



LIST OF SIMPLE, COMPLEX AND HIGHLY TECHICAL SERVICES

OFFICE OF THE COMMISSION SECRETARY

EXTERNAL SERVICES

1. Media Request for Interview, Information, and Update - Simple
2. Request for Certification on Commission En Banc Resolutions/Certain Acts of the Commission - Simple
3. Request for Certified True Copies (CTC) of Memorandum Circulars, Minutes of the Meeting and Resolutions - Simple

INTERNAL SERVICES

4. Dissemination of Certified True Copies of SEC Office Orders, SEC Memorandum Circulars, Guidelines, Notices, Rules and Regulations - Simple
5. Preparation of Minutes of Commission Meetings and Executive Session Meetings - Simple

OFFICE OF THE GENERAL COUNSEL

EXTERNAL SERVICES

1. Filing of Petition and Appeal - Highly Technical
2. Filing of Request for Legal Opinion - Highly Technical
3. Public Assistance on Walk-in/Phone-in Legal Queries - Simple
4. Request for Certified True Copy (CTC) or Plain Copy of Documents Related to Cases - Complex

INTERIM GUIDELINES FOR THE LIMITED MANUAL OPERATIONS OF OGC DURING THE PERIOD OF STATE OF NATIONAL EMERGENCY DUE TO PANDEMIC OR IN THE EVENT OF OTHER MAJOR DISRUPTION WHETHER CAUSED BY A NATURAL DISASTER OR OTHER CAUSES

5. Filing of Petition and Appeal - Highly Technical
6. Filing of Request for Legal Opinion - Highly Technical
7. Public Assistance on Walk-in/Phone-in Legal Queries - Simple
8. Request for Certified True Copy (CTC) or Plain Copy of Documents Related to Cases - Complex

OFFICE OF THE GENERAL ACCOUNTANT

EXTERNAL SERVICES

1. Accreditation of Asset Valuer and Professional Services Organization - Highly Technical
2. Accreditation of Credit Rating Agencies - Highly Technical
3. Application for Inclusion in the List of Accredited/Selected External Auditors - Individual and Auditing Firm - Highly Technical
4. Complex Request for Opinion and/or Clarification on Accounting Matters – Complex
5. Highly Technical Request for Opinion and/or Clarification on Accounting Matters – Highly Technical
6. Request for Exemptive Relief - Highly Technical
7. Simple Request for Opinion and/or Clarification on Accounting Matters - Simple

INTERNAL SERVICES

8. Review of Financial Statements Referred by Operating Departments - Complex

COMPANY REGISTRATION AND MONITORING DEPARTMENT

EXTERNAL SERVICES

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Simple and Complex
2. Application for Amendment of License of Foreign and Multinational Corporations - Complex
3. Application for Amendment of Partnerships - Simple
4. Application for Dissolution of Partnerships - Simple
5. Application for Payment of Annual Fees of Capital Market Institutions and Professionals through the CMPRS - Simple
6. Application for Registration of Capital Market Participants through the Capital Market Participants Registry System - Simple
7. Application for Registration of Secondary License of Capital Market Institutions – Highly Technical
8. Application for Renewal of License for Transfer Agents - Simple
9. Application for Withdrawal of License of Foreign or Multinational Corporations - Complex
10. Applications for Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations - Simple
11. Cash or Stock Dividend - Highly Technical
12. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership – Highly Technical

