






## SECSIME NO. LAG-01 ACCEPTANCE OF INCOMING COMMUNICATIONS.

Description: All incoming communications received by the Records Unit of the office goes through the scrutiny of the CENR Officer and instructions will cascade down to the respective Units concerned.

<b>Office or Division:</b>	Office of the CENRO Records Unit/Section, DENR CENRO Lagangilang, Abra, Region CAR			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	Internal: Regular Employee of DENR, including its Bureaus and Attached Agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Documents to submit		1. Requesting Party/PENR Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit requests, communications and documentary requirements.	1. Receive requests, record, assign control number and attach the DATS Form.	None	5 min.	<b>Hazel Mae G. Barbero</b> AO I/Records Officer  



2. None	3. Give instruction to the concerned units.	None	15 min.	<b>For. Shirley T. Leaño</b> OIC, CENR Officer 
3. Concerned units receives the documents for appropriate action	3. Release the documents to the concerned units.	None	5 minutes	<b>Hazel Mae G. Barbero</b> AO I/Records Officer 
<b>TOTAL:</b>		<b>None</b>	<b>Simple</b>	<b>25 minutes</b>