

Issuance of Online Certificate of No Pending Administrative Cases (CeNoPAC)

This process covers requests for Certificate of No Pending Administrative Case (CeNoPAC) whose employment status is updated.

Office or Division:	Legal Unit/ HRWS			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DSWD-NCR Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip		Legal Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish and submit a request slip to Legal Office *Make sure to provide complete and accurate information prior to submission	1.1 Received the request slip from the client	None	5 minutes	<i>Ms. Ana Theresa M. Laurio</i> AO IV, OIC-HRWS
	1.2 Track the request slip submitted by the clients			
	1.3 Forward the request to the concerned staff for preparation of the certification.			
	1.4 Check with the database if the client has pending administrative case. If none, request for issuance of CeNoPAC will be facilitated. If the client has pending administrative case, the request will not be granted		3 minutes	<i>Ms. Ana Theresa M. Laurio</i> AO IV, OIC-HRWS
	1.5 Prepare the document requested		5 minutes	<i>Ms. Ana Theresa M. Laurio</i> AO IV, OIC-HRWS <i>Atty. Michael Joseph J. Lorico</i> Regional Director – Field Office NCR
	1.6 Forward the document for signature of the concerned officials			

	1.7 Track the document 1.8 The recommending authority affixes initial after review of document The Regional Director signs the documents			
2. Receive the Certificate of No Pending Administrative Case	2. Issue the certificate to staff	None	2 minutes	<i>Ms. Ana Theresa M. Laurio</i> <i>AO IV, OIC-HRWS</i>
TOTAL		NONE	40 minutes	