13. Compliance with SEC Memorandum Circular No. 14, Series of 2013 (Guidelines covering the Use of Properties that require Ownership Registration as Paid-up Capital) - Simple
14. Compliance with Securities Deposit – Highly Technical
15. Confirmation of Valuation – Highly Technical
16. Creation of Additional Paid-in Capital (APIC) - Highly Technical
17. Creation of Bonded Indebtedness - Highly Technical
18. Decrease of Capital Stock - Highly Technical
19. Dissolution - Highly Technical
20. Equity Restructuring - Highly Technical
21. Increase of Capital Stock by way of Cash - Highly Technical
22. Increase of Capital Stock through Payment other than Cash - Highly Technical
23. Issuance of Affirmative Certification with Secondary License - Simple
24. Issuance of Affirmative Certification without Secondary License - Simple
25. Issuance of Certificates of No Derogatory Information - Simple
26. Issuance of Certification with or without Secondary License - Simple
27. Issuance of Negative Certification - Simple
28. Issuance of Negative Certification with Secondary License - Complex
29. Issuance of Negative Certification without Secondary License - Simple
30. Issuance of Plain/Authenticated Copies of Documents - Simple
31. Licensing of Foreign Corporations through the Company Registration System (CRS) - Highly Technical
32. Merger / Consolidation - Highly Technical
33. Monitoring of Corporations where there is more than one set of General Information Sheet (GIS) - Simple
34. Petition for Cancellation or Substitution of Payment in relation to the Use of Properties that require Ownership Registration as Paid-Up Capital (SEC Memorandum Circular No. 14, series of 2013) - Highly Technical
35. Petition for Correction of Articles of Incorporation and/or By-laws and subsequent amendments of a Domestic Corporations - Highly Technical
36. Petition for Revival of Corporate Existence - Highly Technical
37. Petition to Lift Order of Revocation/Suspension - Highly Technical
38. Property Dividend Declaration - Highly Technical
39. Public Assistance and Complaint Action - Simple
40. Quasi-Reorganization - Highly Technical
41. Reclassification / Declassification / Conversion of Shares - Highly Technical
42. Registration and Issuance of a Certificate of Authority of a Lending Company - Simple

43. Registration and Issuance of Certificate of Authority of a Financing Company - Simple
44. Registration of Corporations through the Company Registration System (CRS) under Manual Processing - Simple
45. Registration of Corporations through the CRS - Simple
46. Registration of Corporations through the CRS under Lane for Easy Application Processing (L.E.A.P) - Simple
47. Registration of Corporations with less than 5 Incorporators through Manual Processing - Simple
48. Registration of One Person Corporation (OPC) through the Central Business Portal (CBP) - Simple
49. Registration of Partnerships through the CRS - Simple
50. Request for Payment in Installment or Reduction in Fines - Highly Technical
51. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) - Highly Technical
52. Request for Regular Monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters, and Regional Operating Headquarters) - Highly Technical
53. Two (2) -Party Action/Complaint - Highly Technical

INTERNAL SERVICES

54. Issuance of Affirmative Certification - Simple
55. Issuance of Negative Certification - Simple
56. Issuance of Plain/Authenticated Copies of Documents - Simple

INTERIM GUIDELINES FOR THE LIMITED MANUAL OPERATIONS OF CRMD DURING THE PERIOD OF STATE OF NATIONAL EMERGENCY DUE TO PANDEMIC OR IN THE EVENT OF OTHER MAJOR DISRUPTION WHETHER CAUSED BY A NATURAL DISASTER OR OTHER CAUSES

EXTERNAL SERVICES

57. Application for Amendment of Articles of Incorporation (other than Article VII) and/or By-laws of Domestic Corporations through electronic mail. – Simple and Complex
58. Application for Amendment of License of Foreign and Multinational Corporations through electronic mail - Complex
59. Application for Amendment of Partnerships (including Dissolution) through electronic mail - Simple
60. Application for Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations through electronic mail - Simple
61. Application for Registration of Capital Market Institutions - Highly Technical
62. Application for Renewal of License for Transfer Agents During Community Quarantine - Simple
63. Application for Withdrawal of License of Foreign or Multinational Corporations through electronic mail - Complex
64. Cash or Stock Dividend - Highly Technical

65. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership - Highly Technical
66. Certification of Securities Deposit – Highly Technical
67. Confirmation of Valuation - Highly Technical
68. Creation of Additional Paid-in Capital (APIC) - Highly Technical
69. Creation of Bonded Indebtedness - Highly Technical
70. Decrease of Capital Stock - Highly Technical
71. Dissolution - Highly Technical
72. Equity Restructuring - Highly Technical
73. Increase of Capital Stock by way of Cash - Highly Technical
74. Increase of Capital Stock through payment other than cash - Highly Technical
75. Merger / Consolidation - Highly Technical
76. Petition for Correction through electronic mail - Highly Technical
77. Petition to Lift Order of Revocation/Suspension – Highly Technical
78. Property Dividend Declaration - Highly Technical
79. Public Assistance and Complaint Action through Electronic Mail - Simple
80. Quasi-Reorganization - Highly Technical
81. Reclassification / Declassification / Conversion of Shares / Change in par value - Highly Technical
82. Registration of One Person Corporation and Corporations with less than 5 Incorporators through the Interim Registration System (IRS) - Simple
83. Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) through electronic mail – Highly Technical
84. Regular Monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters and Regional Operating Headquarters) through electronic mail – Highly Technical
85. Request for Affirmative Certification through electronic mail - Simple
86. Request for Affirmative Certification with or without Secondary License through electronic mail - Simple
87. Request for Certificate of No Derogatory Information through electronic mail - Simple
88. Request for Negative Certification through electronic mail (Request for Negative Certifications - Simple
89. Request for Negative Certification through electronic mail - Simple
90. Request for Negative Certification with or without Secondary License through electronic mail - Simple
91. Request for Negative Certification with Secondary License through electronic mail - Simple
92. Request for Plain/Authenticated Copies of Documents for Government Agencies through electronic mail - Simple

