

**Head Office**

**External Services**

**Controllership Group**

## 1. Certificate of Full Payment

Issuance of Certification of Full Payment to clients with collateral mortgaged

<b>Office or Division:</b>	Controllership Group			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business, G2C - Government to Citizen			
<b>Who may avail:</b>	MSME Borrowers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>ISSUING/SOURCE ENTITY</b>		
Statement of Account		Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. Request for Certificate of Full Payment.	1.1. Review Branch Accountants' validated Statement of Account (SOA).	None	2 days (maximum)	Senior Financial Specialist Controllership Group
	1.2. Prepare Certificate of Full Payment.	None	15 minutes	Senior Financial Specialist Controllership Group
	1.3. Sign the Certificate of Full Payment and the certified correct SOA.	None	15 minutes	Group Head Controllership Group
	1.4. Release signed SOA and Certificate of Full Payment to requesting party.	None	15 minutes	Administrative Assistant Controllership Group
<b>TOTAL</b>		<b>None</b>	<b>2 days and 45 minutes</b>	

## 2. Certificate of Loan Repayments and Premium Contributions

Issuance of Certification of premium contributions and loan repayments made in behalf of the employees to various government agencies

<b>Office or Division:</b>	Controllership Group			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Former employees of SB Corporation			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>ISSUING/SOURCE ENTITY</b>		
Letter of Request for Certification		Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. Submit letter of request for certification.	1.1. Check coverage period of certification being requested.	None	30 minutes	<i>Senior Financial Specialist Controllership Group</i>
	1.2. Process certification.	None	6 days (maximum)	<i>Senior Financial Specialist Controllership Group</i>
	1.3. Sign the Certification.	None	15 minutes	<i>Group Head Controllership Group</i>
	1.4. Release Certification to requesting party.	None	15 minutes	<i>Administrative Assistant Controllership Group</i>
<b>TOTAL</b>		<b>None</b>	<b>6 days and 1 hour</b>	