	NONE	15 minutes	Accounting Clerk
	14. Process and assigns JEV control and prepare Journal Entry Voucher	NONE	30 minutes	Accountant I
	15. Analyze the JEV and voucher and evaluates the completeness and compliance of supporting documents and correctness of computation	NONE	2 hours	Accountant III
	16. Reviews and recommend the DV as to the completeness and compliance of supporting documents and correctness of computation	NONE	2 hours	Accountant IV
	17. Approves DV and signs Box B and Journal Entry Vouchers	NONE	3 days	Chief Accountant
	18. Forward DV with complete supporting documents to the Approving Authority	NONE	10 minutes	Accounting Clerk
	Total Number of Days		3 days, 13 hours and 40 minutes	



XI. JOB ORDERS

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved and Notarized Contract of Service		Prepared by the Human Resource and Development Division		
2. Daily Time Record		Prepared by the Claimant/Payee		
3. Accomplishment Report		Prepared by the Claimant/Payee		
4. Payroll		Prepared by the Human Resource and Development Division		
5. Disbursement Vouchers		Prepared by the Human Resource and Development Division		
CLIENT'S STEP	ACTION TAKEN	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 2 Copies Contract of Service for funding to the receiving clerk	1. Receives and records Contract of Service in the incoming logbook and forward to Budget Division	NONE	10 minutes	ADAS II / Receiving Clerk
	2. Obligates funds and updates Registry of Allotment and Obligation .	NONE	1 hour	ADOF II / ADOF V, Budget Division
	3. Forward processed Obligation Request to the end-user for signature in Box A	NONE	20 minutes Note: Return of the OBRs to the FMS depends on the availability of the signatory	Budget Staff



	4. Reviews signed OBRs as to the correctness of charging	NONE	30 minutes	SADOF, Budget Division
	5. Certifies availability of allotments and signs Box B in the Obligation Request	NONE	2 hours	Chief, Budget Division
	6. Record OBR in the outgoing logbook and forward to HRDD for preparation of Payroll	NONE	15 minutes	Budget Division Staff
2. Submits 4 Copies of the Disbursement Voucher/Payroll and the supporting documents to the receiving clerk	1. Receives and records Disbursement Voucher and its supporting documents to incoming DV Logbook to be forwarded to Management and Audit Division (MD)	NONE	15 minutes	ADAS II / Receiving Clerk
	2. Receives and record DVs in the incoming logbook	NONE	15 minutes	Management Division Staff
	3. Evaluates and checks correctness of amount, compliance and completeness of supporting documents.	NONE	1 day	ADOF IV / ADOF V, MD
	4. Reviews the audited vouchers as to the correctness	NONE	20 minutes	SADOF, MD



	of the amount and recommends to the Chief			
	5. Recommends the DV as to the completeness and compliance of supporting documents as well as correctness of computation, and affixes signature on the vouchers	NONE	30 minutes	Chief, MD
	6. Records and assign Disbursement Voucher Number in the MD Outgoing Logbook.	NONE	15 minutes	Management Division Staff
	7. Receives and records DV in the incoming logbook	NONE	15 minutes	Accounting Clerk
	8. Process and assigns JEV control and prepare Journal Entry Voucher	NONE	30 minutes	Accountant I
	9. Analyze the JEV and voucher and evaluates the completeness and compliance of supporting documents and correctness of computation	NONE	1 hour	Accountant III
	10. Reviews and recommend the	NONE	1 hour	Accountant IV



	DV as to the completeness and compliance of supporting documents and correctness of computation			
	11. Approves DV and signs Box B and Journal Entry Vouchers	NONE	2 days	Chief Accountant
	12. Forward DV with complete supporting documents to the Approving Authority	NONE	15 minutes	Accounting Clerk
	Total Number of Days		3 days, 8 hours and 50 minutes	



REGIONAL OFFICE

NCMF NORTH LUZON SERVICES



1. LEGAL ASSISTANCE

Upon request, the NCMF North Luzon provides legal advice, issues legal forms and documents such as affidavits and certificates, and offers other legal assistance to requesting party or his or her authorized representative.