INTERIM GUIDELINES FOR THE LIMITED MANUAL OPERATIONS OF CRMD DURING THE PERIOD OF STATE OF NATIONAL EMERGENCY DUE TO PANDEMIC OR IN THE EVENT OF OTHER MAJOR DISRUPTION WHETHER CAUSED BY A NATURAL DISASTER OR OTHER CAUSES

INTERNAL SERVICES

93. Request for Affirmative Certification through electronic mail - Simple
94. Request for Negative Certification through electronic mail (Request for Negative Certifications) – Simple
95. Request for Plain/Authenticated Copies of Documents for Government Agencies through electronic mail – Simple

MARKETS AND SECURITIES REGULATION DEPARTMENT

EXTERNAL SERVICES

1. Accreditation of Surety Companies - Complex
2. Application for Certificate of Permit to Offer Securities for Sale and Order of SR for Equities, Debt Securities, Real Estate Investment Trust (REIT) - Highly Technical
3. Application for Confirmation of Exempt Transaction - Highly Technical
4. Application for Over-the-Counter Market/ Central Trade Reporting System/ Association of Securities Brokers and Dealers – Highly Technical
5. Application for Registration as an Exchange/SRO/Clearing Agency/ Clearing Agency-SRO and Depository - Highly Technical
6. Application for Registration as Operator of Alternative Trading System - Highly Technical
7. Application of Registration as Registrar of Qualified Buyer - Complex
8. Exemption from Registration of Limited Public Offering and Other Exempt Transaction - Highly Technical
9. Exemption from Registration of Securities including Stock Options - Highly Technical
10. Petition for Voluntary Revocation of Permit to offer Securities for Sale and Order of Registration for Equities, Debt Securities, Real Estate Investment Trust (REIT) - Highly Technical
11. Request for Comment/Recommendation on the Application for Articles of Incorporation/By-Laws/Secondary License and amendments relative thereto that falls within the jurisdiction of the Department - Complex
12. Request for Exemptive Relief/Confidential Treatment of Information Filed - Highly Technical
13. Request for SEC MSRD Certification - Simple
14. Review of Information Statement prior to its Distribution in the Stockholders Meeting - Simple

CORPORATE GOVERNANCE AND FINANCE DEPARTMENT

EXTERNAL SERVICES

1. Accreditation of Microfinance Non-Government Organizations (MF-NGOs) under Republic Act (R.A.) No. 10693 (Microfinance NGOs Act) - Highly Technical
2. Amendment of Registration Statement - Highly Technical
3. Application for Accreditation as Corporate Governance Institutional Training Provider - Complex
4. Application for Renewal of Accreditation as Corporate Governance Institutional Training Provider - Complex
5. Petition for Voluntary Revocation - Highly Technical
6. Processing of Information Statement (SEC Form 20-IS) - Highly Technical
7. Receiving of Walk-in Complaints Filed Against Covered Companies - Simple
8. Registration of Securities and Licensing of Investment Company - Highly Technical
9. Request for Approval of In-House Corporate Governance Training/Seminar - Complex
10. Request for Clearance for Financing Companies/Lending Companies/Foundations/Accredited Microfinance NGOs - Complex
11. Request for Clearance of Publicly-Listed Companies (PLCS)* - Simple
12. Request for Comment on Articles of Incorporation and/or By-Laws of Ordinary Companies, PLCs, Investment Companies, ETFs, PCs, Issuers of Proprietary and Non-Proprietary Securities - Simple
13. Request for Exemptive Relief / Confidential Treatment / Other Filing Made Requiring Action by the Department - Highly Technical
14. Request for Monitoring of Investment Company, Public Company, and Issuer of Proprietary and Non-proprietary Shares or Certificates - Simple
15. Request for Payment Assessment Form (for Payment of Annual Fee and Penalties) - Simple

