

3. Certification of Good Moral Character

The Certificate of Good Moral Character is issued to both current and undercurrent employees of the Provincial Government of Davao del Norte as one of the requirements for scholarship application, employment application both in local and abroad and other personal purposes.

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|---|--|-------------------------------|------------------------|---|
| Office or Division: | Provincial Human Resource Management Office – Appointment and Personnel Records Division | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government G2C – Government to Client | | | |
| Who may avail | Both current and former employees of the Provincial Government of Davao del Norte | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Requisition Slip (1 Original) | | PHRMO-Administrative Division | | |
| Official Receipt for Payment of Secretary's Fee (if personal purpose) | | PTO | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Fill up the requisition slip legibly with employee's Name, Position, Office, Status of Employment and mark check (✓) on the space provided opposite to the desired document to request | Accommodate the client / check the significant information stipulated in the requisition slip and return the accomplished requisition slip to the client as payment reference to the PTO | None | 5 minutes | <i>Administrative Staff</i> PHRMO-AD |
| 2. Pay the corresponding fee to the Cashier's Division of PTO, then submit back to PHRMO the accomplished requisition slip with the payment's Official Receipt. | Draft the certification and submit to PHRMO-AOV for review (check appropriate 201 file documents as reference for any derogatory record). | None | 20 minutes | <i>Administrative Assistant</i> PHRMO-APRD |

| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|--|------------------------|--|
| 3. Wait while document is being prepared | Effect correction/s (if there's any), finalize the certification and facilitate the signing of the same. | None | 5 minutes | <i>Administrative Officer V</i> PHRMO-APRD <i>Administrative Assistant</i> PHRMO-APRD |
| | Affix initials on the document which is for signature of the Governor. Advise the requesting party on this process, usually it would take 2-3 days before the document would be signed and returned to us from the Governor's Office. | None | 5 minutes | <i>a. PHRMO-PG Department Head;</i> <i>b. Supervising Administrative Officer</i> PHRMO-APRD (if Officer-in-Charge) <i>c. Administrative Asst. I- APRD (to give the advice to the client).</i> |
| 4. Receive the Certificate of Good Moral Character upon advice. | Call/contact the client for the Release of the signed/approved certification. | None | 5 minutes | <i>Administrative Assistant</i> PHRMO-APRD |
| | TOTAL: | Php 12.00-current employees Php 100.00-for undercurrent | 40 minutes | |