






## SECSIME NO. SAB-06. ACTION TO DOCUMENTS

Description: This process is for the flow of acting documents received.

<b>Office or Division:</b>	Office of the CENR Officer, DENR CENRO Sabangan, Mt. Province, 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: LGU and other government agencies or instrumentalities and private individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request/Communications for submission		Requesting Party		
<b>Additional if Requesting Party is a representative</b>				
2. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Request/ Documents and reports	1.1 Receives, and logs request/documents/reports 1.2 Attached DATS 1.3 Forward to the Office of the CENR Officer	None	10 min.	 <b>ERLINDA C. FILLAG</b> Records Officer



2. None	2.Review and comment on the documents and forward to concerned office/personnel	none	5 mins	 <b>JERRY T. GODDI</b> OIC, CENR OFFICER
3.Concerned Personnel/section	3..Logs remarks/notes and forward documents to concerned section/personnel	none	5 mins	 <b>ERLINDA C. FILLAG</b> Records Officer
<b>TOTAL:</b>		<b>None</b>	<i>Simple</i>	<i>20 minutes</i>