






SECSIME NO. BEN-02. RECEIVING OF INCOMING DOCUMENTS



Incoming Documents refers to all documents from internal and external clients (e.g. requests/invitation letter, memorandum, notices, special orders, etc.) being received at the receiving desk) for review/action/referral by the PENR Officer to the concerned division/unit.

Office or Division:	Office of the PENR Officer DENR PENRO Benguet, Region CAR	
Classification:	Simple	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Internal: DENR Offices, Regular Employees of DENR External: Private Individuals/Companies/Firms, other NGAs, NGOs, LGUs, Contract of Service Personnel of DENR	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Documents to be received		Client
Additional if from the Government Sector		
Additional if Requesting Party is a representative		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<p>1. Hands over the documents to be received to the receiving and releasing and receives back the receiving copy with stamp received (date, time and initial)</p> <p><i>Client may wait or come back within the processing time for the release of the document which may depend on the nature of the document (Client may refer to the posted Citizen's Charter)</i></p>	<p>1. Check the completeness of documents</p> <p>Receives the document and stamps received (date, time and initial) on the document</p> <p>Enters the document to the PENRO Document Tracking System (PDATS)</p> <p>Print a Document Tracking system routing slip</p> <p>Forwards to the PENR Officer</p>	None	2 Minutes	<p>EMILY B. ATOLBA <i>Admin Assistant</i> Receiving/Releasing Unit Office of the PENR Officer</p>  <p>Or</p> <p>CHER AMI A. PUL-AGAN <i>Admin. Aide I</i> Receiving/Releasing Unit Office of the PENR Officer</p> 
1.1. None	1.1. Review the request and refer with instruction to the concerned division	None	5 Minutes	<p>EDGARDO S. FLOR <i>OIC PENR Officer</i> Office of the PENR Officer</p> 



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.2. None	1.2. Encodes the instruction in the PENRO Document Tracking System (PDATS) then forward the document to the concerned division	None	2 Minutes	<p>EMILY B. ATOLBA <i>Admin Assistant</i> Receiving/Releasing Unit Office of the PENR Officer</p>  <p>Or</p> <p>CHER AMI A. PUL-AGAN <i>Admin. Aide I</i> Receiving/Releasing Unit Office of the PENR Officer</p> 
1.3. None	1.3. Concerned division receives the document for action			
TOTAL:		None	Simple	9 Minutes