INTERNAL SERVICES

16. Request for Validation of Qualification of Nominees for Independent Directors (IDs) of Publicly-Listed Companies (PLCs), Investment Companies (ICs), Exchange Traded Funds (ETFs), Public Companies (PCs), Issuers of Proprietary and Non- Proprietary Securities (RIs) - Complex
17. Review of Websites Pursuant to the SEC-Prescribed Website Template - Simple

ENFORCEMENT AND INVESTOR PROTECTION DEPARTMENT

EXTERNAL SERVICES

1. Receipt and Filing of Complaint by Walk-In Clients with the EIPD - Simple
2. Request for Certified True Copy of Documents by Walk-In Clients - Complex

ECONOMIC RESEARCH AND TRAINING DEPARTMENT

EXTERNAL SERVICES

1. Application for the Main Office (Computer-Based) and Provincial (Paper and Pen) Certification Examination - Simple
2. Certification of Rank in the Top Philippine Corporations - Simple
3. Complex Request for SEC Statistics, Reports, and Data (SRD) - Complex
4. Highly Technical Request for SEC Statistics, Reports, and Data (SRD) - Highly Technical
5. Provision of Copy of the Annual Ranking of Top Philippine Corporations - Simple
6. Registration for SEC Campaign Network Webinar – Simple and Complex
7. Request for Online Orientation on SEC Mandate & Functions and Other Related Topics - Complex
8. Simple Request for SEC Statistics, Reports and/or Data (SRD) - Simple

INTERNAL SERVICES

9. Complex Request for SEC Statistics, Reports, and Data (SRD) - Complex
10. Highly Technical Request of SEC Statistics, Reports, and Data (SRD) - Highly Technical
11. Provision of Copy of the Annual Ranking of Top 1K Corporations - Simple

INFORMATION AND COMMUNICATIONS TECHNOLOGY DEPARTMENT

EXTERNAL SERVICES

1. Complex Request for Copy/Copies of Corporate Documents (By Appointment) CLIENTS REQUEST FOR PLAIN/AUTHENTICATED COPY OF DOCUMENT/S – OPTION 1 – BY APPOINTMENT - Complex
2. Complex Request for Copy/Copies of Corporate Documents (By Courier) CLIENTS REQUEST FOR PLAIN/AUTHENTICATED COPY OF DOCUMENT/S – OPTION 2 – BY COURIER - Complex
3. Complex Request for Listings - Complex
4. Complex Request for Reverse Search - Complex
5. Highly Technical Request for Listings - Highly Technical
6. Highly Technical Request for Reverse Search - Highly Technical
7. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Walk-in) RECEIVING OF REPORTS/REPORTORIAL REQUIREMENTS – OPTION 1 (WALK-IN) - Simple
8. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Online Submission) RECEIVING OF REPORTS/REPORTORIAL REQUIREMENTS – OPTION 2 (ONLINE SUBMISSION) - Simple
9. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Walk-In, Mailed Delivery of Correspondences, Other Documents) RECEIVING OF REPORTS/REPORTORIAL REQUIREMENTS – OPTION 3 (WALK-IN, MAILED DELIVERY OF CORRESPONDENCES, OTHER DOCUMENTS - Simple
10. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Walk-In, Mailed Delivery of Correspondences, Other Documents) RECEIVING OF REPORTS/REPORTORIAL REQUIREMENTS – OPTION 3 (WALK-IN, MAILED DELIVERY OF CORRESPONDENCES, OTHER DOCUMENTS) During this Period of Pandemic - Simple
11. Simple Request for Copy/Copies of Corporate Documents (By Appointment) CLIENTS REQUEST FOR PLAIN/AUTHENTICATED COPY OF DOCUMENT/S – OPTION 1 – BY APPOINTMENT - Simple
12. Simple Request for Copy/Copies of Corporate Documents (By Courier) CLIENTS REQUEST FOR PLAIN/AUTHENTICATED COPY OF DOCUMENT/S – OPTION 2 – BY COURIER - Simple
13. Simple Request for Listings - Simple
14. Simple Request for Reverse Search - Simple

