



**ASSUMPTION OF DUTY (Date):**  (mm/dd/year)

**POSITION :**  **Salary Grade (SG):**

**DEPARTMENT :**

**PURPOSE :**

## TERMS AND CONDITIONS

Before we can continue to process your on-line request, please be informed that there is a minimal processing fee in the amount of PhP 100 for those living within the Philippines and US \$ 2.50 for those living outside of the Philippines. You will be provided with two (2) copies of the requested certificate or document. The fee is per requested document. Additional copies of the requested document shall cost PhP 20 per copy or US \$ 1.00 per copy. Once the requested document is ready for shipment/ delivery, you will be notified via email. Payment maybe made through bank deposit or postal money order payable to the Subic Bay Metropolitan Authority. Upon receipt of the payment, the document shall be sent to your address. Please send to money until such time you are instructed to do so.

On top of the processing fee, there is a delivery charge depending on the mode of delivery you choose (i.e. registered mail, local courier, FedEx). There is no delivery charge for those electing to personally pick up their certificate/document.

The processing fee shall be waived for employee/personnel who have been separated from the service for less than a year. However, delivery charges depending on the mode of delivery chosen may apply.

### Modes of Delivery

**By Registered Mail**  
(2-3 wks. local)  
(3-4 wks. Int'l)

**By Local Courier**  
(2 days, local only)

**By FedEx**  
(3 days, int'l only)

**Don't bother. I'll pick it up myself**

*(within the Philippines)*

**Thank you!**

You will be notified via email once your document becomes available. Please allow seven (7) working days to process the receipt of your request. Delivery time is excluded from counting of processing time.