



Title of Frontline Service: **AUTHENTICATION OF DOCUMENT**

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
Monday to Friday 8:00 a.m. - 5:00 p.m.	All DepEd Cebu City Employees	* Photocopied DepEd documents <i>(original documents shall be presented during authentication)</i>	1 working day and 10 minutes

How to Avail of the Service?

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Stamps "Certified True Copy" on photocopied documents with the original documents attached.	Examines documents to ascertain authenticity	4 hours	Genoveva Compra/ Mary Antoniette Torrejos	None	None
		Signs documents	4 hours	Genoveva Compra/ Mary Antoniette Torrejos	None	None
2	Receives authenticated documents and signs logbook.	Releases authenticated documents	10 minutes	Ritchell Camino/Andy Bonnin Opone	None	None
END OF TRANSACTION						