INTERNAL SERVICES

15. Posting of Information to SEC Website - Simple
16. System Modification for In-House Developed System – Highly Technical
17. Updating of Procurement Monitoring and Tracking System (PMTS) – Simple
18. Assigning Concerns Lodged Thru IMessageMo Email - Simple
19. Generation of User Keys – Simple
20. Creation of User Account - Simple
21. Creation of Google Form – Complex
22. Company Assignments - Simple
23. Change of Signatories - Simple

HUMAN RESOURCE AND ADMINISTRATIVE DEPARTMENT

EXTERNAL SERVICES

1. Issuance of Bid Documents (For Public Bidding) - Simple
2. Issuance of Notice of Award - Simple
3. Issuance of Notice to Proceed - Simple
4. Posting of Performance Security - Simple
5. Release of Perfected Contracts/Purchase Orders/Work Orders - Simple
6. Routine Queries (Phone-in, Walk-in) - Simple

EXTERNAL AND INTERNAL SERVICES

7. Legal Research Assistance (with the Aid of Online Legal Facilities) - Simple
8. Library Services – Access to Library Resources (Room Use Reading) - Simple
9. Library Services – Circulation Services - Simple
10. Library Services – Photocopying/Printing Services - Simple
11. Reference Queries in SEC Library - Simple

INTERNAL SERVICES

12. Building Services - Simple

13. Contract Administration Services - Simple
14. GSD Photocopying/Printing Services - Simple
15. Processing of Billing for Transmittal to FMD payment of the following Services (Lease of office spaces, Security, Janitorial, Water, Electricity, Telecommunications, Internet, Pest-Control, and other services necessary to the operations of the commission email, copier, etc.) - Simple
16. Request for Issuance of Certificates - Simple
17. Request for Issuance of Certified True Copy of Appointment Paper, Certificate of Assumption to Duty, Oath of Office, and Position Disposition Form - Simple
18. Request for Issuance of Certified True Copy of SALN - Simple
19. Request for Issuance of Rating and Certified True Copy of IPCR/DPCR - Simple
20. Request for Issuance of Service Record - Simple
21. Request for Loan - Complex
22. Request for Membership in Medicaid, Pag-ibig and PhilHealth - Simple
23. Request for Travel Authority - Simple
24. Supply Services - Simple
25. Transport and Messengerial Services - Simple

FINANCIAL MANAGEMENT DEPARTMENT

EXTERNAL SERVICES

1. Complex Request for Certified True Copy (CTC) of Official Receipt - Complex
2. Payment of Fees for Non-Registration Transaction - Simple
3. Payment of Fees for Registration Transaction - Simple
4. Purchase of Pin Mailer - Simple
5. Simple Request for Certified True Copy (CTC) of Official Receipt - Simple

EXTERNAL AND INTERNAL SERVICES

6. Issuance and Release of Payment - Simple

INTERNAL SERVICES

7. Request for Re-Application/Transfer of Payment - Simple

EXTENSION OFFICES

BAGUIO CITY

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Simple and Complex
2. Application for Amendment of Partnerships - Simple
3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership - Highly Technical
4. Increase of Capital Stock by way of Cash - Highly Technical
5. Increase of Capital Stock through Payment other than Cash - Highly Technical
6. Issuance of Certificates of No Derogatory Information - Complex
7. Issuance of Plain/Authenticated Copies of Documents - Simple
8. Public Assistance and Complaint Action - Simple
9. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) - Simple
10. Registration of Corporations through the Company Registration System (CRS) under Manual Processing - Simple
11. Registration of Corporations with less than 5 Incorporators - Simple
12. Registration of One Person Corporation (OPC) - Complex and Highly Technical
13. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) - Simple

TARLAC CITY

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations - Simple and Complex
2. Application for Amendment of Partnerships - Simple
3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership - Highly Technical
4. Increase of Capital Stock by way of Cash - Highly Technical
5. Increase of Capital Stock through Payment other than Cash - Highly Technical
6. Issuance of Certificates of No Derogatory Information - Simple
7. Issuance of Plain/Authenticated Copies of Documents - Simple
8. Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and/or Treasurer's Affidavit and subsequent amendments thereof of Domestic Corporations – Highly Technical
9. Petition for Revival of Corporate Existence – Highly Technical

10. Petition to Set Aside Orders of Revocation or Suspension – Highly Tehcnical
11. Public Assistance and Complaint Action - Simple
12. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) - Simple
13. Registration of Corporations through the Company Registration System (CRS) under Manual Processing - Simple
14. Registration of Corporations through the CRS - Simple
15. Registration of Corporations with less than 5 Incorporators through interim system - Simple
16. Registration of One Person Corporation (OPC) - Simple
17. Registration of Partnerships through the CRS - Simple
18. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) - Simple