Division:	Legal Division (LD)
Classification:	Highly Technical
Type of transaction:	G2C- Government to Citizen
Who may avail:	Any Muslim Filipino requesting for legal advice and/or legal documents

Checklist of Requirements	Where to Secure
1. Legal Assistance Form	Action Officer/ LD Staff
2. At least one (1) valid ID Card of the requesting party, which may be any of the following: <ul style="list-style-type: none"> • National ID • e-Card / UMID • Employee's ID / Office Id • Driver's License • Professional Regulation Commission (PRC) ID • Passport • Senior Citizen ID • SSS ID • COMELEC / Voter's ID / COMELEC Registration Form • Philippine Identification (PhilID) • NBI Clearance • Integrated Bar of the Philippines (IBP) ID • Firearms License • AFPSLAI ID • PVAO ID • AFP Beneficiary ID • BIR (TIN) • Pag-ibig ID • Person's With Disability (PWD) ID • Solo Parent ID • Pantawid Pamilya Pilipino Program (4Ps) ID 	Government agencies, private companies and institutions issuing such



<ul style="list-style-type: none"> • Alien Certificate of Registration Identity Card (ACR I-CARD) • CSC Eligibility Card • Barangay ID • Philippine Postal ID • Phil-health ID • School ID • Other valid government-issued IDs 	
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A. For legal advice

CLIENT STEPS	NCMF ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at the Public Information and Assistance Desk (PIAD).	1. Register the client in the Visitor's Logbook.	None	3 minutes	PIAD
2. Fill out and submit duly accomplished Legal Assistance Form.	2.1 Receive the duly accomplished Legal Assistance Form. 2.2 Preliminarily assess the completeness of the requirements and inform the requesting party in case of deficiency.	None	5 minutes	LD Staff



<p>3. Wait at the designated waiting area until your name is called.</p>	<p>3.1 Interview the requesting party for the evaluation of his/her legal concern.</p> <p>3.2 Give legal advice based on the evaluation.</p> <p>3.3 Issue a written legal advice in case the requesting party requests for one.</p>	<p>None</p>	<p>10 to 30 mins., or as may be necessary</p> <p>(Depends upon the complexity of the legal concern)</p>	<p>Attorney of the Day</p>
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B. For issuance of legal forms and documents

<p>i CLIENT STEPS</p>	<p>NCMF ACTIONS</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>
<p>1. Register at the Public Information and Assistance Desk (PIAD).</p>	<p>1. Register the client in the Visitor's Logbook.</p>	<p>None</p>	<p>3 minutes</p>	<p>PIAD</p>
<p>2. Fill out and submit duly accomplished Legal Assistance Form.</p>	<p>2.1 Receive the duly accomplished Legal Assistance Form.</p> <p>2.2 Preliminarily assess the completeness of the requirements and inform the requesting party in case of deficiency.</p>	<p>None</p>	<p>5 minutes</p>	<p>LD Staff</p>



<p>3. Wait at the designated waiting area until your name is called.</p>	<p>3. Prepare the affidavit, certificate, or legal form requested. <i>Supporting documents for the statements or declarations in the affidavit/document are required to be presented, along with the valid proof of identity.</i></p>	<p>None</p>	<p>20 to 30 min., or as may be necessary</p>	<p>Attorney of the Day</p>
	<p>4. Make and keep a copy of the affidavit or document for record-keeping purposes.</p>	<p>None</p>	<p>5 minutes</p>	<p>LD Staff, Records Officer</p>
<p>4. Receive the requested document when finished.</p>	<p>5. Release the affidavit/document to the requesting party</p>	<p>none</p>	<p>1 minute</p>	<p>LD Staff</p>



2. CERTIFICATE OF TRIBAL MEMBERSHIP

The issuance of Certificate of Tribal Membership (CTM) is for identification purpose, in support for employment locally and abroad, scholarships, and other purposes it may serve.

Division:	Cultural Affairs Division (CAD)
Classification:	Simple
Type of transaction:	G2C- Government to Citizen
Who may avail:	Any Muslim Filipino who is also a member of the indigenous group as provided under Indigenous People's Act (RA 8371)

