






SECSIME NO. IFU-01. RECEIVING OF DOCUMENTS FOR SIGNATURE OF THE PENR OFFICER

Description: The receiving of documents for approval of the PENR Officer and to be routed to concern personnel and other client.

Office or Division:	Office of the PENR Officer DENR PENRO Ifugao Region CAR			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All Permanent, Casual and Contractual Personnel and Officials of PENR and CENR Offices, clients, People's Organization & Stakeholders.			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Document and communication to be signed by the PENR Officer	1.Receive document/ communication	NONE	1 minute	 ALVIN CHRISTOPHER B. LICODINI Receiving/Releasing Clerk



2. None	2.Review and sign	NONE	5 minutes	 ENGR. ERNESTO M. ATON PENR Officer
3. Receives document for action of concerned personnel	3.Record in computer and release to concern personnel	NONE	2 minutes	 ALVIN CHRISTOPHER B. LICODINI Receiving/Releasing Clerk
TOTAL:		NONE	simple	8 minutes