LEGAZPI CITY

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Simple and Complex
2. Application for Amendment of Partnerships - Simple
3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership - Highly Technical
4. Increase of Capital Stock by way of Cash - Highly Technical
5. Issuance of Certificates of No Derogatory Information - Simple
6. Issuance of Plain/Authenticated Copies of Documents - Simple
7. Public Assistance and Complaint Action - Simple
8. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) - Simple
9. Registration of Corporations with less than 5 Incorporators - Simple
10. Registration of Corporations/Partnership through the Company Registration System (CRS) under Manual Processing - Simple
11. Registration of One Person Corporation (OPC) - Simple
12. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) - Simple

CEBU CITY

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Simple and Complex
2. Application for Amendment of Partnerships - Simple
3. Cash or Stock Dividends - Highly Technical
4. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership - Highly Technical
5. Confirmation of Valuation - Highly Technical
6. Creation of Additional Paid-in Capital (APIC) - Highly Technical
7. Decrease of Capital Stock - Highly Technical
8. Dissolution - Highly Technical
9. Equity Restructuring - Highly Technical
10. Increase of Capital Stock by way of Cash - Highly Technical
11. Increase of Capital Stock through payment other than cash - Highly Technical
12. Issuance of Certificates of No Derogatory Information - Simple
13. Issuance of Certification as to Status of a Registered Corporation (Requested by Third Party) – Simple
14. Issuance of Certification as to Status of a Registered Corporation (With Monitoring Clearance) - Simple
15. Issuance of Negative Certification - Simple
16. Issuance of Plain/Authenticated Copies of Documents - Simple
17. Petition for Correction of Entries in the Articles of Incorporation and/or By-laws and/or Treasurer's Affidavit and subsequent amendments thereof of Domestic Corporations – Highly Tehcnical
18. Petition to Set Aside Orders of Revocation or Suspension – Highly Technical
19. Property Dividend Declaration - Highly Technical
20. Public Assistance & Complaint Desk - Simple
21. Public Assistance for Letters Received Over the Counter - Simple
22. Public Assistance for Letters Received thru Mail - Simple
23. Public Assistance thru Electronic Mail – Simple
24. Quasi-Reorganization - Highly Technical

25. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) - Simple
26. Reclassification / Declassification / Conversion of Shares - Highly Technical
27. Registration of corporations with less than 5 incorporators through the Interim Registration System (IRS) - Simple
28. Registration of One Person Corporations (OPCs) through the Interim Registration System (IRS) - Simple
29. Registration of Partnerships and Corporations through the Company Registration System (CRS) under Manual Processing - Simple
30. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) - Simple

BACOLOD CITY

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Simple and Complex
2. Application for Amendment of Partnerships - Simple
3. Increase of Capital Stock by way of Cash – Highly Technical
4. Increase of Capital Stock through payment other than cash – Highly Technical
5. Issuance of Certificates of No Derogatory Information - Simple
6. Issuance of Certification as to Status of a Registered Corporation – Simple
7. Issuance of Plain/Authenticated Copies of Documents - Simple
8. Public Assistance and Complaint Action - Simple
9. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) - Simple
10. Registration of Corporations with 2-4 Incorporators Through Interim System - Simple
11. Registration of One Person Corporations Through Interim System (Pursuant to Section 10 of RCC) - Simple
12. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) - Simple

ILOILO CITY

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations - Simple and Complex
2. Application for Amendment of Partnerships - Simple
3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership - Highly Technical

4. Increase of Capital Stock by way of Cash - Highly Technical
5. Increase of Capital Stock through Payment other than Cash – Highly Technical
6. Issuance of Certificates of No Derogatory Information - Simple
7. Issuance of Plain/Authenticated Copies of Documents - Simple
8. Public Assistance and Complaint Action - Simple
9. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) - Simple
10. Registration of Corporations through the Company Registration System (CRS) under Manual Processing - Simple
11. Registration of Corporations through the CRS - Simple
12. Registration of Corporations with less than 5 Incorporators - Simple
13. Registration of One Person Corporation (OPC) - Simple
14. Registration of Partnerships through the CRS - Simple
15. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) - Simple

