






SECSIME NO. APA-01. ACTION ON DOCUMENTS

Description: PENROs Action on Documents/Communication

Office or Division:		Office of the PENR Officer, PENRO Apayao DENR PENRO Apayao, Region CAR		
Classification:		Simple		
Type of Transaction:		G2B - Government to Business G2C - Government to Citizen G2G - Government to Government		
Who May Avail:		General Public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished customer request form (1 original)		Public Assistance Desk, Receiving Area or Records Unit/Section		
Additional if from the Government Sector				
3. Official Letter Request (1 original)		Requesting Party		
Additional if Requesting Party is a representative				
4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents/ communication request for action	1. Receive, and check the completeness of submitted requirements, stamp the date and time on documents and forward all documents to the PENR Officer	None	5 minutes	 EURAH JUNE A. CAWALO Records Officer I

	2. Receive communications/requests for the action of the PENR Officer	None	5 minutes	 MIGUEL L. VASQUEZ Admin. Aide VI
	3. Evaluates the documents/ request and gives instructions to the concerned division	None	5 minutes	 ATTY. ROMEO G. BRAVO PENR Officer
	4. Release communications/documents acted upon by the PENR Officer to the Records Unit	None	5 minutes	 MIGUEL L. VASQUEZ Admin. Aide VI
	5. Release communications/ documents acted upon by the PENR Officer to concerned Division Chiefs	None	5 minutes	 EURAH JUNE A. CAWALO Records Officer I
	TOTAL:	None	25 minutes	