Checklist of Requirements	Where to Secure
1. Application Form	Action Officer/ CAD Staff
2. At least one (1) valid ID Card of the requesting party, which may be any of the following: <ul style="list-style-type: none"> • National ID • e-Card / UMID • Employee's ID / Office Id • Driver's License • Professional Regulation Commission (PRC) ID • Passport • Senior Citizen ID • SSS ID • COMELEC / Voter's ID / COMELEC Registration Form • Philippine Identification (PhilID) • NBI Clearance • Integrated Bar of the Philippines (IBP) ID • Firearms License • AFPSLAI ID • PVAO ID • AFP Beneficiary ID • BIR (TIN) • Pag-ibig ID • Person's With Disability (PWD) ID • Solo Parent ID • Pantawid Pamilya Pilipino Program (4Ps) ID 	Government agencies, private companies and institutions issuing such



<ul style="list-style-type: none"> • Alien Certificate of Registration Identity Card (ACR I-CARD) • CSC Eligibility Card • Barangay ID • Philippine Postal ID • Phil-health ID • School ID • Other valid government-issued IDs 	
3. Original and photocopy of PSA Birth Certificate/ Marriage Certificate	PSA
4. Two (2) copies of 2x2 ID picture taken within the last 6 months	Requesting party

CLIENT STEPS	NCMF ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at the Public Information and Assistance Desk (PIAD).	1. Register the client in the Visitor's Logbook.	None	3 minutes	PIAD
2. Fill out and submit duly accomplished Application	2.1 Receive the duly accomplished Application Form. 2.2 Preliminarily assess the completeness of the requirements and inform the requesting party in case of deficiency.	None	5 minutes	CAD Staff
3. Wait at the designated waiting area and wait for your name to be called	3.1 Interview the requesting party for evaluation. 3.2 Prepare the requested certificate and enter the	None	30 minutes	CAD Officer of the Day, Regional Director or CAD Chief



	<p>requesting party's personal information.</p> <p>3.3 Upon proof reading, forward to the Office of the Regional Director, or CAD Chief as may be delegated, for signature/ approval.</p>			
	4. Make and keep a copy of the certificate for record-keeping purposes	None	5 minutes	CAD Officer of the Day, Records Officer
4. Receive the CTM	Release the certificate	None	1 minute	CAD Officer of the Day



3. Certificate Verifying Certificate of Conversion to Islam

Upon request, Certificate Verifying Certificate of Conversion to Islam is issued to Muslim Filipino reverts for the purposes of identification, employment locally and abroad, scholarship, and other legal purposes it may serve.

Division:	Cultural Affairs Division (CAD)
Classification:	Simple
Type of transaction:	G2C- Government to Citizen
Who may avail:	Any Muslim Filipino reverts

Checklist of Requirements	Where to Secure
1. Application Form	Action Officer/ CAD Staff
2. At least one (1) valid ID Card of the requesting party, which may be any of the following: <ul style="list-style-type: none"> • National ID • e-Card / UMID • Employee's ID / Office Id • Driver's License • Professional Regulation Commission (PRC) ID • Passport • Senior Citizen ID • SSS ID • COMELEC / Voter's ID / COMELEC Registration Form • Philippine Identification (PhilID) • NBI Clearance • Integrated Bar of the Philippines (IBP) ID • Firearms License • AFPSLAI ID • PVAO ID • AFP Beneficiary ID • BIR (TIN) • Pag-ibig ID • Person's With Disability (PWD) ID • Solo Parent ID • Pantawid Pamilya Pilipino Program (4Ps) ID • Alien Certificate of Registration Identity Card (ACR I-CARD) 	Government agencies, private companies and institutions issuing such



<ul style="list-style-type: none"> • CSC Eligibility Card • Barangay ID • Philippine Postal ID • Phil-health ID • School ID • Other valid government-issued IDs 	
3. Original and photocopy of PSA Birth Certificate/ Marriage Certificate	PSA
4. Original and photocopy of Certificate of Conversion to Islam issued by a duly recognized Islamic Organizations	Islamic Organizations
5. Original and photocopy of PSA/Shariah Court Certificate of Conversion	PSA/Shariah Court
6. Two (2) copies of 2x2 ID picture taken within the last 6 months	Requesting party

CLIENT STEPS	NCMF ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at the Public Information and Assistance Desk (PIAD).	1. Register the client in the Visitor's Logbook.	None	3 minutes	PIAD
2. Fill out and submit duly accomplished Application	2.1 Receive the duly accomplished Application Form. 2.2 Preliminarily assess the completeness of the requirements and inform the requesting party in case of deficiency.	None	5 minutes	CAD Staff



