



1. Issuance of Affidavits

Different kinds of affidavits like Loss, Legitimation, Support, Acknowledgment, Correction/ Discrepancy, and Joint Affidavit are issued to individuals who need to support any claim, legal purpose, or intent it may serve.

Office/Division:	Mayor's Office/Administrative Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G - Government to Government			
Who may avail:	Residents Only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Joint Affidavit/Correction:				
Two witnesses with Residence Certificate who are at least 5 years older than the applicant		From the barangay where the affiant was born.		
Residence Certificate of the applicant (1 original)		Municipal Treasury Office - Window 1, 2, 3, 4 or 5		
Baptismal Certificate or Negative Result from PSA (1 original)		Church or PSA issuing office		
Valid ID (1 Original)		Client		
For Legitimation:				
Residence Certificate of Affiant (1 Original)		Municipal Treasury Office - Window 1, 2, 3, 4 or 5		
Valid ID (1 original)		Client		
For Affidavit of Loss				
Residence Certificate of Affiant (original)		Municipal Treasury Office - Window 1, 2, 3, 4 or 5		
Valid ID (1 original)		Client		
For Acknowledgment				
Residence Certificate of Father (original)		Municipal Treasury Office - Window 1, 2, 3, 4 or 5		
Valid ID (1 original)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Comply and submit all the requirements to the officer in charge	1. Check & verify the submitted requirements then issue Order of Payment.	None	3 Minutes	Office Staff Cubicle 3,4 and 6 Mayor's Office
2. Pay the corresponding fee at the Treasurer's Office and secure an official receipt.	2. Ask for Order of Payment and accept the fee for requested document and issue official receipt.	PHP50 PHP30 for doc stamp	5 Minutes	Collection Clerk Treasury Office



3. Go back to the Mayor's office and present the official receipt.	3. Accept and check the Official receipt presented by the client.	None	2 Minutes	Office Staff Cubicle 3,4 and 6 Mayor's Office
4. Submit oneself to a brief interview to provide the necessary information on the Form and present two (2) witnesses (for Joint Affidavit and Affidavit of Legitimation) to sign on the Form	4. Interview the client for information to fill-up the form. 4.1 Present the prepared affidavit to the client for checking and for the witnesses to sign.	None	5 Minutes	Office Staff Cubicle 3,4 and 6 Mayor's Office
5. Claim the Affidavit, sign logbook to acknowledge receipt.	5. Issue the accomplished affidavit and the logbook for the client to acknowledge receipt.	None	3 Minutes	Office Staff Cubicle 3,4 and 6 Mayor's Office
TOTAL:		PHP80	18 Minutes	