CAGAYAN DE ORO CITY

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations - Complex
2. Application for Amendment of Partnerships - Simple
3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership - Highly Technical
4. Increase of Capital Stock by way of Cash - Highly Technical
5. Increase of Capital Stock through payment other than cash - Highly Technical
6. Issuance of Certificates of No Derogatory Information - Simple
7. Issuance of Plain/Authenticated Copies of Documents - Simple
8. Public Assistance and Complaint Action - Simple
9. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) - Simple
10. Registration of Corporations through the Company Registration System (CRS) under Manual Processing - Simple
11. Registration of Corporations with less than five incorporators - Simple
12. Registration of One Person Corporation (OPC) - Simple
13. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) - Simple

DAVAO CITY

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations - Highly Technical
2. Application for Amendment of Partnerships - Highly Technical
3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership - Highly Technical
4. Increase of Capital Stock by way of Cash - Highly Technical
5. Increase of Capital Stock through payment other than cash - Highly Technical
6. Issuance of Certificate of No Derogatory Information - Simple
7. Issuance of Certification as to Status of a Registered Corporation - Simple
8. Issuance of Negative Certification - Simple
9. Issuance of Plain/Authenticated Copies of Documents - Simple
10. Issuance of Plain/Authenticated Copies of Documents for Other Government Offices - Simple
11. Public Assistance - Simple
12. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) - Simple
13. Registration of Corporations through the Company Registration System (CRS) under Manual Processing – Highly Technical
14. Registration of Corporations with 2-4 Incorporators under the Interim System - Manual Processing – Highly Technical
15. Registration of One Person Corporations (OPC) under the Interim System - Manual Processing – Highly Technical
16. Registration of Partnerships under the Company Registration System (CRS) - Manual Processing – Simple
17. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) – Highly Technical

INTERIM GUIDELINES FOR THE LIMITED MANUAL OPERATIONS OF THE DAVAO EXTENSION OFFICE DURING THE PERIOD OF STATE OF NATIONAL EMERGENCY DUE TO PANDEMIC OR IN THE EVENT OF OTHER MAJOR DISRUPTION WHETHER CAUSED BY A NATURAL DISASTER OR OTHER CAUSES

18. Procedure for Registration of Corporations under the Company Registration System (CRS) - Manual Processing During the State of Public Health Emergency - Simple
19. Registration of Corporations with 2-4 Incorporators under the Interim System with - Manual Processing During the State of Public Health Emergency - Simple
20. Registration of One Person Corporations under the Interim System - Manual Processing During the State of Public Health Emergency - Simple

21. Registration of Partnerships under the Company Registration System (CRS) - Manual Processing During the State of Public Health Emergency – Simple

ZAMBOANGA CITY

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Simple and Complex
2. Application for Amendment of Partnerships - Simple
3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership - Highly Technical
4. Increase of Capital Stock by way of Cash - Highly Technical
5. Increase of Capital Stock through payment other than cash - Highly Technical
6. Issuance of Certificates of No Derogatory Information - Highly Technical
7. Issuance of Plain/Authenticated Copies of Documents - Simple
8. Public Assistance & Complaint Desk - Simple
9. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) - Simple
10. Registration of Corporations through the Company Registration System (CRS) under Manual Processing - Simple
11. Registration of Corporations with less than 5 Incorporators - Simple
12. Registration of One Person Corporation (OPC) - Simple
13. Registration of Partnerships through the CRS - Simple
14. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) - Simple

SUMMARY

Department/Office	No. of Simple Transactions	No. of Complex Transactions	No. of Highly Technical Transactions	Total No. of Transactions
OCS	5	0	0	5
OGC	2	2	4	8
OGA	1	2	5	8
CRMD	45	5	45	92
MSRD	2	3	9	14
CGFD	6	5	6	17
EIPD	1	1	0	2
ERTD	6	3	2	11
ICTD	15	5	3	23
HRAD	24	1	0	25
FMD	6	1	0	7
BAGUIO EO	8	2	3	13
TARLAC EO	12	0	6	18
LEGAZPI EO	10	0	2	12
CEBU EO	16	0	14	30
BACOLOD EO	10	0	2	12
ILOILO EO	12	0	3	15
CDO EO	9	1	3	13
DAVAO EO	12	0	9	21
ZBO EO	9	0	5	14
GRAND TOTAL	211	31	121	363