<p>3. Wait at the designated waiting area and wait for your name to be called</p>	<p>3.1 Interview the requesting party for evaluation.</p> <p>3.2 Prepare the requested certificate and enter the requesting party's personal information.</p> <p>3.3 Upon proof reading, forward to the Office of the Regional Director, or CAD Chief as may be delegated, for signature/approval</p>	<p>None</p>	<p>30 minutes</p>	<p>CAD Officer of the Day, Regional Director or CAD Chief</p>
	<p>4. Make and keep a copy of the certificate for record-keeping purposes</p>	<p>None</p>	<p>5 minutes</p>	<p>CAD Officer of the Day, Records Officer</p>
<p>4. Receive the Certificate Verifying Certificate of Conversion to Islam</p>	<p>5. Release the certificate</p>	<p>None</p>	<p>1 minute</p>	<p>CAD Officer of the Day</p>



4. Request for Endorsement for Registration for Mosques/ Cultural Centers, and Muslim Organizations or Associations

This Endorsement is issued to owners or administrators of mosques, cultural centers, and Muslim Organizations or Associations. It is one of the requirements for the issuance of the Certificate of Registration by the Bureau of Muslim Cultural Affairs (BMCA) so that they may be recognized as legitimate cultural center, organization or association. It is also part of the agency's function of profiling such cultural institutions.

Division:	Cultural Affairs Division (CAD)
Classification:	Simple; complex
Type of transaction:	G2C- Government to Citizen
Who may avail:	Any Muslim Filipino who is the owner or administrator of a Mosque/ Cultural Center, and Organization or Association, or his authorized representative.

Checklist of Requirements	Where to Secure
1. Application Form	Action Officer/ CAD Staff
2. Registration Form	Action Officer/ CAD Staff
3. Request letter from the Mosque/Cultural Center Administrator or Head of the Organization or Association	Owner/ administrator of Mosque/Cultural Center Administrator or Head of the Organization or Association
4. Photocopy of SEC Registration, if any	SEC
5. Barangay/Mayor's Permit or Certification, as to the existence of the mosque, or cultural center, organization or association in the area	Barangay / LGU
6. Picture(s) of the Mosque/Cultural Center or Office of the Organization or Association	Requesting party

CLIENT STEPS	NCMF ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Register at the Public Information and Assistance Desk (PIAD).	1. Register the client in the Visitor's Logbook.	None	3 minutes	PIAD
2. Fill out and submit the duly accomplished Application Form and Registration Form	2.1 Receive the duly accomplished Application Form and Registration Form. 2.2 Preliminarily assess the completeness of the requirements and inform the requesting party in case of deficiency.	None	10 minutes	CAD Officer of the Day
3. Wait at the designated waiting area and wait for your name to be called	3.1 Evaluate the supporting documents presented by the requesting party. 3.2 Prepare the requested Endorsement and enter mosque's/cultural center's/organization's or association's information. 3.1 Upon proof reading and review of the supporting documents, forward the Endorsement to the Office of the Regional Director for signature/ approval.	None	30 minutes	CAD Officer of the Day, Regional Director
	4. Make and keep a copy of the Endorsement for record-keeping purposes	None	5 minutes	CAD Officer of the Day and Records Officer



4. Receive the Endorsement for Registration	5. Release the Endorsement for Registration	None	1 minute	CAD Officer
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5. Endorsement for Registration of Madrasah

This Endorsement is issued owners and administrators of a Madrasah desiring to be issued a Certificate of Endorsement by the Bureau of Muslim Cultural Affairs (BMCA). It is also a part of the agency's responsibility towards Madrasah Institutions in assisting and facilitating their application for registration and accreditation with the Department of Education (DepEd).

Division:	Cultural Affairs Division (CAD)
Classification:	Simple; complex
Type of transaction:	G2C- Government to Citizen
Who may avail:	Any Muslim Filipino who is owner or administrator of a Madrasah, or his authorized representative.

