



## **Community Affairs Office**

### **External Services**



## 1. Application to Certificate of Confirmation (COC)

This service validates and confirms Certificates of Tribe membership conferred to members of indigenous Cultural Communities/ Indigenous Peoples (ICCs/IPs) only for the intent and purpose it was issued, example tribal identification, scholarship, local employment NAPOLCOM,AFP (PAF,PA,PN,PM)BFP,BJMP and others.

<b>Office or Division:</b>	Community Affairs Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to client			
<b>Who may avail:</b>	All individuals who are members of the Indigenous Peoples (IPs) and residents of Santol.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
➤ One (1) original copy Genealogy Form		Community Affairs Office		
➤ One (1) original copy Index Form with verification		Community Affairs Office		
➤ One (1) original copy Certificate of Tribal membership from Tribal Chieftain/Leader of the applicants tribe		Barangay / Leader of the applicants tribe		
➤ One (1) original copy of Birth Certificate		PSA / LCR		
➤ Two (2) pieces Passport size Picture with name tag				
➤ Two (2) pieces Documentary Stamps		BIR		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure application form	1.Issue genealogy form, explain and guide applicant how to accomplish the form	None	20 minutes	Community Affairs Officer, CAO Office
2. Applicant submit duly accomplished	2.Issue Information Index	None	15 minutes	Community Affairs Officer



Information Index Form	Form upon evaluation of the duly accomplished genealogy form			CAO Office
3. Submit duly accomplished Information Index Form	3.Require submission of other supporting documents depending on the purpose applied for	None	20 minutes	<i>Community Affairs Officer, CAO Office</i>
4. Submit the required documents	4.Receive, record and evaluate the completeness of the required documents	None	30 minutes	<i>Community Affairs Officer, CAO Office</i>
None	4.1 Forward the documents for signature of the Municipal Mayor	None	5 minutes	<i>Community Affairs Officer, CAO Office</i>
None	4.2 Sign the forwarded documents	None	1/2 day	<i>Municipal Mayor, Mayors Office</i>
None	4.3 Endorse to NCIP Office for the final evaluation for issuance of COC	None	1/2 day	<i>NCIP Staff, NCIP Office</i>
None	4.5 NCIP Office review and evaluate for confirmation/approval	None	1 day	<i>NCIP Officer, NCIP Office</i>
5. Receive feedback on schedule release of COC	Inform the applicant on schedule release of COC	None	5 minutes	<i>Community Affairs Officer, CAO Office</i>



6. Receive the COC	Released confirmed the COC	None	5 minutes	Community Affairs Officer, CAO Office
	<b>TOTAL</b>		<b>3 days and 10 minutes</b>	