



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

BLGF-PM-WI-04-10.01

Revision Code: 00

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Section: **RECORDS- ARCHIVING AND RETRIEVAL**

Effectivity Date:

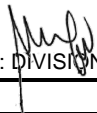
Subject: **WORK INSTRUCTIONS: ISSUANCE OF CERTIFIED TRUE COPY**

1. Person Responsible:

Administrative Aide

2. Steps:

- a. Receives request for Certified True Copy (CTC) duly approved by Service Chief.
Note: For external clients, request for CTC is requested through formal correspondence.
Request is endorsed by approving authority.
- b. Retrieve records from archive.
- c. Photocopies original document.
- d. Brings photocopy of original copy to Records Admin Officer V for stamping
"Certified True Copy" and signature on the copy.
- e. Secures signature of requestor on the "Received" part of the document requested.

PREPARED BY:  DIVISION CHIEF

REVIEWED BY:  AFMS SERVICE DIRECTOR

APPROVED BY:  EXECUTIVE DIRECTOR