Checklist of Requirements	Where to Secure
1. Application Form	Action Officer/ CAD Staff
2. Madrasah Information Sheet	Action Officer/ CAD Staff or https://ncmf.gov.ph/wp-content/uploads/2021/08/Madrasah-Information-Sheet.pdf
3. Request Letter from the Madrasah Administration	Requesting party
4. Photocopy of SEC Registration or CDA, if any	SEC/ CDA
5. Pictures of Madrasah School Buildings and premises	Requesting party
6. Curricula/ Subjects offered	Requesting party
7. Barangay Certification on the existence of the Madrasah in the area	Barangay
8. Mayor's permit, if any	LGU

CLIENT STEPS	NCMF ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Register at the Public Information and Assistance Desk (PIAD).	1. Register the client in the Visitor's Logbook.	None	3 minutes	PIAD
2. Fill out and submit the duly accomplished Application Form and Madrasah Information Sheet	2.1 Receive the duly accomplished Application Form and Madrasah Information Sheet. 2.2 Preliminarily asses the completeness of the requirements and inform the requesting party in case of deficiency.	None	10 minutes	CAD Officer of the Day
3. Wait at the designated waiting area and wait for your name to be called	3.1 Evaluate the supporting documents presented by the requesting party. 3.2 Prepare the requested endorsement and enter Madrasah's information. 3.1 Upon proof reading and review of the supporting documents, forward the Endorsement to the Office Regional Director for signature/ approval	None	30 minutes	CAD Officer of the Day, Regional Director



	4. Make and keep a copy of the Endorsement for record-keeping purposes	None	5 minutes	CAD Officer of the Day and Records Officer
4. Receive the Endorsement for Registration of Madrasah	Release the Endorsement for Registration of Madrasah	None	1 minute	CAD Officer



6. Endorsement of Solemnizing Officer

This Endorsement is issued to Imams desiring to register as Solemnizing Officer in their respective area. It is one of the requisites required by the Philippine Statistics Authority (PSA) through Administrative Order No. 1, Series of 2007 for the issuance of the Certificate of Registration of Authority to Solemnize Marriage (CRASM).

Division:	Cultural Affairs Division (CAD)
Classification:	Simple
Type of transaction:	G2C- Government to Citizen
Who may avail:	Any Muslim Filipino Imam or religious leader

Checklist of Requirements	Where to Secure
1. Application Form	Action Officer/ CAD Staff
2. At least one (1) valid ID Card of the requesting party, which may be any of the following: <ul style="list-style-type: none"> • National ID • e-Card / UMID • Employee's ID / Office Id • Driver's License • Professional Regulation Commission (PRC) ID • Passport • Senior Citizen ID • SSS ID • COMELEC / Voter's ID / COMELEC Registration Form • Philippine Identification (PhilID) • NBI Clearance • Integrated Bar of the Philippines (IBP) ID • Firearms License • AFPSLAI ID • PVAO ID • AFP Beneficiary ID • BIR (TIN) • Pag-ibig ID • Person's With Disability (PWD) ID • Solo Parent ID • Pantawid Pamilya Pilipino Program (4Ps) ID • Alien Certificate of Registration Identity Card (ACR I-CARD) 	Government agencies, private companies and institutions issuing such



<ul style="list-style-type: none"> • CSC Eligibility Card • Barangay ID • Philippine Postal ID • Phil-health ID • School ID • Other valid government-issued IDs 	
3. Original and photocopy of PSA Birth Certificate	PSA
4. Endorsement from the President of the requesting party's Muslim Organization/ Association certifying that he is an Imam in their area	President of the Muslim Organization/ Association
5. Two (2) copies of colored ID pictures (2x2) with white background taken not more than a month ago from the date of application.	Requesting party

CLIENT STEPS	NCMF ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at the Public Information and Assistance Desk (PIAD).	1. Register the client in the Visitor's Logbook.	None	3 minutes	PIAD
2. Fill out and submit the duly accomplished Application Form.	2.1 Receive the duly accomplished Application Form. 2.2 Preliminarily assess the completeness of the requirements and inform the requesting party in case of deficiency.	None	5 minutes	CAD Officer of the Day
3. Wait at the designated waiting area and wait for your name to be called	3.1 Evaluate the supporting documents presented by the requesting party.	None	20 minutes	CAD Officer, Regional Director or CAD Chief



	<p>3.2 Prepare the requested Endorsement and enter the requesting party's personal information.</p> <p>3.1 Upon proof reading and review of the supporting documents, forward the Endorsement to the Office of the Regional Director, or CAD Chief as may be delegated, for signature/ approval.</p>			
	4. Make and keep a copy of the Endorsement for record-keeping purposes	None	5 minutes	CAD Officer, Records Officer
4. Receive the requested Endorsement of Solemnizing Officer	5. Release the Endorsement of Solemnizing Officer	None	1 minute	CAD Officer



7. Translation of Arabic Documents

This service is offered to any requesting party needing the translation of Arabic documents to English, which is necessary for their employment, scholarship, identification, and other legal purpose it may serve.

