






SECSIME NO. TAB-01. DOCUMENT PROCESS FLOW

Description: This process shows the procedures in receiving and releasing documents.

Office or Division:	Office of the CENR Officer DENR CENRO Tabuk, Kalinga Region CAR			
Classification:	Simple to Complex			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen 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. Duly accomplished customer request form (1 original) 2. Memorandum/Letter Request with complete attached documents		Public Assistance Desk, Receiving Area or Records Unit/Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit documents with appropriate attachments	1.1 Receives communication/document from client 1.2 Forward communication/document to CENRO	None	5 min.	 KRISHNA DEANNE B. TALLOG Records Officer
2. None	2. For evaluation, action and decision of complex documents then route the request/communication for appropriate action to concern section/unit	None	5 minutes	 SEVERINO L. DALUTAG CENR Officer



3. None (Section/Units receive documents for appropriate action)	3. Release documents to concerned sections/units	None	5 minutes	 KRISHNA DEANNE B. TALLOG Records Officer
TOTAL:		None	Simple	15 minutes