






## SECSIME NO. ABR-01. PROCESSING OF DOCUMENTS RECEIVED

Description: This service is to ensure documents received were routed to concerned office/personnel

<b>Office or Division:</b>	Office of the PENR Officer DENR PENRO Abra, Region CAR			
<b>Classification:</b>	Simple to Complex			
<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, NGOs/ Academe/ other NGAs/ LGUs and private individual			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Duly accomplished customer request form</li> <li>2. Request Letter/Documents for submission</li> <li>3. For Internal: Complete documents for action/signature</li> <li>4.</li> </ol>		Public Assistance Desk, Records Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit request form with complete attachment or documents for PENRO action	1. Receives and records incoming documents/communication in the incoming logbook for the PENRO and forwards to the Office of the PENRO	None	5 mins.	 RONALYN T. BALLA Records Officer



2. None	2. Review and act on documents (inputs instructions/marginal notes on the DATS) and forwards to the Records Office	None	30mins. - 1 day	 <p>MARCELO G. BUMIDANG PENRO</p>
3. None (Concerned Office receives documents for appropriate action)	3. Records comments on the log book, reproduce if needed and disseminates to respective divisions	None	10mins	 <p>RONALYN T. BALLA Records Officer</p>
<b>TOTAL:</b>		<b>None</b>	<b>Simple</b>	<b>45 mins.</b>
			<b>Complex</b>	<b>1 day 15 mins.</b>