Division:	Cultural Affairs Division (CAD)
Classification:	Highly Technical
Type of transaction:	G2C- Government to Citizen G2G- Government to Government
Who may avail:	Any Filipino citizen or government agency needing the translation of an Arabic document to English

Checklist of Requirements	Where to Secure
1. Application Form	Action Officer/ CAD Staff
2. Copy of the Arabic document to be translated into English	Requesting party

CLIENT STEPS	NCMF ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at the Public Information and Assistance Desk (PIAD).	1. Register the client in the Visitor's Logbook.	None	3 minutes	PIAD
2. Fill out and submit the duly accomplished Application Form.	2.1 Receive the duly accomplished Application Form.	None	5 minutes	CAD Officer of the Day
3. Wait at the designated waiting area and wait for your name to be called.	3.1 Evaluate the document to be translated 3.2 Prepare and encode the English translation of the Arabic document. 3.3 Upon proof reading and review,	None	Simple- 2 hours Complicated- 8 hours, or as may be necessary depending upon the complexity and number of documents to be translated	NCMF Interpreter



	4. Make and keep a copy of the Arabic document and its English translation for record-keeping purposes	None	5 minutes	CAD Officer, Records Officer
4. Receive the newly-translated document	Return the Original/copy of the Arabic document and release the English translation to the requesting party	None	1 minute	CAD Officer



8. HAJJ REGISTRATION

The NCMF is the agency primarily responsible for the administration of annual *Hajj* or Muslim Pilgrimage to Mecca, Kingdom of Saudi Arabia. The NCMF Regional offices, also being considered as Regional Hajj Registration and Processing Centers (HRPC), is the partner of the Bureau of Pilgrimage and Endowment (BPE) in accommodating all interested Pilgrims in their respective area of coverage. However, final arrangement for services and travel documentary requirements shall be done at the NCMF-BPE Central Office.

Division:	Cultural Affairs Division (CAD)
Classification:	Highly Technical
Type of transaction:	G2C- Government to Citizen
Who may avail:	Any Muslim Filipino who is interested to join in the annual Hajj or Pilgrimage to Mecca, Kingdom

Who is qualified to perform Hajj?	
A Muslim who is:	
Spiritually Prepared;	His intention is sincere, and aimed only to seek Allah's pleasure; Familiar with the stages/rituals of the Hajj and other recommended devotional acts.
Financially Capable; and	Has the capacity to pay his/her travel expenses (Airfare, Land Transportation, Lodging, Food, and other expenses);
	Has the capacity to allocate provisions for dependents left at home;
	Has no personal debts; and
	His/her pilgrimage is not a result of borrowings and begging.
Physically and Mentally Fit as confirmed by a Physician	Must be in good health; Must not have a communicable disease; and If partially disable, one who can at least sit and stand and must travel with an aide at all times.



Checklist of Requirements for REGISTRATION	Where to Secure
Personal requirements	
1. Personal appearance and interview of the applicant at any of the NCMF Hajj Registration and Processing Centers.	
2. Personal appearance of the applicant at any DFA Consular Office upon filing of application for Regular Passport	
Special Personal Requirements	
1. Female applicants MUST be traveling with Mahram;	
2. Minor applicants (14 years old and below) must be accompanied by both parents	
3. Old-aged and handicapped applicants must be accompanied, at all times, by a physically fit relative.	
Documentary requirements	
1. Application for Pilgrimage (Hajj Form No. 1)	CAD Staff
2. Joint Affidavit of Two Disinterested Persons/ PSA authenticated Birth Certificate	Applicant
3. Medical Certificate (Yellow Card) issued by the Bureau of Quarantine (BOQ) that the pilgrim has been vaccinated against meningitis, flu, and COVID-19	Bureau of Quarantine
4. Application for Hajj Passport (DFA Form supplied)	DFA
5. Certificate of Tribal Membership (CTM)	NCMF
6. Six (6) copies of passport size (1.77" x 1.37") recent colored photos in royal blue background; headdress in photo must be in dark color (black, brown, etc.); and two (2) copies of passport size photo in plain white background; and two (2) copies ID size (1x1)	Applicant
Special documentary requirement	
1. For Reverts/Balik-Islam: Duly authenticated Certificate of Reversion/Conversion to Islam	Shariah Court/ PSA
2. For woman-pilgrim who's Mahram is her husband Marriage Contract or Joint Affidavit of Marriage	PSA
3. For Government Official/Employee - appropriate Travel Order and Certificate of Clearance from Property Accountability	Applicant's employer



