






SECSIME NO. LAM-01. ACTION TO DOCUMENTS

Description: **Process flow of Actions to documents**

Office or Division:	Office of the CENR Officer DENR CENRO Lamut, Ifugao, Region CAR			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	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			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter, Memoranda and other communication received		Public Assistance Desk, Receiving Area or Records Unit/Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request, memoranda and other communication	1. Receive, and check the completeness of submitted communications, stamp the date and time on documents and forward to all documents to action officer	None	5 min.	 NORMA G. BELINGON Records Unit/Section
2. None	2. Review and give instruction to concerned personnel/section	None	10 min.	 FLORENCIO I. PACIO OIC, CENRO



3. Receives communication for appropriate action	3.Records and releases document to concerned personnel/section	None	5 min	 NORMA G. BELINGON Records Unit/Section
TOTAL:		None	<i>simple</i>	<i>20 minutes</i>