Checklist of Requirements for Annual Hajj Operation Frontline Services:	Where to Secure
1. Valid Passport	DFA
For those who do not have valid passport:	
1. PSA Birth Certificate	PSA
2. Marriage Certificate (for married applicant)	PSA
3. Tribal Certificate	NCMF
4. Valid Identification Card	Government agencies and private institutions issuing such
5. Personal appearance	

CLIENT STEPS	NCMF ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at the Public Information and Assistance Desk (PIAD).	1. Register the client in the Visitor's Logbook.	None	3 minutes	PIAD
2. Application and Registration of Intending HAJJ Pilgrims	2. Receive and Evaluate Application Form with complete documents	None	5 minutes	CAD Staff
	3. Preparation of Order of Payment (For Accredited Bank)	?	15 minutes	Finance Team
	4. Processing of Application Form for Transmittal to DFA for issuance of passport	?	10 minutes	Passport Committee DFA
	5. Endorsement to Bureau of Quarantine for issuance of International Quarantine Card (Yellow Card)	?	15 minutes	Vaccination Committee



	6. Securing Travel Tax Exemption Certificate from TIEZA	?	30 minutes	Regional Director/ Finance Team
	7. Release of Travel Tax Certificate to Travel Agency	?	30 minutes	Booking/ Area Coordinator/ Finance Team

Hajj Visa Application

The Consular Section of the Royal Embassy of Saudi Arabia starts granting Hajj visa annually effective 10th of Shawwal until 25th Dhulqa'da of every Hijrah year. Submission of application for Hajj visa must be through the National Commission on Muslim Filipinos.

Checklist of Requirements	Where to Secure
1. A passport and/or legal travel documents must be valid for at least 6 months and must have a minimum of two blank pages	DFA
2. Two recent passport photographs (ID pictures) with white background	Applicant
3. Visa Application Form signed and stamped by NCMF. Original and/or legible photocopy of such Form is acceptable.	NCMF/ DFA
4. Airline ticket. Each applicant must be in possession of a round trip ticket with confirmed reservations.	?
5. International Certificate of Vaccination issued by the Bureau of Quarantine. Children aged from three months to twelve years old must be examined by primary care doctors.	BOQ
6. <i>Mahram</i> – All female intending pilgrims are required to travel with a <i>Mahram</i> (male escort – close relative). Proof of relationship with the <i>Mahram</i> must be submitted. Female over the age of 45 may travel without <i>Mahram</i> but with an organized group. She must, however, submit no objection letter from her husband, son or brother, authorizing her travel for Hajj with the named group. Such letter should be notarized by a notary public. The <i>Mahram</i> should write his complete information on the application of	



<p>wife and children, or any other relative whom he is traveling with. Marriage and birth certificates issued outside of the Philippine should be translated and notarized by a certified translations office. Applicants under the legal age will not be granted a Hajj visa if not accompanied by their parents.</p>	
<p>7. Foreigners who are Muslims and residing permanently in the Philippines may be indorsed by NCMF for the grant of Hajj visa by the Royal Embassy of Saudi Arabia after complying with the requirements set by the Royal Embassy of Saudi Arabia in related official issuance.</p>	



FEEDBACK AND REDRESS MECHANISM

1. One of our objectives is to maintain a high quality of service to the public by ensuring that the needs of the employees and officials are met by the quality management system. Your feedback is essential in improving the process within the Commission.
2. Secure your CSAT Client Feedback Forms at the Public Information and Assistance Desk (PIAD) or from the Action Officer of the Day for your evaluation, compliments, suggestions, and complaints. Submit to the Officer of the Day or drop at the Drop-Box.
3. Complaints about lapses in the delivery of our services will be addressed immediately, and necessary action, shall be communicated within three (3) working days upon receipt thereof.
4. Those that need immediate actions will be attended to by the Officer of the Day.